



Police Department

September 4, 2014

Dear Hotel/Motel Operator:

Municipal Code 5.39 requires all City hotels and motels to obtain and display a permit-to-operate each year. (The full text of the ordinance can be found by entering "5.39" in the search request box at: <http://www.codepublishing.com/ca/chulavista.html>.)

Included in this packet are the three documents that comprise your 2015 calendar year permit-to-operate application packet:

- 1-page application for permit to operate
- health inspection form ("Environmental Health Report – Hotels and Motels")
- application checklist/important dates flier

Your permit application, health inspection form, and \$70 processing fee are **due by November 3, 2014** to the Chula Vista Police Department.

If you will be submitting a request for a permit-to-operate, **we recommend that you arrange for your property's environmental health inspection as soon as possible**. The health inspection must be completed by a registered environmental health specialist (REHS) who is licensed by the state of California. The health inspection is required in even years (2014, 2016, etc.). You are responsible for scheduling the inspection and addressing any issues that may arise before your permit to operate application packet is due.

Below are the names and telephone numbers of two registered environmental health specialists (REHSs) provided by a representative of the Food and Housing Division of the San Diego County Department of Environmental Health; both worked with Chula Vista motels in 2012 to complete their health inspections.

Paula Tanner, (619) 339-8599, paula.tanner@jackinthebox.com

Robert Romaine, (619) 303-8189 or 619-997-1005 (cell), fscromaine@sbcglobal.net

We are not recommending that you contract with any specific REHS and the names above are not presented in any particular order.

Once we receive a request for a permit to operate, we will review relevant City data regarding the property. Operating permits may be denied for any of the following reasons:

- The hotel/motel owes the City Transient Occupancy Tax.

- The hotel/motel has an unabated Notice of Violation (code violation) in excess of 30 days.
- The hotel/motel has excessive calls for service or drug- or prostitution-related arrests.
- The hotel/motel is not in compliance with Federal, State, and City Municipal codes, such as the California public health requirements outlined in the form, "Environmental Health Report – Hotels and Motels."

We recognize that the permit to operate application process entails additional efforts on your part. We very much appreciate your participation in this process as it contributes toward our common goal -- making all Chula Vista hotels and motels as safe and secure as possible.

If you have any questions, or would like to schedule an on-site meeting at your motel to discuss any ordinance-related issues with members of the Police Department and other city officials, such as Code Enforcement officers, Finance staff, or a representative from the City Attorney's Office, please contact Karin Schmerler at 619-409-5410.

Sincerely,



Jonathan Alegre
Administrative Services Manager
Chula Vista Police Department

cc: Tiffany Allen, Treasury Manager, Finance Department, City of Chula Vista
Gene Gardiner, Code Enforcement Officer II, Planning and Building Services,
City of Chula Vista
Chance Hawkins, Deputy City Attorney, City of Chula Vista
Karin Schmerler, Senior Public Safety Analyst, Chula Vista Police Department

2015 Hotel/Motel Permit to Operate Application



Hotel/Motel Information

Hotel/Motel Name: _____

Hotel/Motel Address: _____

Hotel/Motel City: _____ Hotel/Motel State: _____ Hotel/Motel Zip: _____

Number of Kitchens in Hotel/Motel: _____ Number of Toilets in Hotel/Motel: _____

24-Hour Emergency Contact Telephone: _____ Business License # _____

Full Name of Applicant/Operator: _____

Business Name (if different from motel name): _____

Corporation Name (if applicable): _____

The Hotel/Motel is self-insured: yes no (if no, complete liability insurance questions)

Liability Insurance Carrier: _____ Policy #: _____

Liability Insurance Agent (LIA): _____ LIA Telephone: _____

LIA City: _____ LIA State: _____ LIA Zip: _____

Agent for Service (AOS): _____

Street Address for AOS: _____

City AOS: _____ State AOS: _____ Zip AOS: _____

Owner Information

Name of Hotel/Motel Owner: _____

Owner Address: _____

Owner City: _____ Owner State: _____ Owner Zip: _____

Owner Telephone: _____ Owner E-mail: _____

Manager Information

Name of Hotel/Motel Manager: _____

Manager Address: _____

Manager City: _____ Manager State: _____ Manager Zip: _____

Manager Telephone: _____ Manager E-mail: _____

Signature of Applicant/Operator: _____ **Date:** _____

This application is due November 3, 2014. Please attach your completed health inspection form and \$70 permit fee to this application and submit it to: Chula Vista Police Department, 315 Fourth Avenue, MS P-200, Chula Vista, CA 91910, *Attention:* Karin Schmerler.



Hotel/Motel Name: _____

ENVIRONMENTAL HEALTH REPORT – HOTELS AND MOTELS

INSTRUCTIONS TO THE INSPECTOR:

All areas of the building and grounds and all guestrooms shall be inspected for the following items. Please initial each item that is in compliance. Any item not in compliance shall be detailed on the back of this sheet. Issues not covered by these items that are in violation of government statute shall also be reported in detail on the back of this sheet.

____ The hotel/motel does not have any interior or exterior areas where stagnant water has accumulated.

____ All necessary means have been employed to eliminate and control infestations of insects and rodents on the premises of any hotel/motel. "Insects" include, but are not limited to, lice, bedbugs, fleas, blood-sucking conenoses, roaches, flies, bees, and the larva and eggs of aforesaid insects. "Rodent" includes, but is not limited to, mice, rats, opossums and squirrels. Exterior monitoring traps for rodents are present, and the hotel/motel contracts for a regular pest service.

____ Soap and toilet tissue in suitable dispensers and individual towels or other approved hand-drying facilities and suitable waste receptacles with lids are provided in each rest room.

____ Floors, walls and ceilings of guestrooms are constructed and maintained as to be easily cleanable and are clean and in good repair.

____ Mattresses, mattress covers, quilts, blankets, pillows, pillow slips, sheets, comforters, and other bedding is clean and is in good repair.

____ Guestrooms are supplied with a lavatory, hand soap, and clean towels for each guest.

____ All eating and drinking utensils in guestrooms are either single use service or are washed, sanitized, and protected from subsequent contamination.

____ There are no ice machines on the property that allow dispensing of ice from storage bins where the general public has free access.

____ All rubbish, waste containers, and dumpsters located on the premises are free of accumulations of refuse, dirt and waste products that are subject to decomposition and fermentation.

____ If the hotel/motel has a pool, basic safety equipment is present, and the water is clear.

Signature of CA Registered Environmental
Health Specialist

Date

Print Name

CA License Number



Checklist: Hotel/Motel Permit to Operate Application

Please make sure your application is complete before submitting it to the Chula Vista Police Department. Did you:

- Completely fill out the 1-page permit to operate application
- Attach your completed health inspection report to the application
- Attach the \$70 permit to operate fee to the application (checks can be made out to the Chula Vista Police Department)

Please mail or bring your completed application packet to:

**Chula Vista Police Department
315 Fourth Avenue, MS P-200
Chula Vista, CA 91910
Attention: Karin Schmerler**

Questions??

Gene Gardiner, 619-407-3536 (code enforcement or health inspection issues)

Karin Schmerler, 619-409-5410 (public safety issues or application process)

Important Dates: 2015 Hotel/Motel Permit-to-Operate Application Process

September 4, 2014	Permit Application Packet Link Emailed to All Hotel/Motel Operators
November 3, 2014	Permit Application Packets Due to the Chula Vista Police Department
December 17, 2014	Permits Mailed to Hotels/Motels
January 1, 2015	Permits Must be Displayed by Hotels/Motels