



CITY OF IRVINE  
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### **INSTRUCTIONS FOR REGISTERING A HOTEL**

Within 30 days of opening a hotel in Irvine, each hotel operator must notify the Director of Administrative Services that a hotel is in operation, and request a Transient Occupancy Registration Certificate. The hotel operator should advise the City in writing of the hotel's name, address, phone number and contact person. Fiscal Services staff will verify that a valid business license has been issued and issue the Certificate.

The hotel operator must post the Certificate in a conspicuous place at all times.

Registration is required only one time for each hotel. If the Certificate becomes damaged or lost, contact the City at the phone number above for a replacement.