

**LODGING HOUSE GUIDE BOOK
(UPDATED JULY 2005)**

**THE INFORMATION CONTAINED WITHIN THIS DOCUMENT IS
INTENDED TO PROVIDE GENERAL INFORMATION AND ASSISTANCE
TO THOSE OPERATING OR INTENDING TO OPERATE A LODGING
HOUSE IN THE CITY OF WATERLOO.**

**THE INFORMATION IN THIS DOCUMENT IS SUBJECT TO CHANGE
WITHOUT NOTICE**

ALL LODGING HOUSES ARE SUBJECT TO THE FOLLOWING:

Lodging House By-law 00-140 and amendments thereto

Zoning By-laws 878A, 1108, 1418 and amendments thereto

Ontario Building Code

Ontario Fire Code

**Other Applicable By-laws such as Lot Maintenance, Property
Standards, Parking**

GUIDE TO THE LICENSING OF LODGING HOUSES

The Lodging House Program was established in 1986 when Council approved the licensing of lodging houses. The City of Waterloo has prepared this guide to briefly describe to lodgers, students, landlords, residents and others the Lodging House Licensing Program.

The goals of the Lodging House Licensing Program are to:

- promote the provision of safer and more comfortable lodging houses;
- accommodate increased enforcement of regulations pertaining to safety, health, property maintenance and zoning;
- allow for the Universities to recommend and for owners to prove that they are offering approved housing;
- ensure communications between various civic government agencies and educational institutions;
- assist in monitoring of the supply of accommodation for lodgers.

The City of Waterloo would like to advise the reader that the information presented in this guide does not constitute a legal document and is subject to change from time to time. This guide is to be used for information purposes only.

For further assistance please contact the following:

Zoning Information	747-8796, 747-8759 or 747-8773
Property Standards	747-8714
Building/Fire Regulations	747-8795 (Class 1) or 747-8552 (Class 2)
Renewal Procedures	884-0900

Please visit our Internet site at: www.city.waterloo.on.ca

Any written inquiries can be made to:

City of Waterloo Fire Department
Fire Prevention Office
216 Weber Street North
Waterloo, ON
N2J 3H4

Licensed Lodging Houses In Waterloo

Table of Contents:

Community Responsibility	3.
Licensing Information	4.
Process	6.
Zoning Requirements	7.
Parking Information	8.
Building/Fire Code Information	10.
Drawing Requirements	13.
Sample Drawings	14.
Property Standards & Lot Maintenance By-laws	15.
Summary of Terms	16.
Community Information	17.

Summary of Terms

Dwelling unit – means two or more rooms designed or intended to be occupied by and for the use of an individual, *household* or lodging house class two with separate cooking and sanitary facilities.

Household – means one or more persons living together as a single non-profit, independent housekeeping unit, sharing all areas of the dwelling unit.

Lodging House – A building, or portion thereof, designed or used for residential occupancy where a proprietor offers lodging units for hire or gain directly or indirectly to more than three other persons with or without meals. A lodging house shall not include a hotel, motel, bed and breakfast, nursing home, group home, institutional or other similar use that is licensed, approved or supervised under any general or special Act.

Lodging House Class One – a lodging house which is located in the whole of a building and:

- (i) occupied by four or more persons in addition to the proprietor and his/her household;
- or
- (ii) occupied by six or more persons without a proprietor and his/her household.

Lodging House Class Two – a lodging house located within a dwelling unit occupied by 4 or 5 persons without a proprietor and his/her household.

Lodging unit – living accommodation which does not include the exclusive use of both a kitchen and a bathroom.

Apartment Building – a building containing four(4) or more dwelling units, where units are horizontally separated and where each unit has access to an interior corridor system with exit at grade level.

Parking Space – Zoning By-law requires a minimum space size of 2.8 m (9.2 ft) by 5.5 m (18.0 ft).

M.D.S. – A minimum distance separation gives the actual distance that must be maintained in any direction from one property to another that holds a current lodging house license.

