

Licensed Rental Premises Application

Part A - Owner Information

| | | | |
|----------------------------------|--|------------|--|
| Name: | | | |
| Address: | | | |
| Phone Number (ie/ 705-742-7777): | | Extension: | |
| Email Address: | | | |
| Address of Licensed Premises: | | | |

Part B - Contact Information [Complete if different than Owner Information]

| | | | |
|----------------------------------|--|------------|--|
| Name: | | | |
| Phone Number (ie/ 705-742-7777): | | Extension: | |
| Email Address: | | | |

Part C - Information to be submitted with the Application

Checklist for an Applicant who is a Registered Partnership or a Sole Proprietorship:

- ☐ A copy of a current Business Name Search
- ☐ Names, addresses and telephone numbers of persons associated with the partnership

Checklist for an Applicant who is a Corporation:

- ☐ A copy of the current Certificate of Status
- ☐ A Corporate Profile report that includes:
 - location of the corporation's head office
 - names, addresses and telephone numbers of all directors of the corporation
 - confirmation that the corporation is active

Checklist for all Applicants:

- ☐ A site plan showing the lot size, building size and location, parking area
- ☐ Floor plans drawn to scale for the entire building

Part D - Summary of Rental and Occupant Detail [Insert number of bedrooms and tenants]

| Category | Total Number | Number in Basement | Number on 1 st Floor | Number on 2 nd Floor | Number on 3 rd Floor |
|----------------------|--------------|--------------------|---------------------------------|---------------------------------|---------------------------------|
| Bedrooms on premises | | | | | |
| Tenants on premises | | | | | |

Part E – Summary of Plumbing Fixtures [Insert fixture numbers per floor]

| Level | Bathtubs/ Showers | Washbasins | Water Closets | Sinks | Laundry Tubs |
|-----------------------|-------------------|------------|---------------|-------|--------------|
| Basement | | | | | |
| 1 st Floor | | | | | |
| 2 nd Floor | | | | | |
| 3 rd Floor | | | | | |

| Part F - Confirm the Applicable Business License and Dwelling Type [select one] | | | |
|---|--|--------------------|---------------------------|
| Lodging House or Dwelling Unit | Rental Type | Number of Bedrooms | Number of Bedrooms Rented |
| <input type="checkbox"/> Small Rental Dwelling Unit | Rental by bedroom or Rental of Entire Dwelling | 4 plus | 1-4 |
| <input type="checkbox"/> Large Rental Dwelling Unit | Rental of Entire Dwelling (single housekeeping unit) | 5 plus | Entire Dwelling |
| <input type="checkbox"/> Small Lodging House | Rental by bedroom | 5 plus | 5-10 |
| <input type="checkbox"/> Large Lodging House | Rental by Bedroom | 11 plus | 11-30 |

| Part G - Owner Acknowledgement | | | | | | | | | | | | |
|--|---|-------|--------|---|---|---|---|---|---|---|---|---|
| I hereby acknowledge that I am the owner or the owner's agent and authorized to sign this document as being accurate. I confirm that any misrepresentation of information I have provided may result in the Licensed Premises being in contravention of By-Law Number 17-067 and that a prosecution under Provincial and Municipal Law may result. | | | | | | | | | | | | |
| Name: | | Date: | | | | | - | | | - | | |
| | | | Y | Y | Y | Y | | M | M | | D | D |
| Signature: | X | | Phone: | | | | | | | | | |

Personal information on this form is collected under the authority of the Municipal Act, Section 11, and the City of Peterborough Business Licensing By-law, and will be used to licence, regulate and govern businesses and ensure compliance with all laws and regulations. Questions about the collection of this information should be made to:

City Clerk
City of Peterborough
Address: 500 George Street North, Peterborough, Ontario, K9H 3R9
Telephone: 705-742-7777 extension 1820

| Office Use Only | | |
|---|----------------------------------|-------------------|
| Inspections to be completed before license issued | Signature of Authorized Official | Date (yyyy-mm-dd) |
| Zoning | | |
| Plumbing/ Mechanical | | |
| Fire | | |
| Health | | |

Application Number: _____

**Peterborough Fire Services**

210 Sherbrooke Street
Peterborough, ON
K9J 2N3

Office Use Only:

- ☐ New Attestation
☐ Renewal of Attestation
☐ Inspection Required

Self-Attestation Form for Licensed Rental Premises

| | |
|-----------------------------------|--|
| Address of licensed premises | |
| Owner(s) Name(s) | |
| Address of Owner (if different) | |
| Contact Name at licensed premises | |
| Contacts Phone Number | |
| Number of bedrooms in dwelling | |
| Number of bedrooms rented | |

Residential Category 1 - Licensed Premises with 4 or Fewer Bedrooms

Working Smoke and Carbon Monoxide Alarms are the minimum requirements for properties with one to four (1 to 4) rented bedrooms. Please complete the following questions.

