



Loudoun County Health Department

1 Harrison Street, S.E., Leesburg VA 20177, 2nd floor
 Mailing address: P.O. Box 7000, MSC #68, Leesburg VA 20177

Tourist Lodging Plan Review Application Hotel, Motel, B&B

Check one:	New Construction	Remodel / Conversion	Plan Review Fee \$40
Check one:	Hotel / Motel	Bed & Breakfast	Other

Facility Name _____	Phone _____
Facility Address _____	City _____ Zip _____

*Legal Owner _____ (i.e. LLC, Inc.)	Phone _____
Owner Address _____	City _____ State _____ Zip _____
Contact Name _____	Phone _____ Email _____

Accommodations	Total number of guest rooms:	Total number of guests:
Operating Season	Seasonally from _____ to _____	Year Round
Water Supply	Public water works	Private Well
Sewage Disposal	Public Sewer	Private Onsite Disposal System
Food Service	<p>Hotel / Motel has NO food service</p> <p>Hotel / Motel applied for a VDH Food Establishment permit</p> <p>B&B Food Service is not EXEMPT; B&B applied for a VDH Food Establishment permit</p>	<p>B&B food service - EXEMPT</p> <p>18 or fewer B&B guest Food Served to B&B guests only One room, and food >=30 days, or Two or more rooms, food >= 5 days Owner or Owner Agent Occupied Guests notified kitchen is not regulated as a restaurant Proposed Menu attached</p>
Swimming Pool	Facility has applied for a LCHD Pool Permit	Pool Spa Other No Pool
	Certificate of Occupancy required before opening	

This application must include a site map and any supplemental material necessary to review the following items*:

1. Proposed method and location of the sewage disposal system. (e.g. public sewer, onsite sewage system, discharge system)
2. Proposed water supply and details of distribution system (e.g. public water hookup, hotel operates its own waterworks, private well)
3. Plans for all buildings and structures, including interior finishes (please include specifications on building finishes, including floors, walls, and ceilings)
4. Floorplan/ layout of hotel Specifications for laundry facilities Dish and ware-washing facilities, Ice Machines

*During plan review, VDH may require submission of additional information to determine regulatory compliance.

*This plan review will not determine whether the proposed hotel/ motel/ bed & breakfast will comply with all operational requirements of 12VAC5-431, the Sanitary Regulations for Hotels. Any person desiring to operate a hotel should apply for an operational permit at least 30 days prior to the opening of the hotel. I understand this form contains information subject to disclosure under §2.2-3700 of the Code of Virginia.

Owner
Signature _____

Print
Name _____

Date _____

Revised 12/2021