Application Checklist

The City offices are located at:

City of Waterloo
Waterloo City Centre – 2nd Floor
100 Regina Street South
Waterloo ON N2J 4A8

- Verify zoning of proposed property with the City of Waterloo Development Services.
- Apply for Lodging House License and Change of Use Building Permit (Site Plan Committee approval & Development Charges may be applicable).
 - For the Change of Use Building Permit to convert the single detached dwelling into a *Lodging House*, you must provide at time of application scaled drawings as described on page 14.
- Pick-up or receive building permit after drawings have been reviewed and approved.
- Call Building Inspector for pre-construction inspection after the Building Permit has been issued. (*It is contrary to the Building Code Act to construct or alter a building without a building permit.*)
- Proceed with construction as per the approved permit drawings.
- Call Building Inspector for all required inspections and the final inspection prior to OCCUPANCY. (*It is contrary to the Lodging House License By-law to occupy a Lodging House without a license.*)
- When the property meets all requirements and the Final Inspection has been approved, the license certificate will be mailed to the owner.

Renewal Checklist

- The license is valid until April 30. Renewals are every year in April.
- Fire extinguishers to be serviced **annually** and tagged – service certificate to be forwarded to the Fire Prevention Office.
- Smoke alarms are to be serviced **annually** and certificates are to be forwarded to the Fire Prevention Office.
- The operator of a *Lodging House* is required to post the license inside the main entrance of the lodging house and the license will indicate the expiry date and the maximum number of lodgers permissible within the *dwelling unit*.
- Routine inspections will be conducted every two years to ensure continued compliance with all requirements.

Recommendation

The Waterloo Fire Department recommends Carbon Monoxide Detectors be installed as per manufacturer's instructions to provide a safer living environment.

It is also recommended that Lodgers be notified that it is a criminal offence for anyone to tamper with any fire suppression or detection equipment (i.e, removing of fire extinguishers from building, removing or disconnecting of electrical smoke alarms).

Who Needs A License

A license is required:

- if a proprietor and his/her *household* takes in four or more lodgers (classified as a Class I Lodging House) or;
- if six or more lodgers live together in a *dwelling unit* without the proprietor (classified as a Class I Lodging House) or;
- if four or five lodgers live together in a *dwelling unit* without the proprietor (classified as a Class II Lodging House).

A *dwelling unit* within an *Apartment Building* having four or more units need not be licensed.

A Licensed *Lodging House* may be permitted in the following *dwelling unit* types:

- single detached dwelling;
- townhouse unit;
- duplex;
- converted dwelling house;
- semi-detached;
- triplex;
- accessory unit (under Provincial Legislation).

Please refer to the zoning requirements for restrictions on zones permitting *Lodging Houses* and the types of *Lodging House* classifications.

Requirements for a License

According to the lodging house licensing by-law, before a license can be granted or renewed the property must conform to the following:

- City of Waterloo Zoning by-laws;
- Ontario Building Code – **New Applications**;
- Ontario Fire Code – **Existing Licensed Lodging Houses**;
- Ontario Electrical Safety Code;
- City of Waterloo Property Standards By-law ;
- City of Waterloo Lot Maintenance By-law.

Violations

It is contrary to the City of Waterloo By-Law #00-140 to operate a *Lodging House* without a license, and upon conviction, any person found in violation would be subject to a fine of up to \$5,000.00.

A license may be revoked if the property fails to be maintained to fire safety requirements.

Zoning Requirements

1-3 Lodgers:

Any *dwelling unit* occupied by one to three lodgers with or without a proprietor and his/her *household* is permitted in any residential zone.

4-5 Lodgers without Proprietor: Class II Lodging House

A Class II licensed lodging house is allowed in all residential zones.

The lodging house license is subject to the **Minimum Distance Separation (MDS) of 150 metres** in the following zones: GR1, GR2A, SD, SD-1, R, SR1, SR1A, SR1-10, SR2, SR2A, SR3, SR4 and FR.

The lodging house license is subject to the **Minimum Distance Separation (MDS) of 75 metres** in the following zones: MD, MD1, MD2 and MD3 (except properties at 256 Phillip Street and 143 Columbia Street West).

The lodging house license is subject to the **Minimum Distance Separation (MDS) of 75 metres** at 121 University Avenue East.

4 or More Lodgers with Proprietor: Class I Lodging House

A Class I licensed lodging house may **only** be permitted in the following zones: GR, GR2, GR3, GR4, GR5, MR, GB, MD2, C6, C7, C8, C9.

