



# LODGING HOUSE LICENCE APPLICATION

**By-law Services 905-619-2529 ext. 3370**  
**BylawServices@ajax.ca**

Issuance of a Lodging House licence will not occur until the applicant has provided all required attachments and the application has been approved by the Town's Planning, By-law and Building Services Section for adherence to the Lodging House By-law, the Zoning By-law and all relevant Legislation.

**It is the applicant's responsibility to contact Ajax Fire and Emergency Services to request an inspection of the Lodging House. The applicant is responsible to pay the Fire Services inspection fee.**

A licence will not be issued until a favorable fire inspection has occurred.

Application Type  
 Renewal   
 New

Address of property seeking licence	Date of Application		
Name of Person Applying for the Licence			
Address of Residence of Applicant			
number	street	Town/City	Postal Code
Applicant's Phone Number			
Applicant's Email Address			
Name of Business Applying for the Licence (if applicable)			
Address of Business (if applicable)			

When did the property first become used as a lodging house? \_\_\_\_\_

How many lodging units are located at the proposed lodging house? \_\_\_\_\_

What is the gross floor area of the lodging house? \_\_\_\_\_

(gross floor area means the combined floor area of all levels of the house excluding porches, verandas, garages and any unfinished portions of a basement)

How many bathrooms are available for use by lodgers? \_\_\_\_\_

Yes No

Is there an accessory apartment at the lodging house?

Yes No

Is there any new construction proposed?  
If yes, please describe

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Yes No

Will lodgers receive any type of care during their residence?  
If yes, please explain the care

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Yes No

Is the garage available to be used for vehicle parking?

Yes No

Is there a home based business operating on the property? (not including the lodging house business)

Basement

- The basement is fully finished, or
- The basement is completely unfinished, or
- The basement is partially finished, If the basement is partially finished please explain \_\_\_\_\_

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**I solemnly declare that to the best of my knowledge, the information supplied on this application, including the site plan and floor plan is true, accurate, and complete in all respects.**

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**signature of applicant**

Personal information contained on this form is collected under the authority of the Municipal Act, and will be used for the purpose of making a determination regarding the issuance of a Lodging House Licence. Questions about this collection should be directed to the Records & Freedom of Information Coordinator at 65 Harwood Avenue South, Ajax, Ontario, L1S 2H9. (905) 619-2529 ext. 3343

This form is available in alternate formats, upon request, by contacting 905-619-2529 ext. 3347, or email [accessibility@ajax.ca](mailto:accessibility@ajax.ca)

#### **Attachments Required with the Application**

- Criminal Reference Check
- Valid photo identification
- Proof of insurance in the amount of \$ 2 million dollars, with the Town of Ajax listed as an additional insured party
- Clearance letter from Durham Region Health Department
- Fee – as per the Fees and Charges By-Law
- Floor plan (see attached instructions) \* not required if this is a renewal and the applicant certifies that nothing on the previously submitted floor plan has changed \*
- Site plan (see attached instructions) \* not required if this is a renewal and the applicant certifies that nothing on the previously submitted site plan has changed \*
- Letter of consent from the property owner (if the property owner is not the applicant)
- A copy of the business incorporating documents (if the applicant is a business)

**Office Use Only**

*to be completed by By-law Services*

Application and attachments received by	
_____	_____
name	date
A copy of the application and attachments have been forwarded to Fire Prevention Staff	
_____	_____
name	date

*to be completed by Planning staff*

A lodging house is a permitted use on the property?      Yes    No		
The property contains _____ parking spaces. (total number of)		
The required number of parking spaces (pursuant to the Zoning By-law for a lodging house and any other existing uses on the property) is _____		
Reviewed by:		
_____	_____	_____
(name)	(signature)	(date)
Approved by:		
_____	_____	_____
(name)	(signature)	(date)
Additional comments;		
_____		

*to be completed by Building staff*

A change of use building permit is

- not required
- required and has been issued

Building permits for all other construction (i.e. deck, finished basement, accessory apartment, plumbing works etc.) are

- not required
- required and have been issued

All required permits have been issued.      Yes      No

Reviewed by;

\_\_\_\_\_ (name)                      \_\_\_\_\_ (signature)                      \_\_\_\_\_ (date)

Additional comments:

\_\_\_\_\_  
\_\_\_\_\_

*to be completed by By-law Staff*

The gross floor area of the house is \_\_\_\_\_

The maximum number of permitted lodging units (based on the gross floor area) is

\_\_\_\_\_

**Parking review**

Total number of parking spaces required to comply with zoning \_\_\_\_\_  
(from Planning review)

Total number of parking spaces required to comply with licencing By-law

\_\_\_\_\_

Total number of required parking spaces (add previous two amounts)

\_\_\_\_\_

Total number of actual parking spaces on the property \_\_\_\_\_  
(from Planning review)

**\* if the actual number of parking spaces is less than the required number of spaces the licence will not be issued \***

The maximum number of lodging units (based on the number of parking spaces) is

\_\_\_\_\_

Do the number of bathrooms on the property comply with the licencing By-law?

Yes      No

Fire Prevention Staff have confirmed compliance with the Fire Code? Yes    No

By-law staff completed a favorable property standards inspection;

\_\_\_\_\_ (name)      \_\_\_\_\_ (signature)      \_\_\_\_\_ (date)

Approved by;

\_\_\_\_\_ (name)      \_\_\_\_\_ (signature)      \_\_\_\_\_ (date)

\_\_\_\_\_ is the maximum number of lodging units permitted

Special Conditions imposed on the licence \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

### **Instructions for required floor plan drawing**

- each level of the house must be represented, and the drawing must be done to scale or with appropriate proportions
- each room must be identified with the room's use and its perimeter measurements (including the units of the measure – i.e. metres vs feet). Furnace rooms, porches, garages etc. are required to be represented and labeled.
- include the location of all doors and windows including dimensions (horizontal and vertical)
- flights of stairs need to be included
- the location of the accessible telephone must be identified
- indicate the number of occupants of each lodging unit
- include the location of the refrigerator, stove and sink in the kitchen
- include the dimensions of the garage
- include the location of all fire safety equipment, including all smoke alarms, fire extinguishers, carbon monoxide detectors, sprinklers, etc.

### **Instructions for required site plan drawing**

- an illustration representing the property is required – this must include the width and depth of the lot and the location of the house and any other buildings, structures, etc. on the lot
- include the measurements of the driveway and all parking areas (ensure the Municipal boulevard is not included in the measurements of the driveway). The front lot line of your property does not extend to the travelled portion of the road – consult your property survey for exact dimensions of your property.
- include the location that is to be used as a garbage storage area
- include the location and use of any other buildings on the property