



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: <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/> - <input type="text"/> <input type="text"/>
Signature: X	<small>Y Y Y Y M M D D</small>
	Phone: <input type="text"/>

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: _____