



Robert Walsh
Acting Building
Official

City of New Haven
Permit & License Center

200 Orange Street, Room 501
New Haven, Connecticut 06510



Justin Elicker
Mayor

ROOMING HOUSE

Ordinances Rules & Regulations



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General Information

Definition of Rooming House and Rooming House Unit:

1. **Rooming house** means any dwelling, or that part of any dwelling, containing one (1) or more rooming units in which space is let by the owner or operator to four (4) or more persons.

This term includes, but is not limited to, hotels, motels, group living residential occupancies and dwellings located in the city that house groups including fraternities and sororities that are not located on land owned by educational institutions.

This term excludes hospitals, homes for the aged, community residences and health care facilities that are otherwise regulated by state law.

2. **Rooming unit** shall mean any room or group of rooms forming a single habitable unit used or intended to be used for living and sleeping, but not for cooking or eating purposes.

Rooming House License Fees:

10 or fewer rooming units.....	\$125.00 per year
More than 10 rooming units	\$250.00 per year

New applicants must obtain approval from the Zoning Office **and** the Building Department before applying for a rooming house license. The certificate of compliance must be submitted along with the rooming house application.

PLEASE NOTE

*If the Rooming House license application is denied by the City of New Haven, the applicant will be entitled to a full refund. However if the applicant withdraw their application for any other reason, there will be a fifty dollar (\$50.00) administrative processing fee withheld from payment reimbursement. Once issued a permit or license is not transferable and is not eligible for a refund. **All rooming house licenses expire annually on the last day of February.***



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Rooming House License Required Documentation

Certificate of Zoning Compliance

City Plan Zoning Office, 5th Floor, City Hall
New Applicants Only

Certificate of Use & Occupancy

Structural and interior renovations require issuance of a building permit.
Building Department, 5th Floor, Suite 502, Hall of Records
New Applicants Only

Completed Application Packet (Dated and Signed)

Application Form, Certificate of Acknowledgement
Criminal Background Check Request

Complete Listing of Managers/Officers/Owners

New Haven Police Department now requires background checks for
applicant/owners/managers/officers of the rooming house.

Valid Photo Identification

*To verify identity of Representative submitting the application
must display current address and an expiration date*



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New Haven Code of General Ordinances
Title V – Housing Code
Article I. In General (*An Excerpt*)
Article IV. Rooming Houses



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ARTICLE I. – IN GENERAL (*An Excerpt*)

Footnotes:

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State Law reference— Sanitary requirements for lodging houses, § 19-343 Conn. Gen. Stats. (Rev. 1958); overcrowding of lodging houses, requirements as to water, toilets, ventilation, § 19-346 Conn. Gen. Stats. (Rev. 1958).

Par. 100. - Definitions.

The following definitions shall apply in the interpretation and enforcement of this title:

- (v) Rooming house means any dwelling, or that part of any dwelling, containing one (1) or more rooming units in which space is let by the owner or operator to four (4) or more persons. This term includes, but is not limited to, hotels, motels, group living residential occupancies and dwellings located in the city that house groups including fraternities and sororities that are not located on land owned by educational institutions. This term excludes hospitals, homes for the aged, community residences and health care facilities that are otherwise regulated by state law.

- (w) Rooming unit shall mean any room or group of rooms forming a single habitable unit used or intended to be used for living and sleeping, but not for cooking or eating purposes.

(Ord. of 7-1-57, § 1; Ord. of 9-10-62; Ord. of 2-3-64; Ord. of 6-6-66, § 1-5; Ord. of 4-7-75; Ord. of 1-3-77; Ord. of 11-16-92; Ord. No. 1304, Pt. II(A), 12-17-01)

Par. 102. - Penalties.

Any person who shall violate any provision of this title may, upon conviction, be punished by a fine of not more than one hundred dollars (\$100.00) or by imprisonment for not more than thirty (30) days; and each day's failure to comply with any such provision shall constitute a separate violation.

(Ord. of 7-1-57, § 11; Ord. of 11-16-92)

Par. 104. - Permit required for creation of dwelling, rooming unit in existing structure.

