



TOWN OF NORTHLAKE
HOTEL REGISTRATION FORM

PERMIT NUMBER:
DATE RECEIVED:

Application must be filled out, signed, and submitted to Mrandolph@town.northlake.tx.us with all required documents attached.

Requirements Checklist

- Certificate of Incorporation
Working Smoke Alarms
Working Carbon Monoxide Alarms
Working Fire Extinguishers (5lbs., ABC rated)
Evacuation plan posted in each room.
Registration with Finance Department for payment of Hotel Occupancy Tax
Maximum Number of Occupants Permitted

1 Certificate of Incorporation - Required if ownership is a corporation, partnership, or other legal business entities.

Registration Type/ Fee

- Initial registration - \$120 for initial year
Renewal - \$60 annually

Property Information

Hotel Operating Name:
Property Address:
Taxpayer ID Number:
Total Number of Guest Rooms:
Maximum Occupancy:

Designated Manager/Operator Information

Name:
Mailing Address:
Phone Number:
24-Hour Contact Number:
Email:

Property Ownership Information

Name:
Mailing Address:
Phone Number:
24-Hour Contact Number:
Email:

I certify that I am the owner/ designated representative for the property referenced above and the hotel complies with, and will continue to comply with, any applicable ordinances, standards, and municipal code requirements.

Date of Application:
Signature:

HOTEL OCCUPANCY TAX INFORMATION

The Town of Northlake imposes a 7% hotel occupancy tax per Article 1.03: Taxation of its municipal code. Reporting and payment of the city's 7% occupancy tax is made by the property owner directly to the Town of Northlake using its required reporting form. Hotel owners must contact the town's Finance department before collecting and paying the imposed 7% occupancy tax. Please contact the Finance Department at (940) 648-3290 for more information.