

Procedures for Hotel Business Operating Permit Application

Procedures Based on the Kyoto City Ordinance on Guidance for the Construction of Hotel Facilities (for plans with building confirmation applications)

- Plan Disclosure (Exemptions apply to plans that have completed the procedures in 0-2)
 - **Sign Installation:** Install a sign detailing the plan in a visible location on the site.
 - **Sign Installation Report:** Immediately report the following to the Medical and Health Center after installation : date of installation, location, a map of the area within approximately 200m of the sign's location, and photos showing the sign's contents and surroundings.
 - **Installation Period:** From 20 days before submitting the Mayor's approval application until the issuance of the confirmation certificate for the building confirmation application.
 - **Explanation to Neighbors:** Explain the plan to neighbors and hold explanatory meetings if deemed necessary. The explanation range is within 10m of the planned facility's site and within 20m of the outer wall of the building where the planned facility is located.
- Application for Plan Approval
 - Required Documents include the disclosure result report, photos of the installed sign, a summary of the structure and equipment, various plans and drawings, and other documents deemed necessary by the Mayor. These documents are not required if the procedures in 0-2 have been completed.

- Issuance of Plan Approval Notice

Procedures Based on the Building Standards Act

- **Building Confirmation Application:** For new construction or extensions, an application is required. For a change of use, the confirmation certificate is issued immediately.
- **Issuance of Inspection Certificate:** This is issued after the construction is completed.

Procedures Based on the Fire Service Act

- Fire Service Act Conformity Notification Application

- Issuance of Fire Service Act Conformity Notification

Inquiry to Schools, etc.

- This applies if the facility is within approximately 100m of a school or similar facility, such as children's welfare facilities, social education facilities, and neighborhood parks.
- The City of Kyoto conducts the inquiry after documents for opinion are submitted.

Procedures Based on the Kyoto City Ordinance on the Enforcement of the Hotel Business Act and Measures to Ensure Proper Operation of Hotel Businesses

- **Sign Installation and Report:**A sign must be installed in a visible location on the facility or site at least 20 days before applying for the operating permit. A report on the sign's installation must be submitted to the Medical and Health Center.
- **Explanation to Neighbors:**This must be conducted at the same time as the sign installation. The explanation items include the facility location, applicant's information, facility name, size, structure, number of rooms, capacity, and start date of operation.
- Reports and Document Creation During Permit Application
 - **Report Contents:**Includes the status of sign installation, resident explanation status, and waste disposal method.

Hotel Business Operating Permit Application

- **Required Documents:**Drawings clarifying the facility's structure and equipment, a vicinity map, and a copy of the articles of incorporation or resident record.
- **Application Fee:**52,800 yen (non-refundable).

Obligations for Proper Management of Hotel Businesses

- **Guest Check-in:**The operator must verify the identity and number of guests in person at the front desk or equivalent.
- **Guest Explanation:**During check-in, the operator must explain matters necessary to prevent the deterioration of the living environment for residents and how to use the facilities, using foreign languages as needed.
- **Complaint and Emergency Response:**A system must be in place to respond appropriately and promptly to complaints, inquiries, and emergencies from neighbors.

- **Sign Installation:**A sign containing specific information about the facility must be installed in a visible location outside the facility.

Building Standards

- **Zoning:**You must confirm in advance that the planned location is in a permissible zone for hotel/ryokan businesses. The provided document lists which types of zones are permissible and which are not.
- **Flagpole-shaped Sites (roji-jo-shikichi):**Buildings on flagpole-shaped sites are, in principle, not allowed to be converted to ryokans.
- **Compliance with Building Standards:**If an existing building is not in compliance with building standards, illegal portions must be corrected before a change of use can be made.
- **Fire Safety:**If a change of use to a ryokan is planned for a building with three or more floors, it must, in principle, be a fire-resistant building. Even with an exception, vertical fire compartments and warning equipment must be installed.
- **Fire Alarm System:**An automatic fire alarm system is required; household fire alarms are not sufficient.
- **Ventilation:**If a fire is used, ventilation equipment must be installed.
- **Emergency Lighting:**Emergency lighting must be installed.
- **Legal Responsibility:**The building owner and/or business operator are responsible for any legal violations related to the building. If a violation is found, the city will issue a correction order.

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英語に訳してください

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Regulations on the Structure and Equipment of Hotel and Ryokan Businesses

1. Definitions

- **Hotel/Ryokan Business:**A business that provides lodging for a fee, excluding simple lodging and boarding house businesses, by establishing facilities.
 - **Simple Lodging Business:**A business that provides lodging for a fee by establishing facilities where the sleeping area is shared by a large number of people, excluding boarding house businesses.
 - **Guest Room:**A space used by guests for sleeping, resting, etc. (excluding attached bathrooms, toilets, washrooms, entranceways, etc. within the guest room, as well as alcoves, closets, shared corridors, and similar spaces).
 - **Bedroom:**The area within a guest room, excluding spaces not suitable for sleeping or resting, such as bathrooms and toilets.
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2. Structural and Equipment Standards by Business Type

Hotel/Ryokan Business

- **Separation from other businesses/residences:**The ryokan business facilities must be clearly separated from residences within the building. There should be no shared areas between guests and residents of the building.
- **Front desk (Genkan-ban):**The front desk is required.
- **Guest Rooms:**The number of guest rooms is not specified.
 - **Structure:**Except for entrances and windows, guest rooms must be separated from other guest rooms and other facilities by a wall or a sliding door (fusuma), or similar fixed structures. Entrances and windows must be lockable, and there must be equipment to block the view from outside the room.
 - **Floor Area:**Each guest room must be at least 9m² if beds are installed, or at least 7m² if they are not.
 - **Capacity:**The bedroom area per person must be at least 4.5m² if beds are used, or at least 3.3m² if Japanese-style bedding (futons) are used.