No dwelling unit or rooming unit shall be created within an existing structure or converted, remodeled or altered so as to create an additional dwelling unit or rooming unit unless the enforcement officer has issued a written permit certifying that the plans and specifications for such work indicate that the provisions of this title will be complied with. Said permit shall be issued without a fee and shall be prerequisite to the issuance of any permits for such work by the building department.

(Ord. of 7-1-57, § 14.1; Ord. of 9-10-62; Ord. of 11-16-92)

ARTICLE IV. - ROOMING HOUSES^[2]

Par. 400. - Definitions.

For the purposes of this article the following meanings apply:

- (a) Rooming house has the meaning stated in paragraph 100(v) of this title.
- (b) Rooming unit has the meaning stated in paragraph 100(w) of this title.
- (c) Group living residential occupancy means a residential occupancy of a structure by a group of people whose size is larger than the average household size, and with an average length of stay of thirty days or longer. Such structures generally have a common eating area for residents, who may or may not may receive any combination of care, training or treatment while they reside at the site.
- (d) Community residence means a facility that houses its staff and eight (8) or fewer mentally ill adults, licensed by the State of Connecticut Commissioner of Health Services, which provides supervised, structured group activities and psychosocial rehabilitation and other support services to mentally ill adults discharged from a state-operated or licensed facility or referred by a licensed physician specializing in psychiatry or a licensed psychologist.
- (e) Operator has the meaning stated in paragraph 100(r) of this title.

(Ord. of 7-1-57, § 9.0; Ord. of 11-16-92; Ord. No. 1304, Pt. II (B), 12-17-01)

Par. 401. - Issuance of rooming house permits.

Issuance of rooming house permits shall conform to the following:

- (a) **Permit and license issuer.** The permit and license issuer, hereinafter cited as "the issuer", is a city official who has been appointed to administer the city's permitting and licensing processes. The purposes of such appointment are to increase the efficiency of those processes and to make it easier for persons to apply for permits and licenses issued by the city. The centralization of these activities under the issuer does not relieve the police chief, fire marshal, building official, health inspector, or any other city official of any obligation imposed by federal, state or local law upon such official to review and/or approve permits or licenses of any specific class. Likewise, the issuer is not authorized to issue a license or permit that lacks such required approval.
- (b) Controller to delegate licensing forms to issuer. Unless otherwise provided, the controller shall designate the issuer as the official who shall provide suitable records, forms, blanks and applications for every license required by this article.
- (c) **Permit required.** No person may operate a rooming house, or occupy or let to another for occupancy any rooming unit in any rooming house, except in compliance with the provisions of every paragraph of this title except the provisions of paragraphs 300 and 304 through 309.
- (d) **Application.** In order to obtain a permit under this article, an interested person must file an application with the issuer on the prescribed form, and provide all of the following information:
 - (1) Name, residence address and telephone number, business address and telephone number, sex, social security number, birth date and age of the applicant.
 - (2) The application date.
 - (3) Name and address of the principal.
 - (4) If applying as a partnership, corporation, or other entity: name, address, telephone number and employer identification number of such entity, application date, and the name, residence address and telephone number, business address and telephone number, sex, social security number, birth date and age of each partner or officer.

