



# City of Benbrook

**Lodging License Application**  
Benbrook Building Permits and Inspections  
911 Winscott Road, Benbrook, TX  
Phone: (817) 249-6064

## Hotel Information

Legal Hotel Name: \_\_\_\_\_ DBA: \_\_\_\_\_  
If different than legal name.

Address of Hotel: \_\_\_\_\_  
Street

\_\_\_\_\_

City State Zip

Total Number of Guest Rooms: \_\_\_\_\_ Maximum Occupancy of Hotel: \_\_\_\_\_

## Hotel Owner Information

Ownership Type: Corporation { } Partnership { } Sole Proprietorship { }  
Check the applicable ownership type.

Owner Name <sup>(1)</sup>: \_\_\_\_\_  
If corporation or partnership, please see below and provide full information on a separate sheet of paper.

Owner's Address: \_\_\_\_\_  
Street

\_\_\_\_\_

City State Zip

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

(1) If an owner is a partnership, provide the name of all partners, the principal business address, and contact information of each partner. If an owner is a corporation, provide whether it is organized under the laws of this state or is a foreign corporation, and must show the mailing address, business location, telephone number, name of the person in charge of the local office of such corporation, if any, and the names of the registered agent, all officers and directors or trustees of such corporation, and, if a foreign corporation, additionally the place of incorporation.

## Hotel Operator Information

Operator Name <sup>(2)</sup>: \_\_\_\_\_  
If corporation or partnership, please see below and provide information on a separate sheet of paper.

Current Address: \_\_\_\_\_  
Street

\_\_\_\_\_

City State Zip

If current place of residence is less than 10 years, please provide historical addresses of residence for the last 10- years from the date of this application.

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

(2) If an operator is a partnership, provide the name of all partners, the principal business address, and telephone number of each partner. If an operator is a corporation, provide whether it is organized under the laws of this state or is a foreign corporation, and must show the mailing address, business location, telephone number, name of the person in charge of the local office of such corporation, if any, and the names of the registered agent, all officers and directors or trustees of such corporation, and, if a foreign corporation, additionally the place of incorporation. Provide historical address information, including the duration of occupancy of each residence, from each state of residence for the last ten years.

### Hotel Manager Information

Manager Name<sup>(3)</sup>: \_\_\_\_\_

Job Responsibility: \_\_\_\_\_

Current Address: \_\_\_\_\_

Street

City State Zip

Length of Residency: \_\_\_\_\_ to \_\_\_\_\_

Beginning Date Today's Date

If current residency is less than 10 years, please provide additional address information for the place(s) of residency over the last 10 years.

Previous Address: \_\_\_\_\_

Street

City State Zip

Length of Residency: \_\_\_\_\_ to \_\_\_\_\_

Beginning Date Ending Date

Previous Address: \_\_\_\_\_

Street

City State Zip

Length of Residency: \_\_\_\_\_ to \_\_\_\_\_

Beginning Date Ending Date

<sup>(3)</sup>A manager is any employee with supervisory responsibilities. If there are multiple managers, please provide a separate list of all managers, their primary job responsibility and their place of residency for the last ten years.

### Operator Signature

Operator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

By signing above, the operator hereby attests that the information given is true and accurate and further authorizes the City of Benbrook to conduct a background verification of said operator and all managers of the hotel, and to conduct all necessary inspections prior to the issuance of a lodging license to ensure compliance with Chapter 8.10 Hotel Licensing of Title 8 - Health and Safety of the Benbrook Municipal Code. It is the responsibility of the operator to update the City of Benbrook of any changes in ownership and/or operation or management personnel.

### Additional Application Requirements and Fee

Please submit this completed and signed application form along with a current copy of the hotel's Certificate of Occupancy and Annual Lodging License Fee to the Benbrook Building Permits and Inspections Department. The initial annual hotel lodging license application is due no later than September 15, 2017. The subsequent annual hotel lodging applications are due by January 31, 2018.

Initial Lodging License Fee: \$50.00 (prorated fee based on the \$200.00 annual fee)

Fee Paid: \_\_\_\_\_ Date: \_\_\_\_\_ Check No. \_\_\_\_\_