



PHILADELPHIA ROOMING HOUSE LICENSE

A Rooming House License issued by the Philadelphia Department of Licensing and Inspections is required of any person who operates a rooming house, dormitory or hotel.

Owners of rooming houses, dormitories and hotels must have a Rooming House License, a Business Privilege License, a Business Tax Number and Zoning Approval.

Only one Business Privilege License and one Business Tax Number is required of one person, no matter how many rental properties a person has. The Business Privilege License fee is a one time fee.

Each time a rooming unit is rented to a new tenant, the owner must give the tenant a written statement certifying that the rental unit is licensed, and listing the license number.

The owner of a rooming house, dormitory or hotel is required to name a managing agent over the age of eighteen years to receive service of notices, orders or summonses issued by the Department of Licenses and Inspections. The managing agent is required to have a residence or a regularly attended business office within the City of Philadelphia. If the owner meets these qualifications, he or she may be designated the managing agent.