



APPLICATION FOR A SHARED DWELLING LICENCE

Application Type:

☐ Initial Application

☐ Licence Renewal

Owner Information:

Full Name: _____

Mailing Address: _____

E-mail: _____ Phone: _____

Operator Information:

Full Name: _____

Mailing Address: _____

E-mail: _____ Phone: _____

Property Information:

PID: _____ Address: _____

☐ # of Sleeping Rooms

☐ # of Toilets

☐ # of Showers/Bath tubs

☐ # Kitchen Facilities

☐ # of Parking Spaces

Application Checklist:

Please ensure all items are obtained before applying for this licence :

☐ Copy of Approved Development Permit

☐ Copy of Occupancy Permit

☐ Labelled Floor Plan

☐ Proof of Insurance

Fee:

	Base Fee (Includes 4 Sleeping Rooms)	Additional Sleeping Room Fee (For each Sleeping room over 4)
Initial Application	\$200	\$50/Per Room
Licence Renewal	\$100	\$25/Per Room

Payment of the licence application or renewal fee is required at the time of application submission. Additional fee applied for each Sleeping Room over 4 rooms.

(e.g. 6 Sleeping Rooms = \$200 Base Fee + (2 x \$50 Per Room Fee = Total Fee \$300):

Total Fee: _____

I _____ (name, print) certify that:

1. The information contained in this application, attached plans and other documentation, is true to the best of my knowledge.
2. If the owner is a corporation, partnership, or individual other than myself, I have been authorized to sign on their behalf.
3. I acknowledge that Municipal and all other appropriate authorities with jurisdiction may enter the property, including all buildings and Dwellings, in order to complete initial and renewal inspections, as well as in the instance of determining compliance with this By-law.
4. I consent to the Cape Breton Regional Municipality sharing location data collected through the licencing application process.
5. I understand that this application is not a permit and does not authorize the applicant to proceed with any work until such time as the permit is issued.

Date: _____ Signature: _____

