

**Application for Permit to Operate Apartments, Rooming & Boarding Houses,  
Lodging Houses, Hotels, & Motels within the City of Lincoln, Nebraska**

The undersigned hereby makes application to operate a (check one):

- Apartment House**                       **Lodging House**  
 **Hotel or Motel**                       **Rooming & Boarding House**

and submits the following information in accordance with the provisions of Chapter 5.51 of the Lincoln Municipal Code.

**Address of Property:** \_\_\_\_\_

**Legal Description:** \_\_\_\_\_

**Owner:** \_\_\_\_\_ **Owner's Phone #** \_\_\_\_\_

**Owner's Address:** \_\_\_\_\_

\_\_\_\_\_

**Business Address:** \_\_\_\_\_

\_\_\_\_\_

**Resident Agent:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

**SEND APARTMENT NOTICES TO:** \_\_\_\_\_

\_\_\_\_\_

**Type of Construction:** \_\_\_\_\_ **Size of Building:** \_\_\_\_\_  
(wood, brick, stucco) ( Total Sq. Ft.)

**Date Structure Built:** \_\_\_\_\_ **Date Structure Occupied:** \_\_\_\_\_  
(Mo./Day/Year) (Mo./Day/Year)

**Total # Units** \_\_\_\_\_ **Is location of units same as shown on file building plans?** Yes \_\_\_ No \_\_\_

**Total # Lessees, occupants, or renters presently occupying the building** \_\_\_\_\_

**Total # bath or toilet rooms** \_\_\_\_\_ **Share baths?** Yes \_\_\_ No \_\_\_ **Meals Served?** Yes \_\_\_ No \_\_\_

All permits issued must be renewed annually, unless revoked sooner. No permit shall be assigned or transferable. Information concerning the name and address of the owner or manager for the subject property shall be updated and shown to be current in the event of any change from time of last application. The number of units shall be current and updated in the event of any change from the time of last inspection.

\_\_\_\_\_  
Owner's Signature

Applicant must register a local resident agent designated to act on the behalf of the owner to accept legal processes and notices and to authorize repairs as required, accompanied by a notarized statement signed by the resident agent consenting to the designation.

Resident Agent shall mean a natural person residing within the City of Lincoln, or a company or agency with a manager or agent who resides in the City of Lincoln who is authorized to make or order repairs, to order or oversee service to a building or buildings, and to receive notices on behalf of the owner. Any owner who lives within the City of Lincoln may designate himself or herself as the resident agent.

The designation of resident agent shall constitute an authorization by the owner to act on behalf of the owner with regard to all requirements under this chapter including, but not limited to, acceptance of all notices, including all notices pursuant to the Lincoln Municipal Code, all notices of proposed abatements and all compliance orders and administrative orders.

The owner's designation of a resident agent shall not relieve the owner or operator of any obligation to comply with the provisions of this chapter or any other provisions of this code.

Local Resident Agent: \_\_\_\_\_

The undersigned hereby acknowledges and accepts the position of resident agent and understands and accepts the responsibilities described above

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_ Date: \_\_\_\_\_

**Please Return To: Housing Code Office  
555 South 10<sup>th</sup> St. #203  
Lincoln, NE 68508**

**(Phone # 441-6428)**