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# Jo Daviess County Planning & Development

1 Commercial Drive Suite 1

Hanover, IL 61041

Telephone: (815) 591-3810

Email: [plan@jodaviesscountyil.gov](mailto:plan@jodaviesscountyil.gov)

Website: [www.jodaviesscountyil.gov](http://www.jodaviesscountyil.gov)

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**TO: All Guest Accommodation or Guest Home Owners in Jo Daviess County**

**FROM: Jo Daviess County Planning & Development Department**

**RE: Application for Guest Accommodations License in Jo Daviess County, Illinois**

**For Single Family Residences, this application shall be submitted after issuance of a Zoning Certificate for Guest Accommodations.**

In accordance with the Guest Accommodations Ordinance adopted by the Jo Daviess County Board on August 10, 1999 and effective January 11, 2000, all rental property owners must apply for a Guest Accommodations License for each of their rental properties within the County.

An application for the License, a list of application requirements and a component form listing some of the ordinance requirements are enclosed. The procedure for application is as follows and must be completed for each rental property:

1. Complete and sign the “*Application for Guest Accommodations License*”.
2. Return the completed application along with the application fee (see “*Fees*”) and all necessary paperwork as listed on the “*Guest Accommodations License Application Requirements*” to the Jo Daviess County Planning & Development Department, address above.
3. This office will contact you or your rental agent to set up a convenient time and date for an inspection upon review and confirmation of a complete application.

***Fees: License year runs January 1<sup>st</sup> to December 31<sup>st</sup>***

Guest Home/House (single family dwelling) - \$400 for initial year, \$325 per year thereafter.

Guest Accommodation (facility containing 16 or fewer units) - \$400 for the initial year, \$325 per year thereafter.

(Please make checks payable to: Jo Daviess County Treasurer)

## **Hotel/Motel Tax**

For each Guest Accommodations License you are required to file and pay Hotel and Motel Tax to our Jo Daviess County Treasurer. If you have any questions regarding Hotel and Motel Tax please contact the Jo Daviess County Treasurer at 815-777-0355.

Thank you in advance for your cooperation. If you have any questions or would like a copy of the Guest Accommodations Ordinance sent to you, please call the Planning & Development Department at 815-591-3810.

Jo Daviess County Planning & Development Department

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## **Guest Accommodations License** **Application Requirements**

The applicant shall supply the Planning & Development Department with the following information.

1. Completed Application
2. Application Fee
3. Proof of liability insurance in an amount not less than \$150,000/\$300,000 per occurrence, one each establishment.
4. Every facility not on a central sewer must have their septic pumped every four (4) years or as often as the County Health Officer may require. A copy of your most recent pumper's report and a copy of the septic permit must be submitted.
5. Every facility not on a central municipal water system must have its well water tested a minimum of once every year. A copy of the test results must be provided at the time of application.
6. Every facility utilizing any gas, oil or solid fuel burning appliance or apparatus, including but not limited to, furnaces, fireplaces, wood stoves or hot water heaters, shall have each such appliance or apparatus inspected annually by a licensed heating contractor. A copy of the inspection must be provided at the time of application.
7. Two copies of the buildings floor plan.

\* Septic and well information can be obtained at the Jo Daviess County Health Department – Environmental Health Division (815) 777-0283.

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## Guest Accommodations Component Form

Jo Daviess County has passed a Guest Housing Ordinance to establish standards for rental housing. Most of the requirements of the ordinance are items that are required of new homes, but some are not. To view the full Guest Accommodations Ordinance go to our website [www.jodaviess.org](http://www.jodaviess.org) or contact us for a copy.

Some of the requirements are as follows:

