



350 Tower Square Plaza Marion, IL 62959

BUILDING & CODE SERVICES

Phone 618-993-2422 Fax 618-997-9577

VACATION RENTALS, BED & BREAKFASTS

2026 YEARLY LICENSE FEE-\$250.00

Applicant/Owner Name: _____

Address: _____

Phone: _____

Email: _____

Manager Name (if different from Owner): _____

Address: _____

Phone: _____

Email: _____

PROPERTY ADDRESS

Address: _____

No. of rooms available to rent (if a bed & breakfast): _____

Applicant Signature: _____ Date: _____

City Ordinances online

<https://codelibrary.amlegal.com/codes/marionil/latest/overview>



Attach the following information to application:

1. Legal description of property.
2. Address of any other establishments owned/managed by applicant.
3. Description of property, with pictures (inside and outside).
4. Site plan showing buildings and proposed off-street parking; (Note: No on-street or yard parking is permitted; all vehicles must be parked on a designated gravel, concrete, or paved driveway).
5. Description of the operating plan for the establishment.
6. Names adjoining (touching) property owners.
7. An affidavit from the manager identified in the application attesting that such manager; is designated to receive notices; is authorized by the owner to take remedial action and respond to any violation related to the property; and maintains a residence or office within the City.

Once a completed application is received and the filing fee of \$250.00 is paid, Building & Code Services will set up a time to inspect the property.