Lodging House Class I may be subject to Site Plan Review Committee

6 or More Lodgers without Proprietor: Class I Lodging House

A Class I licensed lodging house may **only** be allowed in the following zones, GR, GR2, GR3, GR4, GR5, MR, GB, MD2, C6, C7, C8, C9.

Lodging House Class I may be subject to Site Plan Review Committee.

For further clarification as to whether or not a license is available or required, please contact Development Services at 747-8796 (or 747-8759 or 747-8773).

Parking Requirements

Class One Lodging House

Where the *household* takes in four or more lodgers there must be one parking space for the *household*, plus one parking space for every two lodgers. Where there are six or more lodgers living together, there must be one parking space for every two lodgers. If one half of a parking space is required, the requirement shall be rounded up to the next whole number.

Class Two Lodging House

One parking space is required for each unit in a single detached, semi-detached or duplex building. If the *dwelling unit* is within a triplex or townhouse building, the amount of parking required is determined by the zoning category that is applied to the site and may vary.

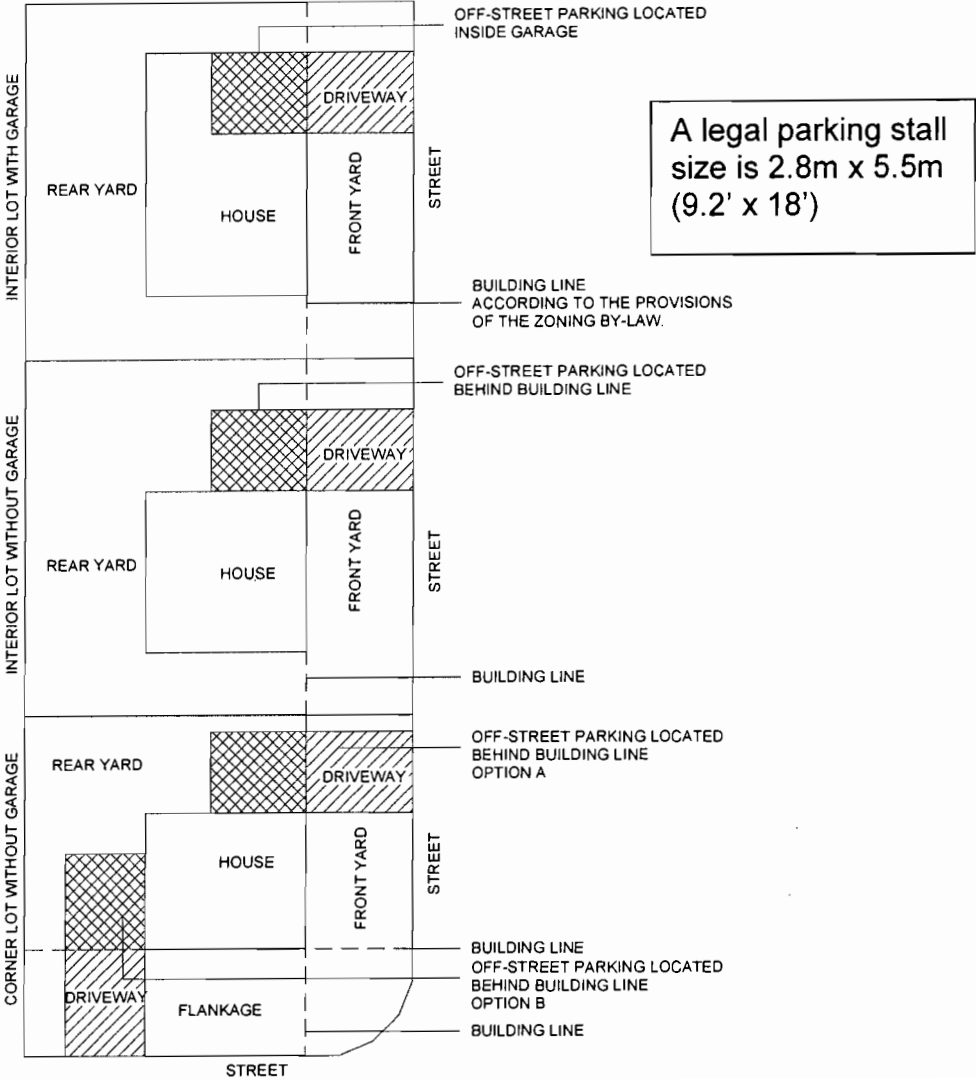
Lodging House Class	Number of Lodgers	Proprietor Occupied	Parking Requirements
II	4	No	1
II	5	No	1
I	4	Yes	3
I	5	Yes	4
I	6	No	3
I	7	No	4
I	8	No	4
I	9	No	5
I	10	No	5

For parking requirements for a Class I lodging house with proprietor living in dwelling or for further clarification please contact the Development Services at 747-8796 (or 747-8759 or 747-8773).

