



OAKVILLE

THE CORPORATION OF THE TOWN OF OAKVILLE
1225 Trafalgar Road
Oakville Ontario, L6H 0H3
Telephone: 905-845-6601 Fax: 905-815-6077

2020 APPLICATION TO LICENCE A LODGING HOUSE

FEE: \$478.00 (non-refundable, non-transferable, not pro-rated) **Renewal Date: August 31 every year**

The following must be fully completed and submitted along with all required documents and the applicable fee. Applications may be submitted as follows:

- By E-mail to service@oakville.ca
- Drop box delivery, Enforcement Services, 1225 Trafalgar Road;
- By Mail to: Enforcement Services, Town of Oakville, 1225 Trafalgar Road, Oakville, ON L6H 0H3

BUSINESS:

NAME: _____

BUSINESS OWNER: _____

ADDRESS: _____ UNIT: _____ CITY/TOWN: _____

POSTAL CODE: _____ TELEPHONE: _____

EMAIL ADDRESS: _____

CORPORATE NUMBER: _____ Sole Proprietor: _____ Partnership: _____

APPLICANT:

NAME: _____

ADDRESS: _____ UNIT: _____ CITY/TOWN: _____

POSTAL CODE: _____ TELEPHONE: _____

EMAIL ADDRESS: _____

The following documents must be included with this application.

- If a corporation, provide a copy of the incorporating documents and corporate number.
- If partnership, provide list of names, date of birth and address for each partner.
- A Zoning Occupancy Certificate obtained from Building Services. Contact zoningrequests@oakville.ca
- Certificate of Public Liability Insurance in the amount of two million dollars (\$2,000,000). The Town of Oakville and address **must** appear on the certificate as either "**Additional Insured**" or "**Certificate Holder**" in order to provide the Town at least ten days' notice in writing prior to cancellation, expiration or change of policy.
- An original Canadian Criminal Reference Check issued by an accredited Canadian Police Service, no more than 30 days old at the time of the licence application
- An Electrical Safety Authority inspection report - a General Inspection Certificate
- A Heating, Venting, Air conditioning inspection report performed by an HVAC installer that holds a current and valid Town of Oakville business licence.
- An Emergency Safety Plan. (see attached form)
- A completed Fire Safety Audit, indicating compliance will all applicable provisions of the **Fire Protection and Prevention Act 1997**. Contact Fire Prevention at 905-338-4404 for assistance. (see attached form)
- A statutory declaration stating that the building or structure is in compliance with the requirements of the Building Code Act with respect to any new additions or alterations. The declaration can be completed in the Clerk's Department. (see attached)

Please be advised:

- Incomplete applications will not be processed.
- It is an offence to operate a business without a licence and charges may be laid without additional notice.

I hereby declare that I will comply with the provisions of all by-laws pertaining to the licence for which I am applying.

Signature

Date

Once your application is completed, please send the full package by email to service@oakville.ca. An email with payment instructions will be sent upon receipt of a complete application by Enforcement Services.

Completed applications with payment by cheque will also continue to be accepted by mail to:
Municipal Enforcement Services, 1225 Trafalgar Road, Oakville, ON L6H 0H3

Note: Personal information on this form is collected under the authority of the *Municipal Act* and the Town of Oakville Licensing By-law and will be used for business licensing and regulating. Questions about this collection should be directed to Municipal Enforcement Services, 1225 Trafalgar Road, Oakville, Ontario, L6H 0H3, telephone, 905-845-6601.

FIRE SAFETY AUDIT FOR LODGING HOUSE BY-LAW #2015-075

INFO

Location:	
Owners Name(s):	
Owners Address:	
Owners Phone #:	
Property Contact Name:	
Property Contact Phone #:	
Total Number of Lodgers:	Total Number of Bedrooms:

FIRE MAINTENANCE CHECKLIST

CHECKLIST

Smoke & CO Alarms			
Is there a minimum of one smoke alarm installed on every floor level?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Are smoke alarm(s) installed adjacent to all sleeping rooms?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Are all battery-operated smoke alarms equipped with functional batteries?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Are carbon monoxide alarm(s) installed adjacent to all sleeping rooms?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Fire Extinguishers			
Are all portable fire extinguishers visually inspected monthly with records maintained?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Are portable fire extinguishers properly mounted and unobstructed?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Does the gauge on each fire extinguisher indicate the unit is fully charged? <i>(Gauge needle in green zone)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is the expiry date on the portable fire extinguisher past due ?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Exits/Heaters/Chimney/Extension Cords/Dryer/Kitchen Hood/Fire Inspection			
Are exits/stairways unobstructed and free of any storage?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Are portable space heaters maintained a minimum one meter from any combustibles? <i>(Portable heaters are not permitted in sleeping rooms)</i>	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Has the chimney been inspected/cleaned by a WETT certified person in the past year?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Are extension cords used in place of a permanent power supply for electrical appliances?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Are proper receptacles for cigarette butts provided where smoking is permitted?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Have dryer lint vents been cleaned in the past year?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>
Are kitchen hood(s) and filters cleaned sufficiently to avoid excessive grease accumulations?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	N/A <input type="checkbox"/>

PREPARED BY

NAME (Please Print) : _____

SIGNATURE: _____

DATE: _____
(MM/DD/YYYY)

Statutory Declaration

IN THE MATTER OF Application for a Lodging House Licence.

To Wit: I,

of the _____ of _____

in the _____ of _____

SOLEMNLY DECLARE, THAT

I am the lodging house keeper of the property located at _____
address

I have obtained the proper permits, the property is in compliance with the requirements of the Building Code Act, Fire Code and any other applicable provincial legislation with respect to any new additions or alterations, and all required inspections have been completed.

I have installed smoke alarms as required by the Ontario Fire Code.

Check one:

There are no accessory dwelling units on this property _____

There is an existing registered accessory dwelling unit on this property _____

And I make this solemn Declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.

Signature of Declarant

DECLARED before me at the _____ of _____,

in the _____ of _____, Province of _____,

this _____ day of _____ 20_____.

Declaration must be signed and stamped by A Commissioner for taking affidavits or Notary Public.

Emergency Plan

(to be posted in a visible location)

Date:	
Owner's Name:	
Owner's Address:	
Property Contact Name:	
Property Contact Phone:	

Upon discovery of a fire or upon hearing smoke alarms, the following action should be taken.

- 1) Remain calm**
- 2) With a loud verbal voice, notify occupants to evacuate**
- 3) Leave area immediately**
- 4) Leave building via nearest exit**
- 5) If you encounter smoke, use alternate exit**
- 6) Close doors behind you**
- 7) Call 911**