



CITY OF BRENHAM BOARDING HOME PERMIT GENERAL INFORMATION

- Applications can be picked up at City Hall in the City Secretary's Office; between the hours of 9:00 a.m. and 4:00 p.m.;
- A non-refundable Application Fee of \$250 is due when a completed application is filed with the City Secretary. No inspections will be scheduled or performed until Application Fee is paid, in full.
- Review and familiarize yourself with the language of Ordinance O-12-021. The requirements outlined in the ordinance will be confirmed during the on-site inspection. If the facility does not pass the on-site inspection, there will be a \$150 charge for each re-inspection.
- When you are ready for your on-site inspection, please contact:
 - David Doelitsch, City of Brenham Health Inspector
Phone: 979-337-7216
E-mail: ddoelitsch@cityofbrenham.org
 - Brent Sauble, City of Brenham Fire Marshal
Phone: 979-337-7302
E-mail: bsauble@cityofbrenham.org
- After all inspections have been successfully completed, please return your inspection documents to the City Secretary's office. Any re-inspection fees will be collected at this time.
- The City Secretary will process your application and all related inspection documents. If the application is complete and all associated fees have been paid in full, the City Secretary will issue a permit within five (5) business days.



**CITY OF BRENHAM
APPLICATION FOR BOARDING HOME
PERMIT TO OPERATE**

FACILITY/COMPANY/ORGANIZATION INFORMATION:

Name: _____

Address: _____

City/State/Zip: _____

Phone: (____) _____ Local Contact #: (____) _____

Owner/Operator Name: _____ Contact # (____) _____

Form of Entity (circle one): Corporation / Partnership / LLC / Sole Proprietorship / Other

State of Incorporation/Formation: _____ Federal Tax ID No: _____

No. of Years in Operation: _____ Number of Employees: _____

Web Address (if applicable): _____

A brief description of the facility (how long in business, number of residents, services being provided, etc...). If available, please provide copies of any literature being distributed to promote the facility:

Printed Name

Signature

****For City Use Only****

Date Received: _____

Amount Paid: _____

Date Permit Issued: _____

Permit No.: _____
