



ZONING SECTION

DATE ISSUED:

Development Services Department
Hotel / Motel License Application
Aplicación para licencia de Hotel / Motel

Date: _____
Fecha: _____

Name of owner/s or corporation: _____
Nombre de dueño/s o corporación: _____

If corporation, give name of principal officer: _____
Si es corporación, nombre de oficial principal: _____

Address: _____
Domicilio: _____
City Ciudad State Estado Zip Code Código Postal

Telephone: _____ Business Name: _____
Numero de Teléfono Nombre de Negocio Hotel, Motel
Hotel, Motel

The operator or owner shall immediately give written notice to the License Division of any change in the facts of this application. (El operador o dueño debe de dar por escrito una notificación inmediateamente al la división de Licencia de algún cambio sobre los datos en esta aplicación).

Applicant Signature
Firma del Aplacante

Title
Titulo

Development Services Department
Business Center – 5TH Floor
2 Civic Center Plaza
El Paso, Texas 79901-1196
(915) 541-4558



HOTEL & MOTEL

NEW

Applicant will file for their Application at the Texas Alcoholic Beverage Commission (TABC) offices located at 401 E. Franklin Ste. 120, El Paso, Texas 79901 (915) 834-5860.

<http://www.tabc.state.tx.us/index.asp>

Applicant will bring the Texas Alcoholic Beverage (TABC) application to the Development Services Department, located at City Hall 5th floor, 2 Civic Center Plaza, El Paso, Texas 79901.

Applicant must register their business name with the County Clerk at the County Courthouse located at 500 E. San Antonio, El Paso, Texas 79901 (915) 546-2071.

<http://www.epcounty.com/records.htm>

Applicant will bring a copy the Assume Name Certificate to the Development Services Department, located at City Hall 5th floor, 2 Civic Center Plaza, El Paso, Texas 79901.

Applicant submits application at Development Services Department / Business Center, located at City Hall 5th floor, 2 Civic Center Plaza, El Paso, Texas 79901 (915) 541-4558.

<http://www.elpasotexas.gov>

Applicant will file an application at the El Paso Public Health Department located at City Hall 5th floor 2 Civic Center Plaza, El Paso, Texas 79901 (915) 541-4434. <http://www.elpasotexas.gov/health>

Applicant must register with the State of Texas, City and County of El Paso for their quarterly hotel receipts of Occupancy Tax and Compliance of Reporting.

http://aixtcp.cpa.state.tx.us/hotel/hotelqtr_all.php

http://www.elpasotexas.gov/financial_services

<http://www.epcounty.com>

Business Center clerk creates the license, reviews and enters information from application, receives payment and issue license.

RENEWAL

Business Center mail out renewal notices one month before license expires.

Late renewals will incur a penalty fee.

Applicant submits required payment in person or via mail.

Business Center clerk issues license and customer is issued and/or mailed license and receipt.

License expires on December 31st

Mayor
John F. Cook

City Council

District 1
Ann Morgan Lilly

District 2
Susannah M. Byrd

District 3
Emma Acosta

District 4
Melina Castro

District 5
Rachel Quintana

District 6
Eddie Holguin Jr.

District 7
Steve Ortega

District 8
Beto O'Rourke

City Manager
Joyce A. Wilson