

# Lodging House Online Application Requirements

\*\* A new online process for business licensing applications and renewals has been implemented.

The online application process and form is available on the City website

<https://www.brampton.ca/EN/Business/Licensing/Pages/Stationary-Licence-Requirements.aspx>

Requests for licences and renewals will only be accepted through the online application process.\*\*



## Requirements for obtaining the above licence:

- 1. **Licence Application Form**  
Business and owner information to be entered online.
  - 2. **Zoning Approval** - application will be forwarded to our zoning division for review of location of the lodging home. Please provide complete address of lodging home.  
**\*\*A complete set of floor plans is required.**
  - 3. **Certificate of Insurance**  
The insurance form must be completed and signed by your insurer.  
It is the business owner's responsibility to upload insurance certificate on online application.
  - 4. **Business Name Registration and Articles of Incorporation**  
(business name registration is required when a business is operating as a different name from the corporation, unless the business is a franchise)
  - 5. **Fire Department Approval** (905) 874-2740  
An additional fee may be required for this approval.
  - 6. **Property Standards Approval** (905) 458-3424  
An additional fee may be required for this approval.
  - 7. **Electrical Safety Authority Approval** 1-877-372-7233  
An additional fee may be required for this approval.
  - 8. **Fee - \$407** \*\* Once your application form is reviewed, a link to the payment option will be sent to the email provided on your application.
- **Expiry Date** - 1 year from issue date.

Once your application has been reviewed and approved your payment will be processed and your licence will be mailed out.

# SCHEDULE 14 TO THE STATIONARY BUSINESS LICENSING BY-LAW RELATING TO

## LODGING HOUSES

1. In this Schedule:

'Lodging House' shall mean a single detached dwelling in which residential accommodation is provided, or is intended to be provided in which each lodger does not have access to all of the habitable areas of the building and consists of more than four (4) lodging units; or a single detached dwelling in which lodging is provided for more than four (4) persons with or without meals'.

"Owner" means a Licensee under this Schedule, the registered owner of the property in which the Lodging House is located, and includes any person who operates or manages the Lodging House.

2. An Application for a Licence under this Schedule, and at the discretion of the Licence Issuer for the renewal of a Licence, shall be accompanied by:

- (a) An inspection report from the Electrical Safety Authority stating that the condition of the electrical wiring and electrical fixtures are satisfactory and setting out any recommendations in connection therewith;
- (b) Letters of approval issued by the Fire Chief and Property Standards Section of the City;
- (c) If the Lodging House is owned by a corporation, a copy of the incorporating documents and the names and addresses of all Directors and Officers;
- (d) An occupancy certificate issued by the Chief Building Official for the change of use of the building to a boarding, rooming or lodging house and any additions to the building, or for previously licensed Lodging Houses, a statutory declaration prepared for the Chief Building Official or designate, stating that the building or structure is in compliance with the requirements of the Ontario Building Code, with respect to any new additions or alterations requiring a building permit;
- (e) A letter of approval issued by the Medical Officer of Health or Peel Region Health Inspector;
- (f) An inspection report from a qualified H.V.A.C. contractor showing heating/cooling equipment and chimneys are safe and in good repair;
- (g) An up-to-date emergency plan approved by the Fire Chief;
- (h) A complete set of floor plans showing all rooms, stairways and exits, number of bathtubs, showers, wash basins, water closets and sinks in the building and the number of sleeping rooms available for lodgers;
- (i) Written confirmation of the maximum number of lodgers to be accommodated;
- (j) The name and telephone number of any manager who resides on the premises or other emergency contact person; and
- (k) Zoning Approval of the Licence Application confirming that a Lodging House is a permitted use of the subject property.

3. Every Owner of a Lodging House shall ensure that the building complies with the *Ontario Fire Code* and Ontario Building Code unless otherwise specified within this Schedule.

4. Every Owner of a Lodging House shall ensure that:

- (a) All halls, stairways and means of entrance and egress is kept free from obstruction at all times;
- (b) Every Owner of a Lodging House shall ensure if the building contains a fuel burning appliance:

- (i) A carbon monoxide detector is installed on each floor and shall be equipped with an alarm that is audible within all rooms when the intervening doors are closed; and
  - (ii) All carbon monoxide detectors are maintained in good operating condition and in accordance with the manufacturer's instructions;
- (c) Where an electrically powered carbon monoxide detector is installed, each electronically powered carbon monoxide detector:
- (i) Is equipped with visual indications that indicate it is in an operating condition; and
  - (ii) Has no power switch between the carbon monoxide detector and the power distribution panel;
- (d) Toilet and bathing facilities are provided as required under the Ontario Building Code, are maintained in a clean and sanitary manner to prevent and eliminate any health hazards, within at least one room with access provided by means of an entrance from a common hallway or corridor; said facilities containing at least one wash-basin, one water closet and one bathtub or shower for each 4 lodgers;
- (e) Where food is prepared or intended to be prepared, adequate facilities for the proper preparation and protection of food are provided that meet the requirements of Peel Health and O. Reg. 562/90 - Food Premises Regulation made under the *Health Protection and Promotion Act*, R.S.O. 1990, c. H.7;
- (f) A register is kept in the Lodging House detailing the name of every lodger who occupies the premises and shall ensure that the register, as well as the Lodging House premises are open to inspection at any reasonable time by the Licence Issuer or Inspector;
- (g) The Chief Building Official, License Issuer or Inspector is permitted to enter the premises at any reasonable time for the purpose of inspecting the premises and no person shall prevent or obstruct any such officials from entering the premises;
- (h) Each resident of the Lodging House is provided separate lockable mail box;
- (i) A secure area in the Lodging House is provided for the personal belongings of the resident, if requested; and
- (j) All necessary steps are taken to prevent and eliminate any effects of health hazards on occupants of the facility.

4. No Licensee shall:

- (a) Permit a person to occupy for sleeping purposes, any cellar or any space used as a lobby, hallway, closet, bathroom, laundry, stairway, kitchen or any accessory building or shed;
- (b) Permit a room to be used for sleeping purposes unless it contains a window or window opening directly to the outside air, having an area equal to or not less than 5% of the floor area of the room and having an unobstructed ventilation area (that may be opened) to the outdoors of 1.5 square feet per occupant unless such room is otherwise ventilated by mechanical means;
- (c) Permit any cooking appliance of any kind in any room used for sleeping purposes; and
- (d) Permit any heating appliances to be installed or maintained in any room used for sleeping purposes, other than those specifically designed and authorized by the regulations made under the Ontario Building Code.

5. The requirement to obtain a Lodging House Licence does not apply to:

- (a) A student residence owned or operated by a university or college;
- (b) A dwelling unit within an apartment building;
- (c) Housing provided by a registered charity;
- (d) A Supportive Housing Residence;

- (e) A foster home;
- (f) A medical treatment facility;
- (g) A long term care home as defined under the *Long Term Care Home Act, 2007*;
- (h) A retirement home as defined under the *Retirement Homes Act, 2010*; a Senior Citizen Residence, or a supportive housing, types 1 and 2.