

Multi-Tenant (Rooming) House Licence

Municipal Licensing & Standards

Multi-Tenant (Rooming) House Policies, Rules, and Regulations

Multi-tenant houses, commonly known as rooming houses or lodging houses, are only permitted in the former cities of York and Toronto. Multi-tenant houses that operate in Toronto must be licensed.

Multi-tenant houses are dwellings where a kitchen and/or washroom is shared between four or more people who each pay rent. Multi-tenant houses (including bachelorettes) that were created as part of the Parkdale Project are also deemed to be multi-tenant houses under this definition. Fraternity and sorority houses may need to be licensed as multi-tenant houses if they meet the definition of a multi-tenant house.

Personal care multi-tenant houses are where, in addition to dwelling rooms, the owner/operator provides meals and where service is given to residents in caring for their personal needs or health, or both.

The following buildings do not need to be licensed as multi-tenant houses: dwellings licensed and inspected by the provincial or federal government, such as group homes or retirement homes; and cooperative student residences that have more than three bedrooms.

Before you apply, you must read the policies, rules, and regulations in the **Multi-Tenant (Rooming) Houses: Owner Guide**.

Please confirm you have read the policies, rules, and regulations in the attached guide.

Yes

Please confirm you agree to an inspection conducted by Municipal Licensing & Standards Officer, at the time of application; and at any time in the future.

Yes

For detailed and the most up-to-date information concerning the rules and regulations, please review the original bylaws and any amendments:

Toronto Municipal Code, Chapter 285
Former Municipality of Toronto Zoning Bylaw 438-86

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What You Need to Apply

You can submit your completed application form in person or by email to the ML&S office at the Etobicoke Civic Centre (see Contact Information on page 9). Your application will not be complete until all required information and fee payment has been provided. **Only completed applications will be accepted** and must include:

- a. A completed application form
- b. The applicable fees in the form of a certified cheque or money order, made payable to Treasurer, City of Toronto. Fees may also be paid by credit card, and applicants can contact Municipal Licensing & Standards to pay by credit card.

Licence Type

Please check the one that applies:

 Multi-Tenant House Personal Care Multi-Tenant House**Property Information**

Street Number	Street Name	Suite/Unit Number
City/Town	Province	Postal Code
Telephone Number	Alternate Telephone Number	

Applicant Information Individual OR BusinessBusiness representatives should insert **business contact information**.

First Name	Last Name	
Business Name (if applicable)		
Street Number	Street Name	Suite/Unit Number
City/Town	Province	Postal Code
Telephone Number	Alternate Telephone Number	
Email		

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Property Owner Information

Individual OR Business

Business representatives should insert **business contact information**.

First Name		Last Name	
Street Number	Street Name		Suite/Unit Number
City/Town		Province	Postal Code
Telephone Number		Alternate Telephone Number	
Email			

A separate sheet is attached listing additional owners.

Emergency Contact Information

The Emergency Contact section must be completed by the person who has agreed to act as the emergency contact.

First Name		Last Name	
Street Number	Street Name		Suite/Unit Number
City/Town		Province	Postal Code
Telephone Number		Alternate Telephone Number	
Email			

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Person-In-Charge (if applying for a Personal Care Multi-Tenant House Licence)

First Name		Last Name	
Street Number	Street Name		Suite/Unit Number
City/Town		Province	Postal Code
Telephone Number		Alternate Telephone Number	
Email			

Additional Property Details

Operators are required to provide additional details such as number of rooms, bathrooms, and other facilities. This information may be used as part of the inspection of the property.

Maximum capacity of property	
Total number of Rooms	
Total number of bathrooms	
Total number of common spaces	
Total number of kitchen facilities (if applicable)	

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	Basement	First Floor	Second Floor	Third Floor	Fourth Floor
Dimensions (meters)					
No. of bedrooms without bathrooms or kitchens					
No. of bedrooms with bathrooms					
No. of bedrooms with kitchen					
Common bathrooms (with shower and/or tub)					
Common bathroom (with only a toilet)					
Common kitchen					
Common living area					
Self-Contained Units/ Bachelor apartments					
Laundry Facilities					

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Fees

Former City of Toronto

- The fee is \$100 if one or more of these conditions apply:
 - the registered owner occupies living space of 30 square metres or less as their personal residence
 - the multi-tenant house is operated by a non-profit corporation
 - the multi-tenant house has up to three storeys (not including the basement) and contains up to 14 bedrooms, with fewer than four bedrooms on the third storey.