| Alarms installed in accordance with the requirements | Yes | No |
|--|------------|-----------|
| Does the licensed premises have 1 to 4 bedrooms? (If no, refer to Residential Category 2) | | |
| Are Smoke Alarms installed as required? (refer to Compliance Requirements on page 2) | | |
| Are Carbon Monoxide (CO) Alarms required? | | |
| Are CO Alarms installed as required? | | |
| Peterborough Fire Services (PFS) recommends documenting the installation and maintenance of all alarms. Do you have records that demonstrate compliance with the Smoke and Carbon Monoxide Alarm requirements for this premises? | | |

Residential Category 2 - Licensed Premises with 5 or More Bedrooms

Working Smoke and Carbon Monoxide Alarms are the minimum requirements for properties with five (5) or more rented bedrooms. The Ontario Fire Code may regulate rental dwellings with five (5) or more rental bedrooms differently from a single residential property and certain properties may require significant fire safety upgrades. All Category 2 Licensed Premises under By-law 17-067 require an annual fire safety inspection. Please complete the following questions.

| Alarms Installed in accordance with the requirements | Yes | No |
|--|------------|-----------|
| Does the licensed premises have 5 or more bedrooms? | | |
| Are Smoke Alarms installed as required? (refer to Compliance Requirements on page 2) | | |
| Are Carbon Monoxide (CO) Alarms required? | | |
| Are CO Alarms installed as required? | | |
| Peterborough Fire Services (PFS) recommends documenting the installation and maintenance of all alarms. Do you have records that demonstrate compliance with the Smoke and Carbon Monoxide Alarm requirements for this premises? | | |
| Is one or more bedrooms located in the basement? | | |
| Is a Fire Safety Plan required? (Refer to page 2 for details) | | |

Contact Peterborough Fire Prevention at 705-745-3284 for questions related to this form. **Compliance with the Fire Code is the owner's responsibility.** Refer to page 2 for Compliance Requirements.



Peterborough Fire Services

210 Sherbrooke Street
Peterborough, ON
K9J 2N3

Owner Acknowledgement

I hereby acknowledge that I am the owner or the owner's agent and authorized to sign this document as being accurate. I confirm that any misrepresentation of information I have provided may result in the Licensed Premises being in contravention of By-Law Number 17-067 and that a prosecution under Provincial and Municipal Law may result.

| | | | | | | | | | | | | |
|------------|---|----------|---|---|---|---|---|---|---|---|---|---|
| Name: | | Date: | | | | | - | | | - | | |
| Signature: | X | | Y | Y | Y | Y | | M | M | | D | D |
| | | Phone #: | | | | | | | | | | |

Compliance Requirements

The Ontario Fire Code regulates fire prevention and life safety requirements. The particular requirement for Fire Prevention, Fire Detection, and Life Safety depends upon how a property is occupied. A minimum level of fire protection will increase due to the existence of hazards and when properties have an increased number of occupants.

The minimum fire protection and life safety requirements for the Licensed Premises listed in By-Law Number 17-067 are as follows;

Smoke Alarm(s)

Smoke Alarm(s) shall be installed:

- When a bedroom in a Licensed Premises is served by a hallway, in the hallway,
- When a bedroom in a Licensed Premises is not served by a hallway, between the sleeping area and the remainder of the Licensed Premises,
- When a bedroom is not within a Licensed Premises, in the bedroom, and
- On each storey without a bedroom in a Licensed Premises.

Note: Replacement of hard-wired smoke alarms with battery operated devices is not permitted.

When are CO Alarm(s) required?

Carbon Monoxide Alarm(s) shall be installed in every building that contains a residential occupancy and:

- a fuel-burning appliance,
- a fireplace, or
- a storage garage (attached garage)

Where to install CO Alarm(s)

- When a fuel-burning appliance or a fireplace is installed in a Licensed Premises, a CO alarm shall be installed adjacent to each bedroom.
- When a Licensed Premises has a storage garage attached to it, a CO alarm shall be installed adjacent to each bedroom that has a common wall or common floor/ceiling assembly with the storage garage.
- A CO alarm shall be mechanically fixed, attached, plugged in or placed at the manufacturer's recommended height or, if the manufacturer has not recommended a height, on or near the ceiling.
- A CO alarm that is installed adjacent to a bedroom shall be equipped with an alarm that is audible throughout the bedroom, even if any door(s) between the carbon monoxide alarm and any bedroom is/are closed.

Fire Safety Plan

All residential properties that have an occupant load that exceeds 10 or any Lodging House must submit a Fire Safety Plan to Peterborough Fire Services for approval prior to an inspection. Templates for the Fire Safety Plan are available from PFS by calling (705) 745-3284.

Lodging Houses

A Small or Large Lodging House requires an inspection from PFS. Please contact Fire Prevention at (705) 745-3284 to arrange a licensing inspection of the property.