

**\*Office Use Only\***  
Receipt #: \_\_\_\_\_  
Amt Paid: \_\_\_\_\_  
Date Rec'd: \_\_\_\_\_  
Rec'd By: \_\_\_\_\_  
Referred To: \_\_\_\_\_

**Application for License to Operate a Hotel/Motel/Rooming House**

Please complete the following Hotel/Motel/Rooming House application and return to Environmental Health with the appropriate fee.

Please complete (applications will be rejected if not complete):

Owner Information:

Owner's Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Fax #: \_\_\_\_\_ Cellular: \_\_\_\_\_

Other address and/or phone numbers: \_\_\_\_\_

Email: \_\_\_\_\_

Establishment Information:

Establishment Name: \_\_\_\_\_

Street Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_ Fax Number: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

**Assessors Parcel Number (APN)** \_\_\_\_\_

I acknowledge that I have provided accurate information on this application. I also understand that the regulatory authority may require additional modifications for the establishment to meet current Environmental Health Code requirements.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

June 30, 2015

In accordance with the Coconino County Environmental Services Code REG. 2-4-1 Regulatory Bill of Rights, the regulatory authority shall follow the requirements of Arizona Revised Statutes (ARS) 11-1601 through 1609. ARS 11-1604 requires sections A through G on all license applications.

- A. A county shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance, or delegation agreement. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.
- B. Unless specifically authorized, a county shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.
- C. This section does not prohibit county flexibility to issue licenses or adopt ordinances or codes.
- D. A county shall not request or initiate discussions with a person about waiving that person's rights.
- E. This section may be enforced in a private civil action and relief may be awarded against a county. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a county for a violation of this section.
- F. A county employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the County's adopted personnel policy.
- G. This section does not abrogate the immunity provided by section 12-820.01 or 12-280.02.