

What is a Lodging House?

A Lodging House means any house, or other building or portion thereof in which persons are harboured, received or lodged for hire but does not include a hotel, hospital, nursing home, home for the young or home for the aged or institution of the hotel, hospital, home or institution is licenced, approved or supervised under any other general or special Act, nor a domiciliary home.

Enclosures:

- Business Licence Application
- City of Quinte West Fee By-Law 10-85
- City of Quinte West Business Licencing By-Law 08-151
- Business Indemnification Form

Licence Application Checklist

These items must be enclosed with each **Licence Application** form. (Do not send separately):

- Licence fee**
Set by Municipality. See By-Law 10-85
- Completed application form**
- A fully completed application must include:**
 - An incorporating document and a copy of the last annual information return filed, if any.**
 - If the applicant is a registered partnership, a copy of the registered declaration of partnership.**
 - The name of the resident manager if the applicant does not reside on the premises, or is not actively in charge.**
 - A written approval and recommendation from the City of Quinte West Fire Department. Such approval will address all aspects of the**

Ontario Fire Code as it applies to the business and/or structure to be used for the lodging house.

- A recommendation from the City Planning Department which will indicate that all provisions, for the particular location of the house, are as provided for in the City of Quinte West Zoning By-law.**
- A copy of a current final acceptance certificate from the Hydro One Inspection Service which will indicate that all provisions of the Ontario Electrical Safety Code have been met for a lodging house.**
- A recommendation from the City Building Department which will indicate that all provisions of the Ontario Building Code have been met for a lodging house.**
- An original or certified copy of a current valid insurance policy of public liability insurance which names the Corporation of the City of Quinte West as an additional named insured.**
- The policy shall include a description of the coverage, policy number, effective date, expiry date, limits of liability and, an endorsement included in the insurance policy that provides for the City Clerk or designate to receive at least fifteen (15) days written notice of said policy being cancelled or expiring or any variation of**
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- said policy.
- **The amount of the insurance coverage shall not be less than two million (\$2,000,000.00) dollars for each occurrence, incidental to the operation of the licenced lodging house.**
 - **An indemnification agreement with the Corporation of the City of Quinte West whereby the lodging house owner or agent agrees to indemnify, save and hold harmless the Corporation of the City of Quinte West, its agents, servants, employees, and officials from any and all claims, actions, or suits which might be brought against the City of Quinte West arising out of the operation of the lodging house in any manner whatsoever or any error, negligence or omission of the lodging house owner or operator, their agents, servants or employees.**

Licence Application Instructions

- Your licence application is a legal document and will be returned or delayed if the Instructions (below) are not followed or if Checklist items (on Application) are missing.
- **The City of Quinte West** requires a minimum of 10 days processing time and 15 days for first time licencees.
- Type or legibly print all information.
- Only **original** forms and signatures will be accepted.
- Persons signing any **Licence Application** must have a good knowledge of the applicable **City By-Laws**.

- It is illegal to operate a lodging house in the City of Quinte West without a licence.

Incomplete Applications

Please note that all information including appropriate documentation and fees must be included in your application. Incomplete packages will be returned.

Application Changes

- Changes to your submitted **Licence Application** package must be made in writing, signed by the **Licence Application** signors and include supporting documents that are affected. The City of Quinte West requires at least 2 weeks written notice. Application changes are **NOT** automatically approved and may **NOT** be permitted.

If you require clarification on any of the above please feel free to contact the Lottery Licence Officer at: 613-392-2841 Ext. 4422.

Note to Applicants

Ensure that you read and understand **City of Quinte West By-Laws** before proceeding with the application package.

- This package is used to apply to the municipal office of The City of Quinte West for a lodging house licence.

Keep a copy of all licence application documents for your records.