

**LODGING PERMIT APPLICATION - RENEWAL**

**CALENDAR YEAR:** \_\_\_\_\_



Business Name: \_\_\_\_\_  
Applicant Name: \_\_\_\_\_  
P.O. Box: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Phone: \_\_\_\_\_  
Physical/Street Address: \_\_\_\_\_

**There have been NO CHANGES in my business since last year.** (If no changes, skip to bottom – sign & date)

**Type of Lodging** (check one)

- House Rental on a Nightly Basis (Unit)
- Room Rental on a Nightly Basis (B&B)

**Zoning District** (circle one)

RR R1 R2 R3 OR UR AC CB RM

Is this your primary place of residence?  Yes  No

<ul style="list-style-type: none"><li>▪ Total number of parking spaces provided: _____ Number required by code: _____</li><li>▪ Total number of bedrooms/apartments in unit/house: _____ Number of rooms used for nightly lodging: _____</li><li>▪ Total square footage of house/unit: _____ SF Total square footage used for nightly lodging: _____ SF</li></ul>
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Overnight lodging uses are allowed within single and multi-family residential buildings in accordance with City of Seward Code §15.10.225 subject to the following conditions:

1. An annual administrative permit is required regardless of the date the use began.
2. If you have any question as to which district your business is located in, please contact Community Development at 907-224-4049. The following lodging is permitted in the following districts:
  - R1 & R2 Districts: Lodging is allowed as a home occupation within an owner-occupied dwelling using no more than 50% of bedrooms to a maximum of five (5) and no more than 30% of the total area of the home. The lodging establishment must be operated by the owner of the dwelling which must also be their principle place of residence.
  - RR, R3 & UR Districts: Lodging is allowed as a home occupation within the business owner’s principal place of residence using no more than 50% of bedrooms to a maximum of five (5) and no more than 30% of the total area of the home.
  - OR, AC & CB Districts: Lodging is allowed as a business limited to the use of no more than five (5) guest bedrooms regardless of the building or business ownership.
  - R2, R3, UR, OR, AC & CB Districts: Regardless of property ownership or residence, dwellings, mutli-family (3 or more units) may be used as lodging. The use is limited to no more than five (5) units within a building. It is not extended to individual apartment tenants.
  - R3, UR, OR, AC & CB Districts: A house may be rented as a lodging unit.
3. No meal preparation or cooking facilities are permitted in guest bedrooms.
4. Exterior signs are allowed in the commercial districts, but are prohibited in residential districts.
5. Address numbers must be affixed at a height between five and eight feet, clearly visible from the street, not less then four inches in height, and shall contrast with their immediate background.

Please visit or contact the City Clerk’s office at 907-224-4046 if you have any questions.

**I have read this form and understand the conditions set forth.**

**APPLICANT SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Zoning review and comments: _____ _____	Zoning District (circle one) RR R1 R2 R3 OR UR AC CB RM
Zoning Approval: _____ Date: _____	

**City of Seward**  
**LODGING PERMIT APPLICATION**  
**INFORMATION**

Thank you for doing business in Seward! Enclosed are the materials, contacts and information you'll need to obtain a lodging permit from the City of Seward.

**Requirements for a city business license:**

- 1) Completed city business license application and \$30 fee
- 2) Registration for Hotel/Motel tax
- 3) Registration for Kenai Peninsula Borough sales tax
- 4) Current State of Alaska business license

**Requirements for a city lodging permit:**

- 1) Completed city lodging permit application, including:
  - a) Indication of total parking spaces provided and required. Except in the Central Business (CB) district, one off-street parking space is required for each approved guest room/unit in addition to two spaces for the residential dwelling.
  - b) A dimensioned plan layout of home or building complex identifying the bedrooms and/or apartments to be utilized for lodging.
  - c) A dimensioned site plan of property showing location of buildings and parking spaces.
- 2) An approved life safety inspection from the Seward Fire Department, requiring the following:
  - a) Carbon Monoxide Detectors
  - b) Smoke Detectors
  - c) Code approved egress windows or outside fire exit(s) present for each sleeping area
  - d) Exit sign(s) posted, if required
  - e) Description of how sign is illuminated
  - f) Emergency exit plan posted in the sleeping area(s)
  - g) Fire extinguishers available and current tag is in place

Obtaining a city business license and lodging permit go hand-in-hand. When an applicant applies for a license, the first step in the process is for the City Clerk's office to check for compliance with various city, borough and state departments to determine if the applicant is in good standing.

The next step is for Community Development to determine whether the proposed location is properly zoned for a lodging business and if the building satisfies the correct code requirements, once the completed lodging permit application and any additional site and parking plans have been submitted.

The final step in the process is for the Seward Fire Department to conduct an on-site life safety inspection. You may call SFD to make an appointment any time during regular business hours.

City of Seward business licenses and lodging permits are valid until the end of each calendar year. Each of these items must be renewed on an annual basis in order to be in good standing with the City of Seward. For more information about the applicable Seward City Code, please visit [www.municode.com](http://www.municode.com) or visit the City Clerk's office at 410 Adams Street in downtown Seward.

If you have any questions regarding this process, please do not hesitate to contact us at the numbers below:

- City Clerk's Office: 907-224-4046
- Community Development: 907-224-4049
- Fire Department: 907-224-4036

Once again, thank you for doing business in Seward and we wish you a successful business year!