1. Well and septic systems must meet County Health Department requirements.
2. Hard-wired and interconnected smoke detectors with battery backup are required in every sleeping room and in hallways or common areas outside of sleeping rooms. In addition, a minimum of one such detector is required on each floor.  
(International Residential Code 2012; I.R.C. R314)
3. Requirement for Emergencies – Emergency telephone: Each guest house or home shall provide a telephone (phone which uses a solid medium telephone line such as a metal wire, fiber optic cable, or digital service line for communication, as well as a mobile cellular line phone) for emergency purposes. Such phone shall be available twenty-four (24) hours a day. A list of emergency numbers shall be posted next to the telephone. Property owners shall contact the Jo Daviess County Sheriff's Office (815-777-2141) to schedule an emergency test call to confirm match to the physical licensed address.
4. Carbon monoxide detectors are required within 15' of each bedroom and a minimum of one on each floor of the facility, and must be installed according to manufacturer's recommendations. (I.R.C R315)
5. Egress – Every sleeping room shall have not less than one operable emergency escape and rescue opening that shall open directly into a public way, or to a yard. Openings shall meet minimum opening areas in accordance with the Section from the I.R.C. R310 with exception. (See attached sheet for further explanation).
6. Minimum of 36" high guardrails must be in place on any deck over 30" above grade, and on balconies or landings. Any new baluster design shall not exceed 4" clear opening between balusters or horizontal guardrail members. (I.R.C. R312.1.1)
7. Handrails must be on any stairway over 3 risers. (I.R.C. R311.7.8)
8. Stairways shall have a minimum run of 10" and a maximum rise of 7 3/4" with no more than a 3/8" difference between risers. (I.R.C. R311.7 – R311.7.2)
9. GFI protection must be provided in bathroom and kitchen counter outlets and any other outlets susceptible to moisture. (I.R.C. E3902)
10. Combustion Air must meet the Uniform Mechanical Code. (International Mechanical Code 2012 CH7)

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# Building Guide

## ILLOWA Chapter of ICC



### Single Family Residential Emergency Escape and Rescue Openings

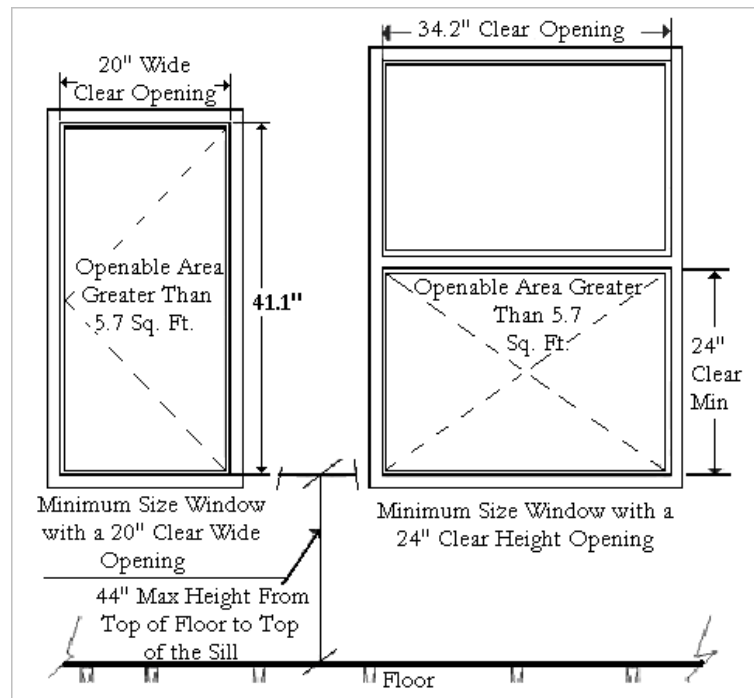
All basements AND every sleeping room shall have an emergency escape and rescue opening that shall meet all of the following requirements. **Exception:** Basements not exceeding 200 square feet and used ONLY to house mechanical equipment. : (IRC 310.1)

- Maximum height from finished floor to finished sill of escape-rescue window is 44" (IRC 310.1)
- 24" minimum net clear opening height (IRC 310.1.2)
- 20" minimum net clear opening width (IRC 310.1.3)
- 5.7 ft<sup>2</sup> (821 in<sup>2</sup>) overall minimum net clear opening

**Exception:** Grade Floor opening shall have a minimum of 5 square feet. (IRC 310.1.1) as measured in the open position – top pane of double hung windows does NOT count towards net clear opening due to the specialized knowledge required to open. (IRC 310.1.4. See illustration)

**NOTE:** a step, landing, stage, box or other structure used to attempt to thwart the intent of the code by artificially reducing the distance between the finished floor and the sill height shall NOT be considered part of the finished floor.

Rentals permitted prior to January 1, 2012 were allowed to utilize the step, landing, stage or box. This will be allowed and permitted until such time that the room has a remodel or repair completed. New rentals coming into the guest program will not be able to make use of prior existing steps or landings.



