

Date: ___/___/___



BED AND BREAKFAST LICENSE APPLICATION

Village of Riverside | 27 Riverside Rd. Riverside, IL 60546 | P: 708 - 447-2700 | F: 708 - 447 - 2704

I/We, the undersigned, hereby make application for license under and by virtue of the Ordinances of the Village of Riverside for lodging in a private residence.

New License

License Renewal

PROPERTY INFORMATION

Property Address: _____ # of dwelling units: _____

City: Riverside State: IL Zip Code: 60546 Tax Index #: _____ Zoning: _____

Property Owner(s): _____

Mailing Address: _____

(If a partnership, corporation, or other entity, include its name and the name of the responsible party.)

Applicant/authorized agent: _____ Address: _____

(Owner or authorized agent must be located within 30 miles of property.)

Phone #: _____ Fax #: _____ Email Address: _____

Alarm System: Yes No Must notify Riverside Police Department at (708) 447-2127 to ensure alarm information is current.

Detailed Profile of Property (access to the property, available outdoor areas, parking provided, etc.):

ADDITIONAL INFORMATION REQUIRED *(Note: \$100 business license fee required upon approval)*

- A) A certificate of insurance, as required under section 3-25-6 of Village Code;
Applicant and subject property must be covered by liability insurance with limits of not less than one million dollars (\$1,000,000) per occurrence, for bodily injury and property damage arising in any way from the issuance of the license. Please refer to subsection 3-25-6 for detailed policy requirements.
- B) A statement as to whether the owner/operator or any other person with an ownership interest in the establishment, including partners/managers/members or officers of any owning partnership or limited liability corporation, has ever been convicted in any jurisdiction of any felony;
- C) Proof that the owner/operator has at least a twenty five percent (25%) ownership interest in the property on which the establishment is located, and names, addresses, ownership interest and current contact information for any nonresident co-owners/partners/members/managers, etc.;
- D) A written statement that the establishment shall be the owner/operator's legal primary residence throughout the duration of the license period;

- E) Proof of adequate off street parking, as required by title 10, chapter 8 of the zoning ordinance;
- F) A copy of an evacuation diagram, as required under section 3-25-6;
- G) A valid certificate of registration in food handling and sanitation issued by the Cook County health department;
- H) Floor plan indicating size of guestrooms;
- I) Proof of an integrated fire alarm system
**Building permits are required for any alterations needed to meet the building and fire code requirements, including the fire alarm system.*

**ALL BED AND BREAKFAST ESTABLISHMENTS WILL BE INSPECTED RELATIVE TO BUILDING
AND FIRE DEPARTMENT CODES**

I/We hereby certify that all of the information contained in this application for a Bed and Breakfast License is true and correct, that I/we am/are authorized to sign this document of behalf of this property owner; further that any false penalties provided for by law. I/We further state that we understand all of the ordinances of the Village of Riverside or the laws of the State of Illinois or of the United States of America in the conduct of the place of establishment described herein.

NOTE: This is an application for a bed and breakfast license and it is understood that a guest cannot be lodged until a license is issued by the Village Clerk of the Village of Riverside, Illinois.

Signature of Applicant: _____ Title: _____ Date: _____

FOR OFFICE USE

Received: _____

Reviewed: _____

Inspection: _____

Issued: _____

Chapter 25

BED AND BREAKFAST ESTABLISHMENTS

3-25-1: DEFINITIONS:

3-25-2: LICENSE; SCOPE:

3-25-3: APPLICATION; INFORMATION REQUIRED:

3-25-4: DEPARTMENTAL DUTIES; LICENSE REQUIREMENTS:

3-25-5: LICENSE ISSUANCE AND RENEWAL; PROHIBITIONS:

3-25-6: LEGAL DUTIES:

3-25-7: PROHIBITED ACTS:

3-25-8: REGULATIONS:

3-25-9: LICENSE REVOCATION; ONE YEAR WAIT FOR NEW LICENSE:

3-25-10: PENALTY:

3-25-1: DEFINITIONS:

BED AND BREAKFAST ESTABLISHMENT: A single-family residence, occupied by an owner, which offers lodging on a temporary basis to paying guests in no more than five (5) guestrooms without cooking facilities, in operation for more than ten (10) nights in a twelve (12) month period, in which breakfast may be provided to such paying guests. "Bed and breakfast establishment" is differentiated from hotels or motels in that such an establishment was typically designed originally as a single-family residence, and in that it affords guests the opportunity to visit with the owner/operator in a homelike environment. Guests do not include members of the owner/operator's family.

