

CITY OF GALENA, ILLINOIS



Bed & Breakfast/Small Inn License Application

Fee: \$150.00 for the first year, \$130.00 for each year after

Bed & Breakfast/Small Inn Name: _____ **# of Rooms:** _____

Address: _____
City State Zip

Owner's Name: _____

Phone #: _____ **Fax #:** _____

I hereby apply for the City of Galena Bed & Breakfast License or the Small Inn License as required in Section 112.02 and 112.05 of the Galena Code of Ordinances. I understand that this license will be issued when the following information is on file with the City of Galena:

1. A Fire Inspection Report from the Galena Fire Chief stating that the Bed & Breakfast or Small Inn Establishment complies with fire and life safety regulations applicable to Bed & Breakfast and Small Inn Establishments, as provided for in Section 93 of the Galena Code of Ordinances.
2. A Health Inspection Report from the Jo Daviess County Department of Public Health stating that the Bed & Breakfast or Small Inn complies with the state and county public health regulations applicable to public guest accommodations.
3. A Building Department Inspection report from the Galena Building Official and the Electrical Inspector stating that the Bed & Breakfast or Small Inn establishment complies with building, electrical, plumbing and mechanical code regulations applicable to single-family dwellings.
4. A Zoning Department Inspection report from the Galena Zoning Administrator stating that the Bed & Breakfast or Small Inn establishment complies with the number of rooms permitted by the Zoning Ordinance and the issued Special Use Permit.
5. A certificate of liability insurance, not the policy, in an amount of not less than five hundred thousand dollars (\$500,000) per occurrence.
6. Proof of registration with and a Record of Payment to the Illinois Department of Revenue (State of Illinois Form RHM-1: Hotel Operators Occupation Tax Return) and the Jo Daviess County Treasurer for hotel/motel taxes, as provided in § 154.406(D)(7) of the Zoning Ordinance.

I understand that each year I will be required to reapply for this Bed & Breakfast or Small Inn license. The annual fee will be \$130 (\$150 for the first year). Upon payment of the annual fee, inspections shall be scheduled. When the inspections are done and the Bed & Breakfast or Small Inn establishment is found to be in compliance, a license will be issued.

Applicant's Signature

Date

Applicant's Signature

Date