City of
Indianapolis
Gregory A. Ballard, Mayor

CITY OF INDIANAPOLIS
HOTEL/PLACES OF PUBLIC LODGING
LICENSE CHECKLIST

***PLEASE NOTE THAT INCOMPLETE APPLICATIONS OR THOSE SUBMITTED WITHOUT THE ITEMS LISTED BELOW WILL BE DEEMED NON-COMPLETE AND WILL NOT BE REVIEWED.

___1. SEND IN **COMPLETED APPLICATION.**

___2. INCLUDE A **CHECK PAYABLE TO THE OFFICE OF FINANCE AND MANAGEMENT** FOR A **TOTAL OF $189.00** FOR FEES:

$20.00 - LICENSE FEE
$85.00 - BUILDING INSPECTION FEE (Note: $85.00 covers the initial inspection and a reinspection as long as the 1st reinspection brings your hotel into compliance. Otherwise, you will be charged $125.00 for each inspection necessary.)
$84.00 - FIRE INSPECTION FEE (Note: $84.00 covers the initial inspection and first re-inspection, if necessary. The fee for each subsequent re-inspection is $80.00.)

___3. INCLUDE A COPY OF THE HOTEL'S **CERTIFICATE OF INSURANCE**

THE LICENSE EXPIRES DECEMBER 31 EACH YEAR.

YOU MAY CALL YOUR TOWNSHIP ASSESSOR TO OBTAIN THE PARCEL NUMBERS REQUESTED ON THE APPLICATION.

TOWNSHIP ASSESSOR OFFICES:

CENTER	(317) 327-4698	PIKE	(317) 327-3920
DECATUR	(317) 856-2230	WARREN	(317) 327-8888
FRANKLIN	(317) 327-4191	WASHINGTON	(317) 327-4819
LAWRENCE	(317) 547-8625	WAYNE	(317) 273-4130
PERRY	(317) 788-4833		