GUEST: A person or persons staying in a bed and breakfast guestroom overnight, but not to exceed fifteen (15) consecutive days, and having a permanent residence at an address other than the address of the bed and breakfast guestroom temporarily occupied. A bed and breakfast guest may not stay overnight in any portion of the establishment not designated as a guestroom.

GUESTROOM: A sleeping room or group of rooms within a single-family residential dwelling unit, forming a separate area, used or intended to be used for sleeping, but not for cooking purposes, by guests for a continuous period not in excess of fifteen (15) days per guest.

OWNER/OPERATOR: An individual with at least a twenty five percent (25%) ownership interest in the property on which the establishment is situated, and who resides in the bed and breakfast establishment on a full time basis and oversees its day to day operations.

3-25-2: LICENSE; SCOPE:

A license is required to operate a bed and breakfast establishment, as defined in this chapter and in the zoning ordinance, within the village. A bed and breakfast license issued under this chapter allows the owner/operator to provide sleeping accommodations in up to five (5) guestrooms without cooking facilities, and breakfast, in conformance with the other requirements of this chapter and the zoning ordinance. No alcoholic liquor shall be sold or otherwise provided for use or consumption by registered guests on the licensed premises. Licenses shall be issued by the village clerk for a period of one year from the date of issuance, unless sooner revoked, and may thereafter be renewed for successive one year periods. No license shall be transferable to another person or location or to other bed and breakfast establishments.

3-25-3: APPLICATION; INFORMATION REQUIRED:

An application for, and, if requested, renewal of, a business license to engage in the business of a bed and breakfast establishment shall be accompanied by the following information:

- (A) A certificate of insurance, as required under section 3-25-6 of this chapter;
- (B) A statement as to whether the owner/operator or any other person with an ownership interest in the establishment, including partners/managers/members or officers of any owning partnership or limited liability corporation, has ever been convicted in any jurisdiction of any felony;
- (C) Proof that the owner/operator has at least a twenty five percent (25%) ownership interest in the property on which the establishment is located, and names, addresses, ownership interest and current contact information for any nonresident co-owners/partners/members/managers, etc.;
- (D) A written statement that the establishment shall be the owner/operator's legal primary residence throughout the duration of the license period;
- (E) Proof of adequate off street parking, as required by title 10, chapter 8 of the zoning ordinance;
- (F) A copy of an evacuation diagram, as required under section 3-25-6 of this chapter;
- (G) A valid certificate of registration in food handling and sanitation issued by the Cook County health department.

3-25-4: DEPARTMENTAL DUTIES; LICENSE REQUIREMENTS:

The building department and the fire department shall inspect each bed and breakfast establishment before any initial license is issued for such establishment. Thereafter, the building department and the fire department shall inspect the establishment at least once every two (2) years to determine whether the establishment complies with all applicable code requirements and village regulations. In order for a license to issue, a bed and breakfast establishment must comply with all village building, fire, property maintenance and other code requirements and village regulations, state regulations, and must meet the following requirements:

- (A) Each guestroom shall be not less than seventy (70) square feet for one guest or fifty (50) square feet for each occupant if intended for two (2) or more guests.

