



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.

- new licence or
- renewal

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)	
Name of Property Owner(s) (if the property owner is not the applicant)	

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

Yes No

Will lodgers receive any type of care during their residence ?

If yes, please explain the care

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 _____

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.

signature of applicant

Personal information collected on this form is collected pursuant to the *Municipal Act, 2001*, s. 11(1), and will only be used for the purpose for which it is collected, and will not be distributed or used by the Town of Ajax for any other purpose. Questions about this collection may be directed to the Town of Ajax Records and Freedom of Information Coordinator at 65 Harwood Avenue South, Ajax, Ontario, L1S 2H9 or 905-683-4550.

If you require this form in an alternative format, please contact the Town of Ajax Accessibility Coordinator, at 905-683-4550, or by e-mail at contactus@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
- \$150 fee
- 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		
<input type="checkbox"/> not required		
<input type="checkbox"/> required and has been issued		
Building permits for all other construction (ie, deck, finished basement, accessory apartment, plumbing works etc.) are		
<input type="checkbox"/> not required		
<input type="checkbox"/> 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	
<i>continued on next page</i>	

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 – ie. 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