

Documents required for applying afresh for the grant of Lodging License /HOTEL LICENSE

- Application form on prescribed format
- Affidavit on prescribed format (27 point) with photograph
- Copy of property papers (ownership proof) alongwith NOC from co-owners, if any.
- Rent/Lease Agreement in case of tenant alongwith NOC on affidavit from owner
- Copy of Memorandum of articles, list of directors, board resolution in case of company
- Completion Certificate and sanctioned plan in case of Hotels/Motels.
- Copy of Conversion Charge/Parking Charge fee receipt in case of guest houses
- Copy of last 3 electricity bills
- Copy of medical certificate of staff
- List of Staff
- Structure Stability Certificate from Regd. Architect
- Height Certificate of building from Regd. Architect
- Site Plan/Key Plan from Regd. Architect

Documents required for renewal of Lodging License

- Application Form for renewal of license
- Copy of valid Municipal Health Trade License accompanied by fee receipt.
- Copy of valid fire NOC
- An affidavit (27 point) on stamp paper of Rs.10/- duly attested by Notary Public.
- Affidavit regarding no structural changes in the premises
- List of Employees
- Copy of medical certificate of Staff
- Copy of last 3 electricity bills