



**STRONG**  
for **YOU**

## **SINGLE FAMILY DWELLING UNITS – 5 OR MORE TENANTS**

### **STEP 1 – APPLICATION PROCESS**

Once a completed Rental Housing Licence application is received by the Licensing Section – a payment request for the licensing fees are sent and the property owners’ contact information is circulated to Fire Prevention.

### **STEP 2 – OCCUPANCY ASSESSMENT**

A Fire Inspector will contact the property owner to schedule a fire inspection.

During the fire inspection, an **Occupancy Assessment** will take place to determine the proper application of the Fire Code.

#### ***What is an Occupancy Assessment?***

This assessment is completed to establish which party holds most control over the property.

This is done by:

- Reviewing relevant documentation (rental agreements)
- Interviewing tenants and owner(s)
- Understand the building operations
  - o Who pays bills?
  - o Who maintains the property?
  - o How the group occupy together (collective decision making)

The objective is to ensure the building is safe for the type of occupancy it is being used for.

### **STEP 3 – OCCUPANCY DETERMINATION**

#### ***What if my property is determined to be a ‘Lodging Home’?***

The Rental Housing Licence process would **not be continued**. Schedule 31 of the Licensing By-law (By-law) 07-170 does not apply to:

Sec 3.2 b) a hotel, motel, inn or bed and breakfast; tourist home, lodging house or short-term rental.

Lodging homes must abide by Zoning, Building and Fire regulations. All lodging homes must be licensed by the City of Hamilton, as per Schedule 9 of the By-law.

***What if my property is determined to be a ‘Single Housekeeping Establishment’?***

The Rental Housing Licence process **would continue** as the occupancy falls within Schedule 31 of the By-law. A Licensing Compliance Inspection would be completed, once the Fire Approval is received.

Schedule 31 of the Business Licence By-Law No. 07-170 provides:

“**Rental Housing Unit**” means a Building or part of a Building:

- (i) Consisting of one or more rooms;
- (ii) Containing toilet and cooking facilities;
- (iii) Designed for use as a Single Housekeeping Establishment; and
- (iv) Used or intended for use as a rented residential premise

**OPTIONS TO BE CONSIDERED A RENTAL UNIT**

1. Converting the property into a multiple residential unit (duplex, triplex or 4-unit property)
2. Reducing occupancy to 4 tenants or less