

Business Licensing
Schedule A-13

Title	Hotel/Motel
Applicable Licence	Hotel/Motel
Exceptions	<p>This Schedule shall not apply to the following:</p> <ul style="list-style-type: none"> (a) Apartments; (b) Lodging Houses; (c) Group homes that are licensed under a provincial or federal statute; and (d) Hospitals, nursing homes, hospices, homes for the young or aged, retirement homes, correctional homes, crisis residences or other institutions that are licensed, approved or suspended under any act, including regulation thereunder, of the federal or provincial government.
Reasons for licensing	<p>Consumer Protection Health and Safety Nuisance Control</p>
Interpretation	<p>For the purposes of this Schedule, the following words shall have the following meanings:</p> <p>“Apartment” shall mean a building or buildings other than a converted dwelling located on a lot, each containing 5 or more dwelling units and that contains each of the following:</p> <ol style="list-style-type: none"> 1. at least one dwelling unit is entirely on top of one or more dwelling units, 2. access to the building is obtained through a common entrance or common entrances from street level, and 3. access to each dwelling unit shall be through a common internal hallway or internal stairway. <p>“Hotel” shall mean a lot and a building, or structure, or portion thereof, or two or more connected or detached buildings, in which rooms are provided for rent as places of abode on a temporary or transient basis, containing a restaurant and convention centre, meeting rooms, public halls, fitness, pool and spa facilities and may include, as an accessory use, retail facilities provided for the convenience of hotel patrons, accessory retail sales open to the public on a temporary basis, but shall not include an apartment dwelling, lodging house, retirement home or crisis residence.</p> <p>“Motel” shall mean a lot and a building, or structure, or portion thereof, or two or more connected or detached buildings, in which rooms are provided for rent as places of abode on a temporary or transient basis, and may include a restaurant, but shall not include a lodging house, retirement home, an apartment dwelling, meeting rooms, retail facilities, convention centre, or a</p>

	<p>public hall.</p> <p>“Guest Register” shall mean a list of the names and addresses of all guests with corresponding check-in and check-out dates, and times.</p> <p>“Operator” shall mean a person who, alone or with others, operates, manages, supervises, runs, oversees, or controls a hotel and or motel, and, without restricting the generality of the foregoing, may include the owner of the hotel and or motel.</p>	
<p>Additional Application Requirements</p>	<p>Every application for a licence pursuant to this Schedule shall include the following:</p> <ul style="list-style-type: none"> (a) A site plan or sketch identifying the proposed (or existing) location; (b) A floor plan for each floor of the premises, including dimensions and the proposed use of each room; (c) A certificate, signed by a licensed electrician, certifying that the electrical wiring has been inspected and is satisfactory to the licensed electrician, which shall be provided at the time of the initial application and every three years thereafter; (d) An Ontario Elevating Device Licence issued upon satisfactory inspection by the Technical Standards and Safety Authority (TSSA), for those premises containing an elevating device(s); (e) Property Standards inspection of common public areas of access including, but not limited to, the lobby, dining area, public washrooms, swimming pool and fitness room confirming compliance with the Municipal Code Chapter 465 - Property Standards. 	
<p>Application Circulation Criteria</p>	<p>New Application</p> <p>Chief Building Official Chief Fire Official Medical Officer of Health Chief of Police</p>	<p>Renewal</p> <p>Chief Building Official Chief Fire Official Medical Officer of Health Chief of Police</p>
<p>Specific Licence Requirements</p>	<p>In addition to the general requirements set out in the Chapter to which this Schedule is attached, the following specific conditions apply to every licence issued pursuant to this Schedule:</p> <ul style="list-style-type: none"> (a) No person shall operate or maintain a hotel/motel without a license within the City of Brantford without first having obtained a licence from the Issuer of Licences to do so. (b) The applicant or licensee, as the case may be, shall notify the Issuer of Licences immediately should there be a change in any of the information provided to the Issuer of Licences pursuant to this Schedule or the Chapter to which this Schedule is attached. (c) No construction, renovation, alteration, or addition of any hotel and or motel may be carried out except in compliance with this Schedule and the Chapter to which this Schedule is attached. (d) No gasoline, oil, wood kerosene or coal heat providing units of any kind shall be installed in any room used for sleeping purposes and no person shall use, or permit to be used for sleeping purposes, any room containing such appliance. 	

- (e) All electrical wiring shall comply with the requirements of the Canadian Electrical Code and the Ontario Hydro Electrical Safety Code Supplement.
- (f) Sanitary facilities shall be provided and, where persons with disabilities are admitted as residents, shall be of a type that is suitable and accessible for use by persons with disabilities, including wheelchair accessible.
- (g) Rubbish and garbage shall be stored in compliance with the Property Standards By-Law.
- (h) Duties of the Operator - every operator shall:
 1. Ensure that either the operator or individual who is responsible for the operation of the premises is present and available at the premises at all times;
 2. Post in a visible place on the premises a notice stating the name of the operator or individual who is responsible for the operation of the premises is present and available at the premises, and the telephone number where they may be reached immediately;
 3. Maintain a Guest Register for a period of not less than three (3) years [current year, plus retain for two (2) years].

Ensure that the Guest Register is:

- i. Easily readable;
- ii. Not altered or deleted once completed;
- iii. Retained for a minimum of not less than 12 months, and
- iv. Made available to the Issuer of Licenses upon request.

Ensure that the Guest Register shall include:

- i. The name and usual place of residence of each guest;
 - ii. Which room the guest has paid to use;
 - iii. The date and time the guest checks in; and
 - iv. The date and time the guest checks out.
4. Maintain the premises for cleanliness, adequate lighting and ventilation; and
 5. Ensure the premises meet all requirements of the *Building Code Act, 1992* and its regulations, the *Fire Protection and Prevention Act, 1997* and its regulations, the *Health Protection and Promotion Act* and its regulations and any applicable by-law.