



## Department of Commerce

Division of State Fire Marshal  
John R. Kasich, Governor  
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# Operation Safe Stay Bureau of Testing and Registration - Hotel / Motel Frequently Asked Questions



### Q. Who is required to have a hotel license?

A: A license is required for:

- Any structure consisting of one or more buildings, with more than 5 sleeping rooms, kept, used, maintained, advertised, or held out to the public to be a place where sleeping accommodations are offered for pay to transient guests for a period of 30 days or less;
- Facilities specifically constructed, kept, used, maintained, advertised, and held out to the public to offer a temporary residence to persons either relocating their residence in an area or on temporary work assignment in an area; or
- Any Single Room Occupancy (SRO) Facility, which is a facility with more than 5 sleeping rooms that are kept, used, maintained, advertised, or held out to the public as a place where sleeping rooms are offered on a SRO basis and that is intended for use as a primary residence for residential guests staying for a period of more than 30 days.

### Q. Who is exempt from needing a hotel license?

A: Agricultural labor camps, apartment houses, lodging houses, rooming houses, hospitals, and college dormitories are exempt from hotel licensing requirements.

### Q. What is the cost of a hotel license?

A: The cost of a hotel license varies as follows:

- New hotel facility (or newly renovated hotel facility that was not a hotel before renovations):
  - Exterior Corridor Rooms Only: \$2,000.00
  - Interior Corridor Rooms Only: \$3,000.00
  - Exterior, Interior Corridor Rooms, & Multi-Purpose: \$4,000.00

- Existing hotel facility or a hotel facility not currently doing business (i.e., closed for remodel): \$110.00 up to 110 rooms plus \$1.00 per room thereafter.

### **Q. What is the cost to transfer a hotel license?**

A: To transfer a hotel license through a true bill of sale for an existing hotel facility that is currently doing business, the license transfer fee is \$500.00. You may obtain a license change application from the State Fire Marshal's [website](#) by going to the "Bureaus" tab at the top of the page and then to the "Test and Register" tab. Under "Applications & Registration," choose "Hotel License Changes."

### **Q. How do I start the process of getting a hotel license?**

A: You may contact the State Fire Marshal's Bureau of Testing and Registration (T&R) at (614) 752-7126 to request that a hotel license application be mailed to you. If leaving a message, please clearly state your name, complete mailing address, and a contact phone number. You may also obtain a license application from the State Fire Marshal's [website](#) by going to the "Bureaus" tab at the top of the page and then to the "Test and Register" tab. Under "Applications & Registration," choose "New Hotel License."

### **Q. Does my license have to be renewed and, if so, when?**

A: Yes. All hotel licenses expire December 31<sup>st</sup> of each calendar year and must be renewed for the following calendar year.

In general, a hotel license must be renewed prior to its' expiration (i.e., on or before December 31 of each calendar year). However, if you are an existing hotel and would like to be considered for participation in the **Operation Safe Stay** program, your application – with all supporting documents, including payment – must be returned to and receive by T&R on or before October 1 of each year.

### **Q. How do I renew my hotel license?**

A: A renewal notice is mailed to each hotel facility's address in late summer of each year. You must complete the application and return it with the appropriate renewal fee prior to the expiration of the current license (or if you would like to be considered for participation in the **Operation Safe Stay** program, your application – with all supporting documents, including payment – must be returned to and receive by T&R on or before October 1 of each year). You may also renew online from the State Fire Marshal's [website](#) by going to the "Bureaus" tab at the top of the page and then to the "Test and Register" tab. Under "Renew Online," choose the link that includes "Hotel/Motel" where you will be directed to the e-License center. You will

need to log in with the User ID and password provided in the renewal application that was mailed to you.

**Q. What is the fee for license renewal?**

A: The renewal fee is \$110.00 up to 110 rooms plus \$1.00 per room thereafter.

**Q. I did not receive or I cannot find my hotel license renewal application; how can I get one?**

A: Contact T&R at (614) 752-7126, and request that a “Hotel/Motel License Renewal Application” be sent via U.S. mail or e-mailed to you. If leaving a message, please clearly state your name, complete mailing address, and a contact phone number. Once you receive the renewal application which includes your user ID and password for online renewal, you have the option to renew online from the State Fire Marshal’s [website](#) by going to the “Bureaus” tab at the top of the page and then to the “Test and Register” tab. Under “Renew Online,” choose the link that includes “Hotel/Motel” where you will be directed to the e-License center. You will need to log in with the User ID and password provided in the renewal application that was mailed to you.

**Q. What document(s) must I submit with my license application?**

A: The following documents must be submitted to T&R with your license application or renewal:

- Hotel/Motel License Application or Hotel/Motel Annual Renewal License Application
- Payment of appropriate fee
- If there are any changes to the existing Hotel/Motel License, an “Application for Hotel/Motel License Change” form is also required; in addition, the following will also be required:
  - Payment of appropriate fee applicable to the change request
  - Any necessary documentation that supports the change request (i.e., deed of trust or true bill of sale for owner change, certificate of occupancy for change of facility type, etc.)
- If a license application or a renewal license application for the licensure of an extended stay facility is being submitted, the following documentation, is also required in addition to the documents listed above:
  - A Certificate of Occupancy for the facility that clearly and specifically indicates which rooms in the facility are approved as dwelling units. Typically, this is indicated on the Certificate of Occupancy with the terms “R-1” or “R-1/R-2” followed by a list of the specific rooms that are approved as dwelling units. (The Certificate of Occupancy is issued by the building code official that has jurisdiction over the facility).

- If you would like to be considered for participation in the **Operation Safe Stay** program, the following is also required in addition to the documents listed above:
  - Operation Safe Stay Questionnaire
  - For consideration for participation in the Operation Safe Stay program, all documentation for the application, including the payment of applicable fees, must be received by T&R on or before October 1, of each calendar year.

### **Q. Are all hotel licenses the same?**

A: No. There are multiple types of hotel licenses in Ohio including:

- Transient Hotel License: a license for those facilities which have transient guests staying for a period of 30 days or less.
- T270 Hotel License: a license that allows a transient hotel the ability to allow a guest to stay in a transient sleeping room in the hotel for a continuous period of two hundred seventy (270) days or less if certain conditions are satisfied.
- Extended Stay Hotel/Motel License: a license for those facilities specifically constructed, kept, used, maintained, advertised, and held out to the public to offer a temporary residence to persons either relocating their residence in an area or on temporary work assignment in an area.
- Residential Hotel License: a license for those facilities that are specifically constructed and approved through a valid Certificate of Occupancy issued by the building code official having jurisdiction as having both dwelling unit features for non-transient residence purposes and all of the transient residential occupancy features of a transient hotel in accordance with the residential group R-1 use and occupancy classification adopted by the Board of Building Standards pursuant to Chapter 3781 of the Revised Code, and that are kept, used, maintained, advertised, operated as, or held out to the public to be a place where non-transient dwelling units are offered for pay to persons for a minimum stay of more than thirty days.