



## ZONING LICENSE APPLICATION ROOMING HOUSES (EXISTING ONLY) (RENEWED ANNUALLY PURSUANT TO SECTION 141-7)

Date: \_\_\_\_\_

**Zoning License Fee:**

**\$10.00 State**

**Surcharge: \$60.00**

**Total Fee: \$70.00**

**Rooming House Location:**

\_\_\_\_\_

**Applicant:**

**Record Owner:**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Name

\_\_\_\_\_  
Address

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip

\_\_\_\_\_  
City

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Telephone

\_\_\_\_\_  
Email

\_\_\_\_\_  
Email

Please list the total number of rooms available, the total number of existing occupants and the dates of inspections within the last year by the West Hartford Fire Department, West Hartford/Bloomfield Health District and the Building Inspection Division:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**By signing this application, the applicant hereby agrees to abide by all regulations pertaining to Rooming Houses in accordance with Connecticut General Statutes and the Town of West Hartford Ordinances.**

Applicant's Signature: \_\_\_\_\_

If you wish to mail in this application, please do so to the address indicated above along with a check made out to the Town of West Hartford and any appropriate documentation.

\_\_\_\_\_



**FOR OFFICE USE ONLY:**

<p style="text-align: center;"><b><u>Required Inspection:</u></b></p> <p><b>Fire:</b> In compliance with fire and safety laws and regulations of the state and the Town. <input type="checkbox"/> Yes      <input type="checkbox"/> No Recommendation based on inspection for Rooming House: <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>Signature: _____ Date: _____</p>	<p style="text-align: center;"><b><u>Required Inspection:</u></b></p> <p><b>Health District:</b> In compliance with health and sanitation laws and regulations of the state and the Town. <input type="checkbox"/> Yes      <input type="checkbox"/> No Recommendation based on inspection for Rooming House: <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>Signature: _____ Date: _____</p>
<p style="text-align: center;"><b><u>Required Inspection:</u></b></p> <p><b>Building:</b> In compliance with Building Code and building regulations of the state. <input type="checkbox"/> Yes      <input type="checkbox"/> No Recommendation based on inspection for Rooming House: <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>Signature: _____ Date: _____</p>	<p style="text-align: center;"><b><u>Required Approval:</u></b></p> <p><b>Zoning:</b> In compliance with zoning regulations of the state and the Town. <input type="checkbox"/> Yes      <input type="checkbox"/> No Approved for Rooming House: <input type="checkbox"/> Yes      <input type="checkbox"/> No</p> <p>Signature: _____ Date: _____</p>



## **§ 141-1 Rooming House:**

*A house or building containing bedroom space for four or more persons not members of the family of the proprietor, which bedroom space the proprietor can spare for the purpose of giving lodging to such persons as the proprietor chooses to receive. An apartment house, hotel, hospital, convalescent home or private school shall not be considered a rooming house within the meaning of this chapter.*

## **§ 141-2. License required.**

*No person shall conduct, operate or maintain a rooming house in the Town unless such person has obtained a license therefor as provided in §§ 141-3 through 141-9.*

## **§ 141-3. License application. [Amended 5-10-2005]**

*Any person desiring to conduct, operate or maintain a rooming house shall submit to the Town Planner an application for the license required by § 141-2, on a form provided by the Building Inspector and shall furnish therewith such information as the Building Inspector may deem advisable in connection with such application.*

## **§ 141-4. Examination of premises. [Amended 5-10-2005]**

*Upon the filing of the application for the license required by § 141-2:*

- a. The Chief of the Fire Department of the Town shall forthwith examine said premises for the purpose of determining its suitability for such occupancy with respect to fire and safety laws and regulations of the state and the Town. The Chief shall make a written report of approval or disapproval of said application to the Town Planner. In the event of disapproval, the Chief shall set forth in said report the repairs, alterations or limit in the number of occupants necessary to meet the requirements of said fire regulations or shall report that, in the Chief's opinion, said building cannot be repaired or altered to conform to such requirements.*
- b. The Director of Health shall forthwith examine said premises for the purpose of determining its suitability for such occupancy with respect to the health and sanitation laws and regulations of the state and the Town. The Director shall make written report of approval or disapproval of said application to the Town Planner. In the event of disapproval, the Director shall set forth in said reports the repairs, alterations or limit in the number of occupants necessary to meet the requirements of said health and sanitation regulations or shall report that, in the Director's opinion, said building cannot be repaired or altered to conform to such requirements.*
- c. The Building Inspector shall forthwith examine said premises for the purpose of determining its suitability for such occupancy with respect to the Building Code and building regulations of the state. He or she shall file in the office of the Town Planner the written report of approval or disapproval of said application. In the event of disapproval, the Building Inspector shall set forth in said report the repairs or alterations or limit in the number of occupants necessary to meet the requirements of said Building Code and regulations or shall report that, in the Building Inspector's opinion, said building cannot be repaired or altered to conform to such requirements.*

## **§ 141-5. Issuance of license. [Amended 5-10-2005]**

*Provided that the location of the rooming house complies with the zoning regulations and provided that the Chief of the Fire Department, the Director of Health and the Building Inspector have filed reports of approval as provided in § 141-4, the Town Planner thereupon shall issue to the applicant a license as required by § 141-2 to operate and conduct a rooming house for the number of occupants stated therein.*



**§ 141-6. License fees.** *[Amended 5-10-2005]*

*Each applicant for a license required by § 141-2 shall pay to the Town Planner a license fee of \$10 upon the issuance of such license and a like fee for each renewal thereof.*

**§ 141-7. License expiration; renewal.** *[Amended 5-10-2005]*

*Each license required by § 141-2 shall terminate on the 31st day of October next succeeding the issuance of such license. Renewal applications shall be filed with the Town Planner on or before October 15 in each year.*

**§ 141-8. Revocation and hearing.** *[Amended 5-10-2005]*

*If at any time the Town Planner shall determine that the licensee in the conduct and maintenance of a rooming house licensed as required by § 141-2 is violating either the fire or health or building regulations as pertain to said premises or is violating the conditions of the license with respect to the limit in the number of occupants of said premises or otherwise, the Town Planner shall give the licensee a 10 days' written notice of such violation or violations by registered mail directing the licensee to appear before such Town Planner to show cause why said license shall not be revoked. Upon hearing and finding by the Town Planner of the existence of such violation or violations, the Town Planner may thereupon revoke such license and institute necessary proceedings to cause such premises to be vacated.*