3-25-5: LICENSE ISSUANCE AND RENEWAL; PROHIBITIONS:

No business license to engage in the business of bed and breakfast establishment shall be issued to:

- (A) Any owner/operator unless the establishment identified in the license application is:
 - 1. A single-family residence occupied by the owner/operator in conformance with the requirements of this chapter.
- (B) Any owner/operator, if such owner/operator or any other person with an ownership interest in the establishment, including partners/managers/members or officers of any owning partnership, or limited liability corporation, has ever been convicted in any jurisdiction of any felony that is rationally related to the individual's fitness or capacity to operate a bed and breakfast establishment;

- (C) Any owner/operator whose license at any location has been revoked for cause within the last two (2) years.
- (D) Any owner/operator where the owner/operator or any other person with an ownership interest in the establishment, including partners/managers/members or officers of any owning partnership or limited liability corporation, is in default to the village regarding payment of water and sewer charges, special taxes or assessments, parking and other village violation citations or judgments, motor vehicle tax, or any other taxes or fees that are due and unpaid by such person to the village, pursuant to subsection 3-1-3(B) of this code, or where there are delinquent property taxes owed to Cook County on the bed and breakfast establishment property, or any other property owned within the village by the owner/operator or other person with an ownership interest.

3-25-6: LEGAL DUTIES:

The owner/operator of each licensed bed and breakfast establishment shall have a duty to:

- (A) Obtain commercial general liability insurance, with limits of not less than one million dollars (\$1,000,000.00) per occurrence, for bodily injury and property damage arising in any way from the issuance of the license. Each policy of insurance required under this subsection shall:
 - 1. Be issued by an insurer authorized to insure in the state of Illinois;
 - 2. Be submitted to the village with the license application or request for renewal; and
 - 3. Include a provision requiring thirty (30) days' advance notice to the village prior to cancellation or lapse of the policy. The licensee shall maintain the insurance required under this section in full force and effect for the duration of the license period. A single violation of this subsection shall result in suspension or revocation of the license;
- (B) Maintain current guest registration records which contain the following information about each guest: the guest's name, address, signature, room assignment and dates of accommodation. The registration records shall be kept on file for three (3) years and, upon request by any authorized village official, shall be made available for inspection by such village official during regular business hours or in case of an emergency;
- (C) Be present throughout the duration of any rental period. Occupancy of the establishment by an individual owning twenty five percent (25%) or more of the interest in the establishment shall be a continuing requirement for maintaining a license under this chapter. The owner/operator must occupy the establishment whenever guests are present;
- (D) Comply with the minimum standards set forth in section 4 of the bed and breakfast act, if breakfast food for registered guests is prepared, handled or served on the licensed premises;
- (E) Comply with the minimum standards set forth in section 5 of the bed and breakfast act, in the provision of soap, towels or linens to registered guests on the licensed premises;
- (F) Comply with all applicable building and fire prevention provisions of section 6 of the bed and breakfast act and of this chapter, the state fire marshal's requirements for one- and two-family dwellings, and with any regulations promulgated under any of the foregoing. In addition, the following requirements shall be met:

1. An integrated, supervised fire alarm system consisting of a hardwired or UL approved wireless fire detection system which complies with national fire alarm code NFPA 72, shall be installed and shall include the following:
 - (a) One pull station shall be provided at each required exit and on each floor containing guestrooms; and
 - (b) Smoke detectors with light and horn strobes shall be installed in each guestroom, in each hallway in the immediate vicinity of rooms, one in each living room or lounge area, one in each dining room, one in each workshop area, and on each building level, including the basement and habitable attic space.
 - (c) The units and system shall be tested regularly in accordance with the manufacturer's instructions and the owner shall provide such periodic written reports relating to smoke detector testing and maintenance as shall be required by the fire department;
2. Manual extinguishing equipment shall be provided in each sleeping room or within fifteen feet (15') of any sleeping room in accordance with NFPA 10 (standards for the installation of portable fire extinguishers);
3. All combustibles or flammable liquids shall be stored in approved metal containers. No combustible storage shall be allowed in or under stairways;
4. All trash containers used inside the building shall be metal;
5. No portable heating devices shall be allowed in sleeping rooms;
6. An evacuation diagram identifying all means of egress from the establishment shall be posted in a conspicuous place on the inside panel of each guestroom door;
7. All guestrooms located above the second floor or in the basement must have two (2) exits approved by the fire department. All vertical openings to any such floor or basement in which a guestroom is located shall be enclosed with enclosures continuous from floor to floor, which enclosures shall be by fire barriers such as walls or partition assemblies. Any such fire barrier shall have a minimum of one hour fire resistance rating;
8. Passageways used for exiting from any such floor or basement and stairways used for exiting from any such floor or basement shall be enclosed by materials that have a minimum of one hour fire resistance rating;
9. Self-closing doors approved by the fire department shall be used in any such stairway used for exiting from any such floor or basement;
10. All hallways, corridors and stairways used as exits shall be adequately lighted at all times. Emergency lighting shall meet section 5-9 of the NFPA 101 life safety code;
11. A kitchen exit shall not be considered as an approved fire exit in an establishment where breakfast is served;
12. All interior and exterior exits shall open from the inside without the use of a key or special knowledge. All such exits shall be the width of a normal door and shall not be blocked or obstructed at any time; and

