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## Application for a Business Licence - Lodging House

200 King St W - 2nd Floor, Kitchener, Ontario N2G 4G7

[licensing@kitchener.ca](mailto:licensing@kitchener.ca) P: 519-741-2200-2275 F: 519-741-2705

[www.kitchener.ca/businesslicensing](http://www.kitchener.ca/businesslicensing)

### Definition:

"lodging house" means a dwelling or part thereof containing one or more lodging units which lodging unit or units are designed to accommodate four or more residents in total. The residents may share common areas of the dwelling other than the lodging units, and do not appear to function as a household. This shall not include a hotel, motel, group home, nursing home, hospital or any residential care facility licensed, approved, or supervised under any general or specific Act.

"lodging unit" means a room or set of rooms located in a lodging house or other dwelling designed or intended to be used for sleeping and living accommodation, which:

- (a) is designed for the exclusive use of the resident or residents of the unit;
- (b) is not normally accessible to persons other than the resident or resident of the unit; and
- (c) may contain either a kitchen or a bathroom but does not contain both for the exclusive use of the resident or residents of the unit.

Date of Application: \_\_\_\_\_

**Lodging House Street Address:** \_\_\_\_\_

Street number & Name: \_\_\_\_\_

Postal Code \_\_\_\_\_

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

### Ownership Information

(Circle one) Sole Partnership Incorporated (Corp #) \_\_\_\_\_

Name/Corporate name/Partner(s) Name: \_\_\_\_\_

Street # and Name: \_\_\_\_\_

Mailing Address including postal code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

### Applicant Information (IF SAME AS ABOVE, CHECK THE BOX)

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

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

Mailing Address (if different than above): \_\_\_\_\_

Email: \_\_\_\_\_ Phone #: \_\_\_\_\_

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**CONTACT INFORMATION: (Contact will be used in Emergency situations and/or for inspections)**

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred method of license delivery: (circle)      Mail      Email      Pick up

**Onsite CONTACT person responsible for day to day operations:**

Contact Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

	# of residents proposed to accommodated
	# of lodging Units (number of rooms)

**Required Approvals: City staff to contact departments for final inspections.**

	Property Standards Contact Phone # 519-741-2345
	Fire Approval Contact Phone # 519-741-2496
	Planning Approval Contact Phone # 519-741-2426
	Building Approval Contact Phone # 519-741-2312

**Non-refundable Application Licence Fee:**

\$1,121

**Licenses are non-transferable****Accepted Methods of Payment: Cash/Cheque/Debit**

I certify that:

- I am the business owner and/or have been authorized by the business owner listed on this application to apply for the Business Licence;
- I agree to comply with all requirements under this Bylaw, and/or any conditions place on the licence;
- I am 18 years of age or older;
- I will confirm to and abide by any relevant City of Kitchener By-laws, and any other provincial or federal law or Act;
- I understand amendments to an issued licence may result in additional requirements and/or licence.
- I understand that the fees are non-refundable and cannot be prorated; and
- the statements contained in this application are true and accurate.

\_\_\_\_\_  
Applicant's Name (Printed)\_\_\_\_\_  
Applicant's Signature\_\_\_\_\_  
Date