**Minimum Width/Height (W/H) requirements for Emergency Escape and Rescue Windows (in inches)**

<b>Width</b>	20	21	22	23	24	25	26	27	28	29	30	31	32	33	34	34.2
<b>Height</b>	41.1	39.1	37.3	35.7	34.2	32.8	31.6	30.4	29.3	28.3	27.4	26.5	25.7	24.9	24.1	24

Bars, grilles, covers, screens or similar devices are permitted to be placed over emergency escape and rescue openings provided the devices do not encroach on the minimum net openings and are releasable or removable from the inside without the use of a key, special knowledge or effort. (IRC 310.4) Specific security grill systems require approval by the Department of Building Safety prior to installation.

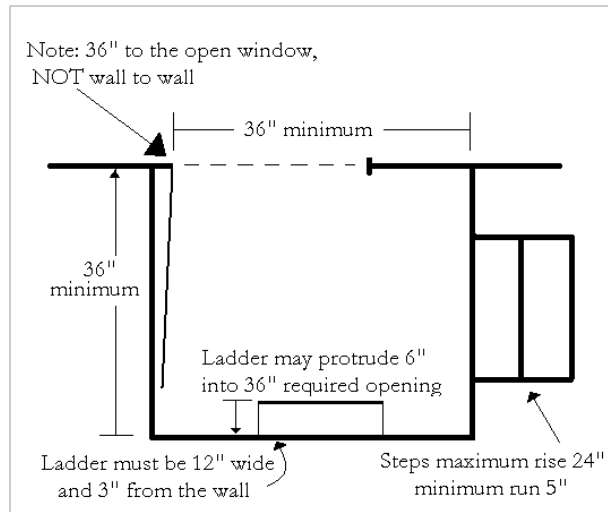
Escape and rescue windows with a finished sill height below the adjacent ground elevation shall have a window well. Window wells at escape or rescue windows shall comply with IRC R310:

- The clear horizontal dimensions of the well shall allow the window to be fully opened and provide a minimum accessible net clear area of 9 square feet with a minimum dimension of 36 inches. See Illustration.

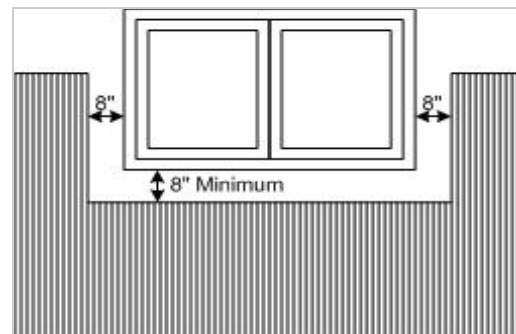
- Window wells with a vertical depth of more than 44 inches shall be equipped with an approved, permanently affixed ladder or stairs that are accessible with the window in the fully open position. (IRC 310.2.1)

**If using a ladder:** Ladders shall have an inside rung width a minimum of 12 inches, shall project a minimum of 3 inches from the wall and the rungs shall not be spaced further than 18 inches in center vertically. (IRC 310.2.1)

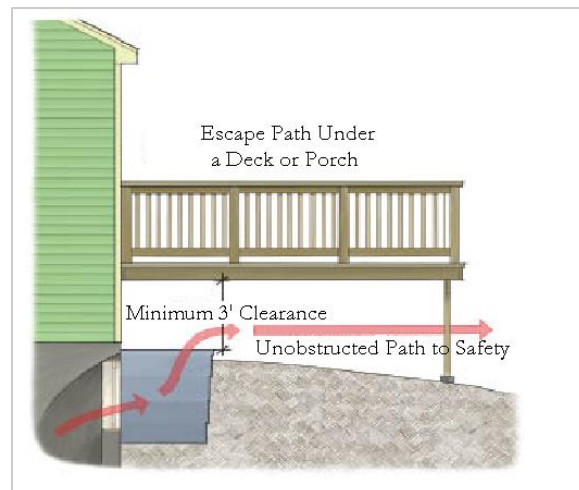
**If using steps:** Steps shall have a minimum tread width of 12 inches, shall have a maximum rise of 24 inches and a minimum run of 5 inches. (IRC 310.2.1 as amended) shall not encroach into the required dimension of the window well by more than 6 inches.