***Contravention of the parking requirements under the zoning by-law could result in a fine and the requirement to comply with all applicable regulations, including the zoning by-law.**

Parking Requirements

Examples of Legal off-street parking:



Building/Fire Code Information

General Building/Fire Code Requirements for all Lodging Houses: (please read carefully)

- A 30 minute **fire separation** (fire separation means a construction assembly that acts as a barrier against the spread of fire.) is required between all floor areas.
Examples of construction that would achieve this separation are:
 1. *lathe and plaster construction,*
 2. *drywall and,*
 3. *fire rated ceiling tiles and track system*
- All wall and ceiling finishes have limitations on the **flame spread rating** (flame spread rating refers to the extent of flame-spread on the surface of material).
Examples of construction that would achieve this flame spread rating are:
 1. *lathe and plaster and,*
 2. *drywall.*

*Please refer to the manufacturer or supplier when attempting to determine a flame spread rating for a product or system. **Wood paneling does not comply.***
- **Smoke alarms** must be installed on every floor level.
These Smoke alarms must be connected to an electrical circuit and interconnected.
- A **Fire Extinguisher** (2A10BC rating) is required on each level.
- Two **Means of Escape** must be provided if sleeping is provided below the first floor (basement) and above the second floor (attic or third floor).
Examples of a second means of escape are:
 1. *A central door leading directly outside the building with access to grade or,*
 2. *Fire Escape Windows in every bedroom. (A Fire Escape Window is 22" wide by 42" in height, opening in on a vertical hinge and can be opened without the use of tools.)*
- Each bedroom is required to have a **window** to the exterior with a minimum area of unobstructed glass equal to 5% of the bedroom.
- **Exit direction signs** shall be placed in corridors where necessary to indicate the direction of exit travel. *Please review this with your Building Inspector at the earliest opportunity.*
- The minimum requirements for **ceiling height** in the basement is 6'11" ceiling height over 100% of the ceiling or 7'7" ceiling height required over 50% of ceiling. (failure to obtain this will result in non-compliance and the permit may be revoked.)

Building/Fire Code Information

Requirements Specific to:

4 Lodgers:

- Must meet all the General Requirements.

5 lodgers:

- Must meet all the General Requirements.
- Each bedroom must be separated with a 30 minute fire separation as described above in the general requirements.
- New bedroom doors shall be:
 - *20 minute Fire Rated Door and have,*
 - *Fire Rated Frames with,*
 - *ULC listed closer or in lieu of the closer each bedroom be provided with an interconnected Smoke Alarm.*
- Existing Bedroom Doors may remain if 1 3/8" thick solid wood with no recessed panel.
- Replacement bedroom doors shall be:
 - *20 minute Fire Rated Door and have,*
 - *Fire Rated Frames with a,*
 - *ULC listed closer or in lieu of the closer each bedroom be provided with an interconnected Smoke Alarm,*

or have

 - *Fire Rated Skin on bedroom door,*
 - *Fire Rated hardware and,*
 - *Each bedroom be provided with an interconnected Smoke Alarm.*
- The furnace must be equipped with a ULC listed Duct Smoke Detector. (note, this is a unique device designed especially for this application, make sure you know what you are getting)
- A ULC listed Smoke Alarm relay interconnected with the smoke detectors may be used in lieu of the duct smoke detector.
- Floors are required to be 45 minute fire separations for new construction.

Examples of construction would be

1. *5/8" Fire rated drywall or,*
2. *Fire rated ceiling tiles.*

- Existing drywall may be acceptable if soundly constructed.
- Emergency lighting is required to illuminate the path of exit.