If none of the above conditions apply, then:

- The fee is \$200 if:
 - the multi-tenant house has up to three storeys (not including the basement) and contains up to 14 bedrooms, with four or more bedrooms on the third storey
 - the multi-tenant house has up to three storeys (not including the basement) and more than 14 bedrooms.
- The fee is \$300 if the multi-tenant house has more than three storeys (not including the basement).

Fire Safety Standards

Owners/operators are required to have a copy of the model Fire Safety Plan drawn up by the Fire Chief; post in a conspicuous location; and use it in the case of a fire.

I, the owner/operator declare that I have a copy of the model fire safety plan drawn up by the Fire Chief.

- I, the owner/operator acknowledge that I am responsible for having a fire safety plan for the premises in accordance with the requirements of the Fire Code and to use the model fire safety plan drawn up by the Fire Chief to draw up a fire safety plan for the premises.

I the owner/operator agree to post a fire safety plan, approved by the Fire Chief, in the premises in a conspicuous place.

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Zoning Permissions

Owners are required to verify that their multi-tenant house is located in a permitted area under a permitted use, as per the City of Toronto Zoning By-law.

- I, owner/operator, declare that to the best of my knowledge, the multi-tenant house is permitted use as per the Zoning Bylaw.

Authorized Signature

I _____ (First, Last Name - please print) affirm that all the information is true and complete and that I understand and accept the following conditions:

- Declare that I am in compliance with all requirements under the Toronto Municipal Code Chapter 629, Property Standards and Chapter 285, Rooming Houses.
- Declare that I am the owner/authorized agent of the owner named in the above application for multi-tenant house licence.
- Declare that the information supplied by me in the application and in the materials filed with the application is correct.

Applicant Signature	Date (yyyy-mm-dd)
Owner Signature	Date (yyyy-mm-dd)

FOR OFFICE USE ONLY**Application Review**

Application Number	Annual Renewal fee if approved
Ward	Class
Application Received by	Date Received (yyyy-mm-dd)
Inspection Date	Folder Number

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APPROVALS

This application has been **Approved** **Refused** by:

Authorizing Name (First, Last) and Position Title	Date (yyyy-mm-dd)
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Who to Contact for More Information

If you would like more information or require this in an alternate format to be accessible, please contact Municipal Licensing and Standards by mail, email or phone or call 311.

Municipal Licensing & Standards

Multi-Tenant Housing
Municipal Licensing and Standards
Etobicoke Civic Centre
399 The West Mall, The North Block, 3rd Floor
Toronto, Ontario M9C 2Y2
416-394-8178
MultiTenantHousing@toronto.ca

311 Toronto

311 is open 24 hours a day, 7 days a week.
Email: 311@toronto.ca
Phone within Toronto: 311
Phone outside Toronto: 416-392-CITY (2489)
TTY customers: 416-338-0TTY (0889)
Web: www.toronto.ca/311

Municipal Licensing and Standards collects personal information on this form under the legal authority of the City of Toronto Act, 2006, SO 2006, Chapter 11, Schedule A, section 136(c) and the City of Toronto Municipal Code, Chapter 285, Rooming Houses and Chapter 629, Property Standards. The information will be used to process, issue, monitor and regulate licenses issued by the City of Toronto, Municipal Licensing and Standards Division. Questions about this collection can be directed to the Supervisor of Investigate Services, Multi-tenant Housing, 399 The West Mall, Toronto, Ontario M2N 5V7 or by telephone at 416-392-7594.

Please be aware that the property addresses of the successful applicants are business information and will be maintained as public record.