



**OFFICE OF THE CITY CLERK**

**Policy, Gaming & Licensing**  
 350 City Hall Square West – Suite 110  
 Windsor, ON N9A 6S1  
 Ph: 519-255-6200, Option 1 Fax 519-255-6868  
 www.citywindsor.ca

**LODGING HOUSE APPLICATION**

OFFICE USE ONLY

LICENCE # \_\_\_\_\_

**CLASS 1 (2 PAGES)**

**APPLICANT NAME AND ADDRESS**

APPLICANT NAME:		DATE OF BIRTH:	(MM/DD/YYYY)
STREET ADDRESS:		HOME PHONE:	
		CELL PHONE:	
CITY, PROVINCE:		POSTAL CODE:	

**BUSINESS NAME AND ADDRESS**

NAME UNDER WHICH BUSINESS OPERATES:		PLEASE INDICATE WITH A CHECK MARK:(√)		
		Corporation <input type="checkbox"/>	Sole Proprietorship <input type="checkbox"/>	Partnership <input type="checkbox"/>
STREET ADDRESS:		BUS. PHONE:		
CITY, PROVINCE:		FAX NUMBER:		
		POSTAL CODE:		

**MAILING ADDRESS FOR BUSINESS, IF DIFFERENT THAN ABOVE:**

STREET ADDRESS:		CITY, PROVINCE:	
		POSTAL CODE:	

LICENCE CATEGORY	LICENCE FEES		
LODGING HOUSE – CLASS I	NEW - \$566.00		RENEWAL-\$525.00

HAVE YOU EVER HAD ANY PREVIOUS MUNICIPAL LICENCE(S)? YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES: What type? _____ What year? _____	HAVE YOU EVER BEEN CONVICTED OF ANY CRIMINAL OR INDICTABLE OFFENCE IN CANADA OR ANY OTHER COUNTRY? YES <input type="checkbox"/> NO <input type="checkbox"/> IF YES: Year? _____ Location? _____
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**PLEASE ENCLOSE THE FOLLOWING DOCUMENTS WITH THIS APPLICATION:**

Electrical Safety Authority Certificate	Master Business Licence, if applicable
Police Records Check (new only, not older than 30 days)	Business Ownership Declaration
Board Of Health Certificate	Floor Plans - (2) copies, new only
Proof of Work Status	(2) pieces of government-issued identification including one photo I.D. as well as one I.D. demonstrating proof of status in Canada (e.g. birth certificate, Canadian passport, Canadian citizenship card, permanent resident card, work permit, etc.
Valid Photo Identification	

**DEPARTMENT DISTRIBUTION ONLY:**

Building Department – Zoning Clearance	Fire Department - Clearance
Building Department – Structural	

PLEASE RETURN THIS APPLICATION WITH YOUR PAYMENT TO THE OFFICE OF THE CITY CLERK/POLICY, GAMING & LICENSING DIVISION AT 350 CITY HALL SQUARE WEST, ROOM 203, WINDSOR, ON N9A 6S1. **THE LICENCE RENEWAL DEADLINE IS OCTOBER 31<sup>ST</sup> ANNUALLY.** A 50% LATE PENALTY IS ADDED TO THE BUSINESS LICENCE FEE ON NOVEMBER 1<sup>ST</sup>. THE APPLICANT COULD FACE FURTHER PENALTIES/FINES FOR OPERATING WITHOUT A VALID BUSINESS LICENCE.

**NOTICE WITH RESPECT TO COLLECTION OF PERSONAL INFORMATION**

I acknowledge that the information requested on this form and any appendices attached are collected under the authority of the Municipal Act, City of Windsor Act, and City of Windsor Licensing By-law 395-2004. This information is required in order to process, issue, monitor, regulate and investigate the various licenses issued by the Office of the City Clerk, Policy, Gaming & Licensing Division. The name and business address of the licensee is public information. Any other personal information collected will only be used for investigative purposes. Questions regarding this collection can be made to the Supervisor of Licensing, 350 City Hall Square W. Suite 110, Windsor, ON N9A 6S1, 519-255-6200.

DATE (MM/DD/YYYY)

SIGNATURE OF APPLICANT & TITLE



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**CLASS 1 – PAGE 2**

**APPLICANT NAME AND ADDRESS**

APPLICANT(S) NAME:	
RESIDENCE ADDRESS:	
ADDRESS OF LODGING HOUSE:	

IF THE APPLICANT DOES NOT RESIDE IN THE CITY OF WINDSOR, COMPLETE BELOW.

**A PERSON OVER 21 YEARS WHO WILL RESIDE PERMANENTLY IN THE CITY OF WINDSOR AS AGENT OF THE APPLICANT.**

NAME:		CITY, PROVINCE:	WINDSOR, ONTARIO
STREET ADDRESS:		POSTAL CODE:	
HOME PHONE:		CELL PHONE:	

MAXIMUM NUMBER OF OCCUPANTS		WATERCLOSETS	
NUMBER OF ROOMS AVAILABLE FOR OCCUPANCY		SINKS	
SEPARATE SHOWERS		WASHBASINS	
BATHTUBS (WITH OR WITHOUT SHOWERS)			

MEALS	MAXIMUM # OF MEALS SERVED	LOCATION	SEATING CAPACITY OF ROOM
BREAKFASTS			
LUNCHESES			
DINNERS			

I \_\_\_\_\_ AM ATTACHING A FLOOR PLAN IN DUPLICATE SHOWING MEASUREMENTS AND DESIGNATION OF EACH ROOM, OR IF THE APPLICATION IS FOR RENEWAL OF LICENCE, I HEREBY CONFIRM THAT THERE HAS BEEN NO CHANGE IN THE NUMBER, LOCATION, SIZE AND USE OF THE ROOMS IN THE ABOVE PREMISES SINCE THE ISSUE OF LICENCE FOR THE YEAR \_\_\_\_\_.

APPLICANT'S SIGNATURE AND TITLE

**FORM 2 – CONSENT OF AGENT FOR KEEPER OF LODGING HOUSE**

I, \_\_\_\_\_ HEREBY CONSENT TO ACT AS AGENT FOR \_\_\_\_\_ THE KEEPER OF A LODGING HOUSE AT \_\_\_\_\_ AND CONFIRM THAT I RESIDE PERMANENTLY IN THE CITY OF WINDSOR AT \_\_\_\_\_.

- I HEREBY ACKNOWLEDGE THAT AS AGENT FOR THE SAID KEEPER I AM RESPONSIBLE FOR THE OPERATION OF THE SAID LODGING HOUSE.
- I SHALL FORTHWITH NOTIFY THE LICENCING COMMISSIONER OF THE CORPORATION OF THE CITY OF WINDSOR IN WRITING OF ANY CHANGE OF MY RESIDENCE ADDRESS AND TELEPHONE NUMBER.
- I AM FAMILIAR WITH THE REGULATIONS CONTAINED IN BY-LAW NUMBER 395-2004 GOVERNING LODGING HOMES AND I UNDERSTAND THAT I CAN BE PROSECUTED FOR VIOLATION THEREOF.

SIGNATURE OF AGENT

DATE (MM/DD/YYYY)

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SIGNATURE OF APPLICANT & TITLE