



## Rooming and Boarding House - RENEWAL Application for Municipal Business Licence

Under the terms of By-Law 128 of 2017 of the City of Sarnia  
Licenses Expire on December 31<sup>st</sup> of each year

**3-6 Units**

**7 or more Units**

**Note Applicant must provide a copy of the following:**

- Successful Fire Inspection Report

Date of Application (MM/DD/YYYY)	
Operating Name of Business	
Municipal Address of Business	
Full Name of Applicant	
Mailing Address of Applicant	
Phone Number of Applicant	
Email Address of Applicant	

Number of Bedrooms / Units		Number of Boarders	
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No person operating a Rooming & Boarding house shall:

- a) allow more rooming or boarding units than the number for which the premises are licenced;
- b) allow occupancy by more lodgers than the number of units for which the premises are licenced; or
- c) fail to keep and maintain a register of all resident lodgers.

No person shall permit any lodger to occupy for sleeping purposes any space in a building used as a lobby, hallway, closet, bathroom, stairway, kitchen, nor any room having a floor space of less than 80 square feet nor any room the floor of which is more than 4 feet below the finished grade of the land adjoining the premises. Signatures are required before a licence may be issued.

Approval will be required from Fire, and Planning before a licence may be issued, once the application is submitted they will be contacted. Confirmation of availability & proximity to be approved as per by-law before licence issued.

Please send application to  
[business@sarnia.ca](mailto:business@sarnia.ca)

An update will be given within 10 days if your application is approved.

**Signature of Applicant**

By signing above, the applicant has sworn to the accuracy, truthfulness, and completeness of the application, and will adhere to By-Law 128 of 2017.

<b>3-6 Units</b>	
Licence Fee	\$138.25
(NO HST)	_____

<b>7 or More Units</b>	
Licence Fee	\$180.75
(NO HST)	_____

*Personal information on this form is collected under the authority of section 28(2) of the Municipal Freedom of Information and Protection of Privacy Act, 1990. Any questions please contact the City Clerk, City of Sarnia, 255 N. Christina Street, Sarnia, ON, 519-332-0330 or [clerks@sarnia.ca](mailto:clerks@sarnia.ca)*

**For Office Use Only**

Type of Licence CL013	Number	Date	Staff