Building/Fire Code Information

6 to 8 Lodgers:

- To meet all the General Requirements.
- Existing Bedroom Doors may remain if 1 3/8" thick solid wood with no recessed panel.
- Replacement bedroom doors shall be:
 - 20 minute Fire Rated Door and have,
 - Fire Rated Frames with a,
 - ULC listed closer **or** in lieu of the closer each bedroom be provided with an interconnected Smoke Alarm,
- or have**
 - Fire Rated Skin on bedroom door,
 - Fire Rated hardware and,
 - Each bedroom is provided with an interconnected Smoke Alarm.
- The furnace must be equipped with a ULC listed Duct Smoke Detector. (note, this is a unique device designed especially for this application, make sure you know what you are getting)
- A ULC listed Smoke Alarm relay interconnected with the smoke detectors may be used in lieu of the duct smoke detector.
- Floors are required to be 45 minute fire separations for new construction.

Examples of construction would be

1. 5/8" Fire rated drywall or
 2. Fire rated ceiling tiles.
- Existing drywall may be acceptable if soundly constructed.
 - Emergency lighting is required to illuminate the path of exit.
 - Exit signs may be required.

8 or More Lodgers:

- To meet all the General Requirements.
- Each bedroom must be separated with a 30 minute fire separation as described above in the general requirements.
- New bedroom doors:
 - 20 minute Fire Rated Door and,
 - Fire Rated Frames with a,
 - ULC listed closer **or** in lieu of the closer each bedroom be provided with an interconnected Smoke Alarm.
- Existing Bedroom Doors to be replaced with:
 - 20 minute Fire Rated Door and,
 - Fire Rated Frames with a,
 - ULC listed closer **or** in lieu of the closer each bedroom be provided with an interconnected Smoke Alarm.
- The furnace must be equipped with a ULC listed Duct Smoke Detector. (note, this is unique device designed especially for this application, make sure you know what your getting)

Building/Fire Code Information

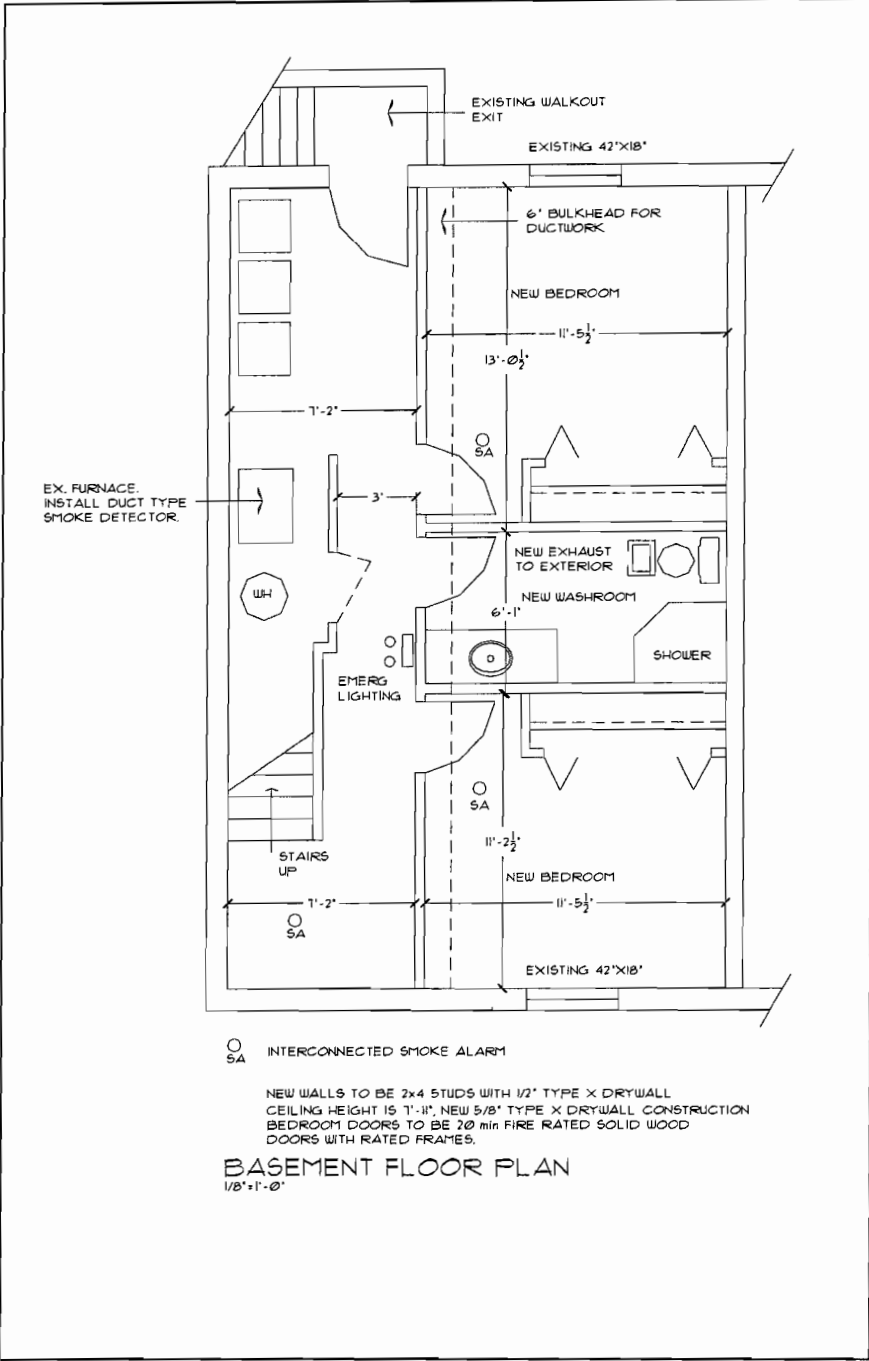
8 or More Lodgers continued:

- Floors are required to be 45 minute fire separations for new construction, existing drywall is acceptable.
Examples of construction would be
 3. 5/8" Fire rated drywall or
 4. Fire rated ceiling tiles.
- Emergency lighting is required to illuminate the path of exit.
- Every exit and exit stairway must be separated from the remainder of the building by a 45 minute fire separation. Doors protecting the exit stairway must be 20 minute fire rated with a ULC listed closer.
- A Fire Alarm system is required when there is more than 10 lodgers in one *dwelling unit*.

Drawing Requirements

- Two sets of drawings are required for Building Permit.
- All drawings must clearly show new and existing construction.
- Include a survey of the property clearly indicating the building and parking. (a parking space is 9.2x18 feet)
- Drawings are to be a scale of either 3/16", 1/4" or 1/8"=1'-0"
- Show floor plan layout of all rooms and spaces on each floor level. (include room names, existing to remain, and proposed changes.)
- Room, window and door sizes must be shown. (label existing, new and relocated)
- Location of critical walls must be dimensioned (ie. Load bearing walls, and hall widths)
- All plumbing fixtures must be shown. (include those on floors where no changes are proposed.)
- Identify construction of walls including fire separations where required.
- Note fire resistance rating of doors in fire separations. (describe door construction if unfamiliar with fire resistance rating, ie. Solid wood recessed panel 1 3/8" thick)
- Note floor to ceiling height for all floors. (show bulkheads in basement)
- Identify and locate fire escape. (exterior stairs if applicable)
- Location of smoke alarm(s) (label existing, proposed and type (battery/interconnected))
- Location of emergency lighting (30 min. battery)
- Location of directional exit signs (if proposed)
- Fire alarm system (if required. note: a fire alarm system must be designed by a qualified person.)
- Location of heat detectors. (if required/proposed)

Note: should your drawings not contain this information, you may be asked to revise your drawings to reflect our comments and re-submit. Accurate, detailed and scaled drawings providing all the above information will help in providing better service with no delays.



Property Standards By-law

Property standards were established for the safety and general repair of both the exterior and interior of buildings and structures such as fences, retaining walls and driveways. The standards set out in the by-law are usually minimum maintenance standards as well as following provincial standards as set out in various codes and legislation. For example the Ontario Building Code standards are used for repair of structures and the Ontario Electrical Safety Code is used for problems electrical in nature.

The interior of buildings and structures with deficiencies in plumbing, electrical, heating and ventilation systems may be in violation of the Property Standards By-law.

Vacant Buildings and Properties that pose a risk of fire or accident or other danger to such properties and neighbouring properties should be reported to the Property Standards Officer.

