



BED AND BREAKFAST ESTABLISHMENT LICENSE APPLICATION

Evanston Health Department, 2100 Ridge Ave., Evanston, IL 60201
Phone (847) 866-2947 Fax (847) 448-8134

EVANSTON CITY CODE TITLE 8 CHAPTER 22 SECTION 1: DEFINITIONS

Bed and Breakfast Establishment: An owner-occupied, single-family or two-family dwelling providing accommodations for a charge to the public with no more than five (5) guest rooms for rent, in operation more than ten (10) nights in a twelve (12) month period. Only the breakfast meal may be provided to registered guests. The service of food to the public for a charge is otherwise prohibited. Bed and breakfast establishments shall not include motels, hotels, boarding houses, or food service establishments.

Operator: The owner of the bed and breakfast establishment, or the owner's agent, who is required to reside in the bed and breakfast establishment, or on contiguous property.

Bed and Breakfast Guest: Person or persons staying in a bed and breakfast guest room overnight, but not to exceed four (4) consecutive weeks, and having a permanent residence at an address other than the address of the bed and breakfast guest room temporarily occupied. A bed and breakfast guest may not stay overnight in any portion of the dwelling unit not designated as a guest room.

Guest Room: A sleeping room within a residential dwelling unit intended to be used for living and sleeping but not for cooking purposes, by no more than two (2) transient guests per night for a continuous period not in excess of four (4) consecutive weeks per guest.

HOW TO APPLY: Provide all required information and return to address above. Health, Zoning and Legal will review the application. You will need to schedule the following inspections: Fire (847-866-5928), Building & Inspection Services (847-866-2932) and Health (847-866-2947). If you have questions, contact Elynn Golden, Environmental Health Licensing Coordinator, egolden@cityofevanston.org or call (847) 866-2947. **License expires 1 year from issuance. Renewal is subject to the same conditions as the original license. Fee per license period: \$75.**

PART 1: THE BED AND BREAKFAST

Name of Business Advertised to the Public

Address of Bed and Breakfast (street, city, state, zip)

Total Number of Rooms

Total Number of Rooms to be Occupied as Guest Rooms

Occupancy Limitation: The occupancy limitation for a guest room shall be as follows: the guest room may not be less than seventy (70) square feet for one guest and one hundred (100) square feet for two (2) guests.

Room 1 Length _____ feet x Width _____ feet = _____ Square Feet	Number of Guests Allowed: _____
Room 2 Length _____ feet x Width _____ feet = _____ Square Feet	Number of Guests Allowed: _____
Room 2 Length _____ feet x Width _____ feet = _____ Square Feet	Number of Guests Allowed: _____
Room 2 Length _____ feet x Width _____ feet = _____ Square Feet	Number of Guests Allowed: _____
Room 2 Length _____ feet x Width _____ feet = _____ Square Feet	Number of Guests Allowed: _____

Owner Occupied: All buildings containing guest rooms must be occupied by the owner whenever bed and breakfast guests are present.

PART 2: OWNER OF THE BUILDING WHERE THE BED AND BREAKFAST IS LOCATED

Name of Owner (first, middle, last)

Address (street, city, state, zip)

Phone

Email

PART 3: OPERATOR OF THE BED AND BREAKFAST

IF THE OPERATOR IS THE SAME AS THE OWNER OF THE BUILDING, YOU MAY SKIP THIS SECTION.

Name of Owner (first, middle, last)

Address (street, city, state, zip)

Phone

Email

PART 4: ADDITIONAL DOCUMENTATION TO ACCOMPANY THIS APPLICATION

1) **Proof of Liability Insurance:** The owner of a bed and breakfast establishment shall have liability insurance coverage for the bed and breakfast guests in the amount of at least one million dollars (\$1,000,000.00).

2) **Floor Plan:** A floor plan of the bed and breakfast establishment. This will be reviewed by Evanston Fire and Life Safety Services.

PART 5: REVIEW AND LICENSURE

Health, Zoning and Legal will review the application. You will need to schedule the following inspections: Fire (847-448-8191), Building & Inspection Services (847-448-8150) and Health (847-866-2947). If you have questions, contact Ellyn Golden, Environmental Health Licensing Coordinator, egolden@cityofevanston.org or call (847) 866-2947. **License expires 1 year from issuance. Renewal is subject to the same conditions as the original license. Fee per license period: \$75.**

PART 6: PENALTY

Any owner, operator, or guest who shall violate any of the provisions of this Chapter shall upon conviction be punished by a fine of not less than one hundred dollars (\$100.00) nor more than five hundred dollars (\$500.00) for the first offense, and a fine or not less than two hundred dollars (\$200.00) nor more than one thousand dollars (\$1,000.00) for each subsequent offense. A separate offense shall be deemed committed upon each day such violation shall occur or continue. **(8-22-7)**