13. The operator shall submit a floor plan of the bed and breakfast establishment to the fire department;

- (G) Obtain, maintain and display a valid certificate in food handling and sanitation issued by the Cook County department of public health;
- (H) Display no more than one professionally painted or designed sign of eighteen inches (18") in height and twenty four inches (24") in width, which is consistent in design and material with the building's architecture, affixed flat to the front facade of the building near the front entrance. Such signs shall only display the name of the bed and breakfast establishment and must be reviewed and approved by the planning and zoning commission for compliance with the above stated standards before a permit may be issued for same;
- (I) Conspicuously display a current village bed and breakfast license within the establishment; and
- (J) Fulfill all requirements of the Illinois department of revenue, including the payment of any applicable hotel taxes.

3-25-7: PROHIBITED ACTS:

It shall be unlawful for any owner/operator of a bed and breakfast establishment to:

- (A) Exceed the scope of the license;
- (B) Allow occupancy of the establishment or any part thereof to exceed one person per one hundred twenty five feet (125') of floor area, excluding elevators, stairways or other shaft enclosures;
- (C) Rent any guestroom in the establishment for more than fifteen (15) consecutive days to any guest;
- (D) Use or permit the use of a hot plate, coffeemaker or other cooking device in any guestroom or bathroom;
- (E) Permit any criminal activity or public nuisance to take place on the licensed premises. If a licensee knows or suspects that any criminal activity or public nuisance is taking place on or immediately adjacent to the licensed premises, the licensee shall immediately notify the police department of such fact and cooperate with the police department in any investigation that may ensue; or
- (F) Knowingly make any false or incomplete or misleading statement about the owner/operator's criminal background, or the criminal background of any other person with an ownership interest, in connection with any license application submitted pursuant to this chapter; or
- (G) Be in violation of any other requirement of this chapter, the village code or zoning code, the Illinois bed and breakfast act, or any rules or regulations promulgated under any of the foregoing.

3-25-8: REGULATIONS:

The village manager shall have the authority to promulgate rules and regulations necessary to implement the requirements of this chapter.

3-25-9: LICENSE REVOCATION; ONE YEAR WAIT FOR NEW LICENSE:

If a license issued to engage in the business of bed and breakfast establishment is revoked for any

cause, no license shall be granted to any person for the operation of a bed and breakfast establishment at the premises described in the revoked license for a period of one year from the date of revocation.

3-25-10: PENALTY:

Actions on licenses shall take place in accordance with section 3-1-5 of this code. Any one violation of this chapter, this code or zoning ordinance, the Illinois bed and breakfast act, or any rules or regulations promulgated under any of the foregoing may result in fines, suspension or revocation. In addition to any other penalty provided by law, three (3) or more violations of this chapter, this code or zoning ordinance, the Illinois bed and breakfast act, or any rules or regulations promulgated under any of the foregoing on three (3) different days within any twelve (12) month period shall result in a mandatory license suspension or revocation. Each day that a violation continues shall constitute a separate and distinct offense.