



## Hotel/Motel, Boarding/Rooming House, and Bed and Breakfast Application process

*Note: Short-term vacation rentals register with the Park Board of Trustees at (409) 797-5000 or (409) 797-5132*

1. Fill out application from City of Galveston Applications, Fees, and FAQs page:  
<https://www.galvestontx.gov/647/Applications-Fees-and-FAQs>

### Misc Permits

- [Coin Operated Machines Application \(PDF\)](#)
  - [Concession Application \(PDF\)](#)
  - [Temporary Concession Application](#)
  - [Hotel/Motel Application](#)
  - [Mobile Vending Application \(PDF\)](#)
- OR**
- [Parking Lot Application \(PDF\)](#)
  - [Pawnbrokers, Junk and Secondhand Dealers Application \(PDF\)](#)
  - [Peddler Application \(PDF\)](#)
  - [Recreational Equipment Rental Application \(PDF\)](#)
  - [Rooming House/Bed and Breakfast Application \(PDF\)](#)

2. Contact Fire Department and City Marshal to schedule inspections:  
Fire Department: (409) 797-3850      City Marshal: (409) 797-3647

3. Once both inspections pass, bring completed application with all inspectors' signatures and fees to:

**Public Utilities Building  
3015 Market Street  
Galveston, Texas 77550**

Ask for the planner on duty to complete the process and receive the inspection sticker. **Note all such permits expire 12/31 of each year.**



# HOTEL-MOTEL APPLICATION DEVELOPMENT SERVICES DEPARTMENT

Planning and Development Division  
3015 Market Street, Galveston, TX 77550

409/797-3660

planning@galvestontx.gov  
www.galvestontx.gov

*Note: this permit required only for facilities which do not have a current AAA, Mobile, or National Flag rating.*

FIRST TIME APPLICANT [ ] OR [ ] RENEWAL \_\_\_\_\_

## I. APPLICANT INFORMATION

\_\_\_\_\_  
Applicant/Representative Name

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
E-mail Address

\_\_\_\_\_  
Business Name

\_\_\_\_\_  
Business Telephone

## II. PROPERTY INFORMATION

\_\_\_\_\_  
Owner Name

\_\_\_\_\_  
Owner Telephone

\_\_\_\_\_  
Property Address

\_\_\_\_\_  
Owner E-mail Address

\_\_\_\_\_  
Owner Signature

\_\_\_\_\_  
No. of Rooms

## III. APPLICANT CHECKLIST – *All of the following items must be included:*

- [ ] **Limited Use Affidavit** - *New facilities only, as required per Table 2.201 of Land Development Regulations*
- [ ] **Passed Fire Department Final Inspection** - *Fire Department signature required below.*
- [ ] **Passed Code Enforcement Final Inspection** - *Code Enforcement signature required below.*
- [ ] **Fees – Payable to the City of Galveston.** *Note that permit expires December 31st each year.*
  - Application Fee: \$500.00



### ARTICLE III. - ROOMING HOUSE—BED AND BREAKFAST

#### Sec. 18-13. - Permit required.

- (a) *Rooming house or bed and breakfast.* No person shall operate a rooming house or bed and breakfast without a valid rooming house or bed and breakfast permit. Before such permit is granted the applicant shall pay the annual required fees.
- (b) *Hotel or motel.* Except as provided, no person shall operate a hotel or motel or bed and breakfast without a valid hotel or motel permit. Before such permit is granted the applicant shall pay a permit fee of five hundred dollars (\$500.00) for each such permit.

(Ord. No. [23-005](#), § 2, 1-26-23)

#### Sec. 18-14. - Definitions.

For purposes of this section, the following definitions shall apply:

*Hotel* means a commercial establishment and or building in which members of the public obtain sleeping accommodations, and or lodging or other services for consideration. For purposes of this chapter, the term hotel shall include rooming house and bed and breakfast.

*Motel* means a commercial establishment or building in which members of the public obtain sleeping accommodations, and or lodging and other services for consideration for motorists in rooms usually having direct access to an open parking area.

A hotel or motel that carries and can show a current AAA, Mobile or National Flag rating, or a rating from a similar entity that inspects and rates hotels and motels and that is approved by the director of development services or designee, is exempt from these inspection and fee requirements.

(Ord. No. [23-005](#), § 2, 1-26-23)

#### Sec. 18-15. - Annual inspection.

- (a) Dwelling units, rooming units, rooming houses, hotels, and bed and breakfasts shall be inspected annually by the building official or designee to determine compliance with the minimum property maintenance standards safeguarding the health, and safety of the occupants of such dwelling units and of the general public.
- (b) The building official or designee is authorized to enter, inspect, examine and survey, at all reasonable times, all dwelling units, rooming units, rooming houses, hotels, or bed and breakfasts facilities.
- (c) The owner or occupant of every dwelling unit, rooming unit, rooming house, hotel, or bed and breakfast or the person in charge thereof, shall give the building official or his/her agent free access to such, dwelling unit, rooming unit, rooming house, hotel, or bed and breakfast at all reasonable times for the purpose of such inspection, examination and survey.

(Ord. No. [23-005](#), § 2, 1-26-23)

#### Sec. 18-16. - Annual fees.

- (a) The city shall assess each rooming house or bed and breakfast an annual inspection fee of two hundred and fifty dollars (\$250.00) for each such permit. The city shall not issue an inspection certificate indicating that a rooming house or bed and breakfast is in compliance with, building, public safety and health regulations until such fee is paid in full.

(b) The city shall assess each hotel or motel an annual inspection fee of five hundred dollars (\$500.00) for each such permit. The city shall not issue an inspection certificate indicating that a hotel or motel is in compliance with, building, public safety and health regulations until such fee is paid in full.

(Ord. No. [23-005](#), § 2, 1-26-23)