- **Windows and other openings:**The area of windows and other openings must be at least 1/8th of the guest room floor area.
- **Ventilation, lighting, moisture control, and drainage:**Facilities must have appropriate equipment for ventilation, lighting, moisture control, and drainage.

Simple Lodging Business

- **Separation from other businesses/residences:**Ryokan facilities must be clearly separated from facilities for other businesses and residences within the building. There should be no shared areas between guests and residents of the building.
- **Entrance and Lobby:**A main entrance and lobby that guests can freely enter and exit must be provided. The lobby must be a size appropriate for the facility, with chairs and tables so that people can wait or talk without obstructing the front desk or movement within the facility.
- **Guest Rooms:**
 - The number of rooms accommodating two or more people must exceed half the total number of guest rooms.
 - **Structure:**Except for windows, guest rooms must be separated from other guest rooms and other facilities by a wall, sliding door (fusuma), or similar fixed structures. Windows must be lockable, and there must be equipment to block the view from outside the room.
 - **Floor Area:**Each guest room must be at least 33m². However, for facilities with fewer than 10 guests, the floor area must be at least 3.3m² multiplied by the number of guests.
 - **Capacity:**The bedroom area per person must be at least 3.0m² for beds, 2.5m² for Japanese-style bedding, and 2.25m² for bunk beds.

3. Management System Patterns for Ryokan Facilities

Case 1: With a front desk (Hotel/Ryokan Business)

- **Primary Structural Requirements:**
 - The front desk must be located in a place where guests must pass through, allowing entry and exit to be monitored.
 - The front desk must have a reception counter at a height that does not impede

reception.

- The front desk area must be at least 2.00m² and spacious enough for the facility's capacity.

- **Management System:**

- The operator must appoint a manager.
- The operator or employees must be present at the front desk or within the facility while guests are staying.
- The operator must verify the identity and number of guests and hand over keys in person within the facility.

Case 2: With a front desk alternative (Hotel/Ryokan Business)

- **Primary Structural Requirements:**

- Video cameras must be installed in a location where the entry and exit of guests can be constantly monitored.
- A video intercom or tablet must be installed to clearly verify guests' faces and passports via images.
- A room must be provided within the facility where the images from the video cameras can be constantly monitored and where guest identity, number, and key handovers can be managed.

- **Management System:**

- The operator must appoint a manager.
 - The operator or employees must be present in the designated room while guests are staying.
 - The operator must use the front desk alternative equipment within the facility to verify the identity and number of guests and hand over keys using a method equivalent to face-to-face interaction.
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4. Common Standards

1. Front Desk and Reception Counter

- **Front Desk Area and Dimensions:**

- The front desk must be clearly separated by walls and a fixed reception counter and have an area of at least 2.00m².
- The floor area of the front desk must be a continuous space with a vertical height of at least 1.80m from the floor to the ceiling (excluding the area under the reception counter) and a horizontal length of at least 0.60m.
- **Reception Counter Location:**
 - The reception counter must be installed perpendicular to the side with the opening and parallel to the floor of the front desk area (unless the floor is sloped).
 - It must be securely fixed in the designated location.
- **Reception Counter Shape:**
 - The counter must be at least 1.00m wide and 0.30m deep.
 - For facilities with a capacity of 9 people or less, the width can be at least 0.60m.
- **Opening:**
 - The horizontal length of the opening must be at least 1.00m, with a vertical height of at least 1.10m from the bottom of the opening to the top.
 - For facilities with a capacity of 9 people or less, the horizontal length can be at least 0.60m.

2. Guest Rooms

- **Calculating Floor Area:**
 - Areas where guests do not typically set foot, such as alcoves, closets, storage, washstands, kitchens, and fixed furniture attached to walls or the floor, are excluded from the guest room floor area.
 - Areas not suitable for sleeping or resting, such as bathrooms, toilets, entranceways, corridors, areas for swinging doors (excluding those attached to storage), narrow spaces behind pillars, and the underside of hanging closets, are excluded from the bedroom floor area.

3. Bathing Facilities

- **Shared Bathing Facilities:**Bathing facilities located outside of guest rooms.
- **Single-Person Bathing Facilities:**Bathing facilities like a Unit Bath (UB) or Unit Shower

(US) used by one person.

- **Capacity Requirements:**

- **Single-Person Bathing Facilities:**At least one facility for every 10 people or fraction thereof.
- **Guest Room with Bathing Facility:**A single-person bathing facility (in principle, a UB) must be installed according to the guest room's capacity (e.g., at least one UB for a capacity of 10 people or less).
- **Shared Bathing Facilities:**Separate shared bathing facilities must be provided for men and women. For facilities accommodating 20 people or fewer, there must be at least one single-person bathing facility for men and one for women (two total).

4. Washbasin Facilities

- The number of faucets required is based on the facility's capacity:
 - 1-5 people: 1 faucet.
 - 6-10 people: 2 faucets.
 - 30+ people: 6 faucets plus 1 additional faucet for every 10 people or fraction thereof over 30.

5. Toilets

- The number of toilets required is based on the facility's capacity:
 - 1-5 people: 1 toilet.
 - 6-10 people: 2 toilets.
 - 26-30 people: 6 toilets.
 - 31-300 people: 6 toilets plus 1 additional toilet for every 10 people or fraction thereof over 30.
 - 300+ people: 33 toilets plus 1 additional toilet for every 20 people or fraction thereof over 300.
- If the number of toilets in guest rooms is insufficient for the capacity, a shared toilet with the necessary number of toilets must be installed on each floor.