

## New Licensing Framework for Multi-Tenant (Rooming) Houses

### Year 1 Information for Operators: Summary of Steps for Getting Licenced and New Bylaw Requirements

In December 2022, Toronto City Council adopted a new regulatory framework for multi-tenant houses, including zoning changes to permit multi-tenant houses across Toronto in residential zones. The new framework, including new requirements for operators, comes into effect on **March 31, 2024**.

Additional information & templates for required plans will be available at [toronto.ca/MultiTenantHouses](https://toronto.ca/MultiTenantHouses)

#### For Any Questions or Assistance, Please Contact:

Municipal Licensing & Standards (MLS)  
[multitenanthousing@toronto.ca](mailto:multitenanthousing@toronto.ca)  
416-394-8178

City Planning  
[zoningpolicy@toronto.ca](mailto:zoningpolicy@toronto.ca)  
416-338-5600

Toronto Public Health  
[dinesafe@toronto.ca](mailto:dinesafe@toronto.ca)  
416-338-7600

Toronto Fire Services (TFS)  
[TFSInspections@toronto.ca](mailto:TFSInspections@toronto.ca)

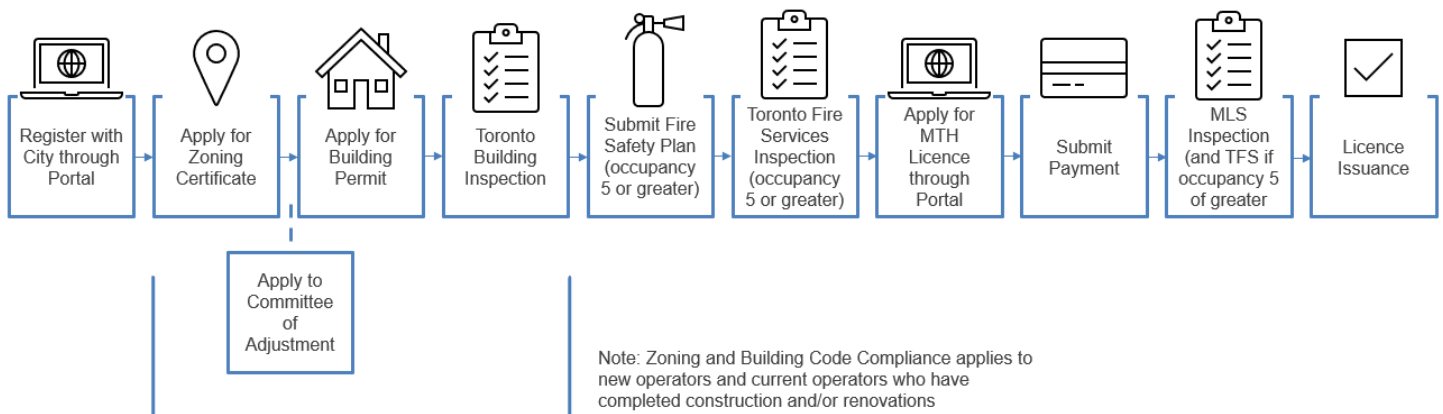
Court Services  
[MTHLT@toronto.ca](mailto:MTHLT@toronto.ca)

Toronto Building  
[TBInspections@toronto.ca](mailto:TBInspections@toronto.ca)

#### What is a Multi-Tenant House?

- A building with four or more rooms, inhabited or intended to be inhabited by people who do not live together as a single housekeeping unit.
- A building with single room accommodations with a shared kitchen and/or washroom.
- A **multi-tenant house room** is a room that is used or intended to be used for living accommodation; is available for rent; and may include a bathroom or kitchen facility but does not include both.
- A **multi-tenant house operator** is a person who owns and/or is responsible for operating a multi-tenant house.

#### Steps for Getting a Multi-Tenant House Licence



## New Multi-Tenant House Requirements

### Zoning:

- Multi-tenant houses will be permitted in all zones that permit residential uses.
- Multi-tenant houses with 6 rooms or less will be allowed in all neighbourhoods.
- Depending on the location, multi-tenant houses may have up to 12 or 25 rooms.
- Multi-tenant houses must have a minimum of one bathroom for every four rooms.
- Minimum parking requirements for multi-tenant houses are based on transit access.

Before you can apply for a multi-tenant house licence as a new operator you will need to undergo a zoning review to show that the property meets the zoning bylaw requirements listed above. If the property complies with zoning requirements, you will get a [Zoning Applicable Law Certificate](#). If the property does not comply, you may have to apply to the Committee of Adjustment for a minor variance.

### Building Code:

Once you have received an approved Zoning Certificate, you will need to apply online for a Building Permit. A building permit is required for the construction and/or demolition of a new building, an addition, or material alteration of any building or structure. A building permit is also required when changing the use of a building (e.g., single dwelling unit house to multi-dwelling unit house); even if no construction is proposed.

### Fire Safety Plan:

Under the [Ontario Fire Code](#), if a multi-tenant house has more than 5 tenants, the operator must submit a Fire Safety Plan to the City (by email to [tfs\\_plans@toronto.ca](mailto:tfs_plans@toronto.ca)). Once the Plan is approved, Toronto Fire Services will inspect the property.

### Applying for a Licence:

After operators have complied with Zoning By-law requirements and the [Ontario Building Code](#) and submitted a Fire Safety Plan (if applicable), they must apply for a licence online through the new application portal (launching March 31, 2024) and ensure their property meets all licensing requirements. There are 2 types of licences for multi-tenant house operators:

1. Multi-tenant house (Type A)
2. Personal care multi-tenant house (Type B)

All operators must provide details about the multi-tenant house and submit the following:

- Zoning Approval (if required)
- Fire Safety Plan (if required)
- Waste Management Plan
- Indoor/Outdoor Property Management Plan
- Property Plan
- Floor Plan
- Pest Management Plan

Operators applying for a Type B (personal care) licence must also submit:

- Proof of Age
- Proof of Education
- Work Experience
- Vulnerable Sector Screening
- Safety Plan
- Personal Care Plan

### Licence Fees:

Application/renewal fee	\$25 per room and per application
Inspection fee	\$150 per house

\* *Toronto Community Housing and other non-profit social housing providers are exempt from fees*

### Inspections and Licence Issuance:

Once the licence application and licence fee payment are received, the City conducts inspections of the multi-tenant house. If all criteria are met, your licence will be issued. If all criteria are not met, your application will be referred to the Multi-Tenant Housing Licensing Tribunal. You may also submit an appeal to the Tribunal.

**Note:** If you decide you no longer want to operate your multi-tenant house, you will need to take a series of steps to notify MLS and your tenants to minimize the impact.