Convictions under this by-law can result in a fine of up to \$20,000.00 for each offence. The Property Standards By-law is enforced on a complaint basis.

Tenants or property owners who have a concern can contact the Property Standards Officer in the By-law Enforcement Office at 519-747-8557.

Lot Maintenance By-law

Lot maintenance standards were established for the safety and visual condition of yards (excluding building) and vacant lands.

Yard maintenance includes the removal of rubbish, garbage, litter and debris, excessive growth of grass, weeds and bushes, damaged or decaying trees, bushes and brush which pose a safety hazard to pedestrians and motorists, wrecked, dismantled, unlicensed or inoperative vehicles, trailers, machinery and appliances dilapidated or collapsed buildings and structures.

A conviction under this by-law can result in a fine of up to \$5,000.00 for each offence. Inquiries and complaints should be directed to By-law Enforcement at 519-747-8751.

Community Responsibility

It is important for lodgers and landlords to recognize that lodging houses are interspersed throughout residential neighbourhoods. It is important that the house be maintained to the community standard for matters such as yard and house maintenance and snow clearing. Parking can only occur in designated areas and not on grassed areas or overhanging the sidewalk in accordance with the Zoning and Traffic By-Laws of the City of Waterloo.

The City of Waterloo encourages landlords to educate their tenants to community living in Waterloo by informing them of such things as:

- day and time of garbage collection;
- proper outside storage of garbage;
- City of Waterloo Blue Box and Cardboard Disposal Policies;
- no front yard or boulevard parking;
- no overnight parking on City streets.

Although the City recognizes that landlords and tenants may enter into leases or agreements covering such things as grass cutting and sidewalk snow removal, the City ultimately holds the **landlord/property owner** responsible for these items.

Further, lodgers must remember that they are living in areas with families, many of which have young children. The behavior of lodgers is important to the compatibility of the area. Please refrain from loud parties and rowdy behavior. Charges under the Noise By-Law or under other legislation will be considered by the Police Department and By-Law Enforcement Staff if complaints are received.

Community Information

Emergency - Ambulance, Police, Fire	911
Grand River Regional Health Centre	742-3611
Poison Control	749-4220
St. Mary's Hospital	744-3311
Waterloo Fire Department	884-2122
Waterloo Region Police Department	653-7700

Waterloo Municipal Services

Waterloo City Centre (General Information)	886-1550
Mayor's Office	747-8700
By-Law Enforcement (Parking, Noise)	747-8785
Lot Maintenance, Snow & Ice By-law, Sign By-Law	747-8714
Chief Administrative Officer	747-8702
Clerk's Division	747-8549
Economic Development & Marketing	747-8706
Finance	747-8717
Human Resources	747-8709
Inspection Services	747-8712
Neighbourhood Associations	886-1550 Ext. 8736 Or 8739
Neighbours' Service	747-8716
Planning	747-8752
Property Standards	747-8557
Public Works Services	886-2310
Traffic Section	747-8629
Recreation & Leisure Services	747-8733
Recycling Program	886-2634
Taxes	747-8718
Zoning - General Inquiries	747-8796 or 747-8773 or 747-8759
Zoning - Complaints	747-8714

Community Reference Numbers

City Of Waterloo Neighbours Service	747-8716
Conestoga College (Waterloo Campus)	885-0300
Employment Centre	579-1550
Humane Society	745-5615
Grand River Transit	585-7555
Landlord And Tenant Information	1-888-332-3234
Neighbourhood Watch	653-7700 Ext. 380
Electrical Safety Authority	746-3040
Ontario 1 Call (Utility Locate Service)	1-800-400-2255
Regional Landfill Site	883-5118
Regional Municipality Of Waterloo	575-4400
Revenue Canada	579-2230
Union Gas	885-7400
University Of Waterloo	885-1211
Federation Of Students	888-4042
Landlord Tenant Information	888-4634
Uptown Business Improvement Area (Bia)	885-1921
Waterloo Co-Op Residence Inc. (Student)	884-3670
Waterloo County Board Of Education	570-0300
Waterloo North Hydro	886-5090
Waterloo Region Community Legal Services	743-0254
Wilfrid Laurier Student Union	884-0710 Ext. 3335
Wilfrid Laurier University	884-1970