Window well must extend at least 8" beyond each side of the window to provide a wood/earth separation to prevent rot per (IRC 317.1.2)



Exit under a deck or porch: Emergency escape windows may be located under a deck or porch provided all other requirements are met AND the location allows for a CLEAR PATH not less than 36" in height. (IRC 310.5). A CLEAR PATH is not obstructed buy an enclosure or latticework.



**NOTE: A permit to install an egress window in no way allows creation of an additional dwelling unit, nor does it make a basement bedroom legal that was built without a permit. Additional permits are required for other modifications to the basement, for example, to finish a room, add a bedroom, or to add a dwelling unit.**

DISCLAIMER: ILLOWA Chapter of the ICC has created this handout to assist with plans submittal under the 2009 International Residential Code, and it is not intended to cover all circumstances. Please check with the Department of Building Safety for additional requirements.

# Application for Guest Accommodations License In Jo Daviess County, Illinois

All applicants for licensure must complete this application form and furnish all required supporting documents. Failure to do so will result in the rejection of the application and non-issuance of a Guest Accommodations License.

Rental Property Address \_\_\_\_\_

Unit and Lot Number \_\_\_\_\_ Number of Bedrooms \_\_\_\_\_

Owner Name \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Owners Address \_\_\_\_\_

Owner City, State, and Zip Code \_\_\_\_\_

Rental Agency \_\_\_\_\_

Type of Application: New \_\_\_\_\_ Renewal \_\_\_\_\_ Change of Owner \_\_\_\_\_ (Include Date)

Type of Water Supply: Community \_\_\_\_\_ Private \_\_\_\_\_

Type of Sewage Disposal: Community \_\_\_\_\_ Private \_\_\_\_\_

Permit Number: \_\_\_\_\_

I understand that each year I will be required to reapply for a Guest Accommodations License. The license runs from January 1st to December 31st and will be \$400 for the first license and \$325 for renewals. **Please make checks payable to the Jo Daviess County Treasurer.** Upon payment of the annual fee, the Planning & Development department inspection will be scheduled. After the inspection is completed and the facility found to be in compliance, a license will be issued.

\_\_\_\_\_  
Name (Print) Date

\_\_\_\_\_  
Signature

<p>For Office Use Only:</p> <p><input type="checkbox"/> Pumper's report (if applicable)</p> <p><input type="checkbox"/> Septic permit (if applicable)</p> <p><input type="checkbox"/> Water test results (if applicable)</p> <p><input type="checkbox"/> Floor Plan of accommodations (2 copies) for new applications only</p>	<p><input type="checkbox"/> Chimney Inspection (Wood burning fireplace) report from chimney sweeper (if applicable)</p> <p><input type="checkbox"/> Gas Fireplace Inspection report from licensed heating contractor (if applicable)</p> <p><input type="checkbox"/> Heating Inspection report from licensed heating contractor (if applicable)</p> <p><input type="checkbox"/> Certificate of Liability Insurance</p> <p>Check # &amp; Date Issued _____</p>
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## Melisa Hammer

*Jo Daviess County Treasurer*

330 North Bench Street

Galena, IL 61036

Phone: 815-777-0355 Fax: 815-777-2285

E-mail: [treasurer@jodaviesscountyil.gov](mailto:treasurer@jodaviesscountyil.gov)



## HOTEL/MOTEL TAX ANNOUNCEMENT

Jo Daviess County Treasures Office is pleased to announce that we have implemented a new hotel/motel tax collection system which will allow for on-line payments and collection of required documentation.

The required documents can be found on the Jo Daviess County website [www.jodaviesscountyil.gov](http://www.jodaviesscountyil.gov) under online services. **(Instructions attached)**

Please understand that the requirements of filing the Hotel/Motel taxes has not changed and the added service of electronic collection has been implemented.

**Illinois State Statute 55 ILCS 5/5-1030 states;** The corporate authorities of any county may by ordinance impose a tax upon all persons engaged in such county in the business of renting, leasing or letting rooms in a hotel which is not located within a city, village, or incorporated town that imposes a tax under Section 8-3-14 of the Illinois Municipal Code, as defined in "The Hotel Operators' Occupation Tax Act", at a rate not to exceed 5% of the gross rental receipts from such renting, leasing or letting.

