

Useful Definitions

- **Lodging Unit** – living and sleeping quarters for a person or persons.
- **Minor** – an individual under 18 years of age.
- **Person** – any individual, firm, owner, sole proprietorship, partnership, corporation, unincorporated association governmental body, municipal corporation, executor, administrator, trustee, guardian, agent, occupant, or other legal entity.
- **Hotel and motel** – any building, structure, or place containing 10 or more lodging units wherein transient guests are lodged for compensation on a daily or weekly basis.
- **Rooming house** – a building or group of attached or detached buildings containing in combination 3 to 9 rooming units for occupancy for weekly or longer periods, with or without board.
- **Rooming unit** – any room or group of rooms forming a single habitable unit occupied or intended to be occupied for sleeping or living.
- **Transient guest** – one who stays for less than 30 days at a hotel or motel.

Additional Information

Questions regarding hotel, motel, and rooming house regulations? Please contact the following:

- Department of City Planning (zoning information): 757-664-4752 or email at: planning@norfolk.gov.
- Norfolk Cares Assistance: 757-664-6610.
- Bureau of Neighborhood Quality: 757-664-6500.
- Environmental Health: 757-683-2712
- Department of Fire-Rescue: 757-664-6604



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HOTEL, MOTEL, AND ROOMING HOUSE REGULATIONS



HOTEL, MOTEL, AND ROOMING HOUSE REGULATIONS

Do I need a permit to operate a hotel, motel, or rooming house?

It is unlawful for any person to maintain, conduct or operate any rooming house, hotel, or motel in the city unless he has a **valid permit** to do so issued pursuant to Norfolk City Code. The permit shall be posted in a public place in a conspicuous location for public viewing. Proof of an applicable permit shall be the burden of the permittee.

All hotel, motels, and rooming houses are inspected annually by the Bureau of Neighborhood Quality, Fire Marshall, and Environmental Health.

How long can I stay in a hotel or motel?

It is unlawful for any person to put up or stay at any hotel or motel for longer than 30 days in a 60 day period. It is also unlawful for the owner, operator, manager, or person in charge of a hotel or motel in excess of 30 days in a 60 day period.

Is there any situation, or case, where I can stay longer than 30 days in a 60 day period?

A stay in excess of 30 days in a 60 day period may occur in the following situations, with prior approval from the hotel/motel Zoning Administrator:

- Where there is a written contract or document between a hotel or motel and a business, corporation, firm, individual, or governmental agency to house employees or individuals on valid work orders.
- Where there is a written contract between the hotel or motel and a governmental, charitable, or insurance agency to house families in crisis who are receiving temporary housing assistance from said governmental, charitable, or insurance agency.
- Where the Zoning Administrator authorizes in writing, after consultation with the Human Service Director, a stay for an additional period of up to 90 days to prevent residents from becoming homeless. In the event that the Department of Human Services is unable to identify appropriate alternative housing within 90 days, this 90 day period may be extended in writing by the Zoning Administrator.
 - The written contract, document, and the authorization noted above shall be kept on file and must be available for inspection.

What are the regulations for guest registers?

Every person conducting any rooming house, hotel, or motel in the city, must at all times keep a book or register in which the name and home address of each guest or person renting or occupying a room including adults and minors are written. The book or register must be signed by the person renting a room, or someone by his authority, and the proprietor of the rooming house, hotel, or motel, must write the number of the room assigned to and occupied by the guest along with the time when the room is rented. Until all of the entries have been made in the book or register, no guest will be permitted to occupy any room.

What are the regulations regarding the numbering of rooms/units?

Each unit in any rooming house, hotel, or motel must be numbered in a plain, conspicuous manner. Such numbers must be at least 3 inches tall and must be placed at eye level and floor level on the outside of the outer door of each lodging unit and no 2 lodging units can bear the same number.