On August 10, 1999, the Jo Daviess County Board adopted the Guest Accommodations Ordinance. This ordinance, which went into effect on January 11, 2000, requires that all transient rental property be licensed by the County. The Guest Accommodations Ordinance was designed to provide life-safety standards for all transient rental properties (property rented for a period of less than 30 consecutive days) which contain 16 or fewer units. All transient rental property owners must apply for and receive this license to operate in the County.

The Jo Daviess County Treasurer's Office will continue to collect the Hotel/Motel Tax returns monthly, quarterly and annually from all individuals/businesses that hold a guest accommodation license. Hotel/Motel operators shall pay the tax liability to the County on or before the date of required payment of state liability under 35 Illinois Compiled Statutes 145/1.

As a rental property you may continue to mail in or drop off forms and payments to the Jo Daviess County Treasurer's Department at 330 N. Bench Street, Galena, IL 61036 or online at [www.jodaviesscountyil.gov](http://www.jodaviesscountyil.gov) under online services. **There will be an additional fee charged by the third-party company for the payment transaction.**

**Please complete the hotel/motel information form that is attached so that we have up-to-date information to help implement our new program.**

Please feel free to contact the County Treasurer's Office with any questions or concerns.

Melisa Hammer

County Treasurer



## Melisa Hammer

*Jo Daviess County Treasurer*

330 North Bench Street

Galena, IL 61036

Phone: 815-777-0355 Fax: 815-777-2285

E-mail: [treasurer@jodaviesscountyil.gov](mailto:treasurer@jodaviesscountyil.gov)

## Hotel/Motel Information

Parcel Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

License Number: \_\_\_\_\_ Return Filer: (circle one) Monthly Quarterly Annual

Type of Business: (circle one) Single home, Townhouse/Condo, Hotel/Motel, Bed & Breakfast

Location: (circle one) In Town Out of town

Business Name: \_\_\_\_\_

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

Business City: \_\_\_\_\_ State \_\_\_\_\_ Zip Code: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Email: \_\_\_\_\_

Business Website: \_\_\_\_\_

Owner's Name \_\_\_\_\_

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

Owner's City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Owner's Phone: \_\_\_\_\_ Owner's Email: \_\_\_\_\_

Owner's Website: \_\_\_\_\_

Manager's Name \_\_\_\_\_

Manager's Address: \_\_\_\_\_

Manager's City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Manager's Phone: \_\_\_\_\_ Manager's Email: \_\_\_\_\_

Manager's Website: \_\_\_\_\_

Please return to the County Treasurer's office either in person, mail, or email.

([treasurer@jodaviesscountyil.gov](mailto:treasurer@jodaviesscountyil.gov))

Thank you for your assistance.

*Melisa Hammer*



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### Instruction to registering and filing the online service for Hotel/Motel Use Tax Return

In order to register you will need your Account number and pin which is issued by the Treasurer's Office

Log In to the [www.jodaviesscountyil.gov](http://www.jodaviesscountyil.gov)

Go to online services located on the tool bar at the top of the home page.

Click on Hotel / Motel Return

Click on Register

Enter your email address and password

You will receive an email to verify your account

Then log in using the email that you entered

You will receive an email with a code in it, this code has to be entered into the portal

Log in using your email, password, and code received by email.

- Enter your account number and pin

**If you have multiple parcels you can link them at this point.**

To link accounts, on top right of screen click on Link Another Account

Enter the requested information on each parcel (each parcel has its own identifying account number and PIN)

- Click on Pending return
- Now every return that needs to be completed is shown

The return that you want to file -- you will need to click on the menu/view button on the left in the main portion of the screen.

The return will come up → Fill in each line

1. Number of rooms to rent
2. Number of rooms rented
3. Occupancy Rate → Click on the button Calculate (this will figure the rate)
4. Enter receipts
5. Deductions This line should be zero **(Allowable deductions are foreign diplomats, meeting rooms, offices, & permanent guest.)**
6. Other deductions This line should be zero
7. Net Receipts → Click on the button Calculate (this will figure the rate)
8. Tax Rate
9. Tax amount
10. Penalties
11. Total amount

- Click save and if you are done and want to submit click the submit
- Select filed return on left, or you can mail in the check if you **don't** want to pay online
- If paying online, click on menu/view scroll to the bottom to select payment method
- If submitting for multiple parcels go to shopping cart on top right of screen

After completion you will receive an email confirmation receipt or you may click on complete returns tab to the left, click menu/print.