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- (5) Nature of business and activities.
 - (6) Name, residence address and telephone number, business address and telephone number, sex, social security number, birth date and age of all owners of the dwelling that is the site of the proposed rooming house, and the address of the dwelling that is the site of the proposed rooming house.
- (e) **Disqualification of applicant.** An applicant will not be issued a permit if the police chief or his designee determines that the applicant is not a suitable person. This determination will be made on a case-by-case basis, depending upon factors that include, but are not limited to, one (1) or more of the factors listed below. The issuer has the discretion to request a background check, which will be performed on an as-needed basis.
- (1) The criminal history of the applicant, specifically the factors listed in section 17-1.4(a);
 - (2) The applicant was denied a license or permit under this title within the immediate past year, unless the applicant can and does show to the satisfaction of the appropriate city authority that the reasons for such earlier denial no longer exist.
 - (3) The applicant had a similar license or permit previously revoked by any lawful authority for just cause not otherwise inconsistent with this ordinance.
 - (4) The applicant has named a person who has been found unsuitable under the criteria in subsection (1) as having the active management or operation of building or portion thereof.
 - (5) Other just cause not otherwise inconsistent with this section.
- (f) **Conditions.**
- (1) Before a permit may be issued under this article, the issuer shall investigate whether the use is a legal occupancy, and whether the dwelling in question is located within a zoning district that will lawfully tolerate such use. Thereafter, a housing code inspector and fire code official shall determine whether the dwelling complies with fire and housing code regulations. These investigations shall be conducted within a reasonable time from the filing date of the application.
 - (2) No permit shall be issued unless and until the inspections demonstrate that there is compliance with all relevant laws and regulations.
- (g) **Effect on neighborhood.** Before the issuer may issue a permit, the police chief or his designee will investigate the neighborhood where the licensed or permitted activity is to be conducted to ensure that it will not have a negative impact on accepted community standards concerning public health, safety or welfare.
- (h) **Issuance.**
- (1) Upon approval of the application and payment of the fee prescribed by section 17-20.21 of the Code of General Ordinances of the City of New Haven, the issuer shall issue a permit to the applicant in accordance with the provisions of this article and this Code.
 - (2) The issuer shall issue a permit in the name of the applicant only, and designate the place where such business is to be carried on.
 - (3) The permit shall be displayed in a conspicuous place within the rooming house at all times.
 - (4) If an applicant does not acquire a permit after paying the appropriate permit fee, the city shall deduct from any refund all administrative costs associated with the processing of such permit application.

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- (i) **Records kept by the city.** The city shall maintain a record of every permit issued, including its number, dates of issuance and expiration, the name of the licensee or permittee, the purpose for which it was issued, and any special conditions pertaining to it.
- (j) **Permits not to excuse violation of law or extend liability to city.** No permit shall authorize or excuse any breach of law, or any trespass upon the rights of others. The city shall not be held liable for any damage that may be committed or caused under color thereof.
- (k) **Term.**
 - (1) Each permit issued under this chapter shall be issued for one (1) year from its date of issuance.
 - (2) The renewal of a rooming house permit shall be contingent upon a satisfactory annual inspection of such dwelling by the appropriate city authorities.
 - (3) A person wishing to renew a permit shall apply for its renewal prior to its expiration date, allowing due time for the issuer and city agencies to perform their duties with respect to such application.
- (l) **Regulations.**
 - (1) All those issued a permit under this article shall comply with all laws and regulations, including but not limited to the provisions of this Code. In addition, each permittee shall keep a register, card file or other suitable record-keeping system in which he shall list in English the names of all persons residing from time to time in the rooming house.
 - (2) The police chief or his designee and an insurance authority's designee shall at all times have the right of inspection of all such records kept in compliance with subsection (a) of this section.
 - (3) No permit may be transferred to a different person, location, purpose or use.
 - (4) Each permittee must notify the issuer in writing in advance of any change in the information that was part of the approved permit application, any change in ownership or interest or control of the permitted activity or premises, or closure or discontinuance of the permitted business, premises or activity.
 - (5) If issuance of a permit by the issuer was conditional upon the acquisition or retention of some other license, permit, certification or approval, then the permittee must notify the issuer immediately of the expiration, suspension, cancellation or revocation of such license, permit, certification or approval.
- (m) **Suspension, cancellation or revocation.**
 - (1) The issuer, or other appropriate authority, may suspend, cancel or revoke a permit after it has been issued for any of the following reasons:
 - (i) The same was procured by fraud or false representation of facts.
 - (ii) A breach of the terms or conditions of the license.
 - (iii) The applicant or permittee has failed to comply with the provisions and requirements of any lawful rule or regulation.
 - (iv) Any other reason for which, in the opinion of the issuer or his designee, continued operation of the rooming house would jeopardize the public health, safety or welfare.
 - (2) The police chief and his designee shall have the power to suspend, cancel or revoke the permits issued under this chapter for just cause.

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- (3) The issuer shall mail written notice of any suspension, cancellation or revocation to the permittee and make a record thereof. Such action shall take effect when the permittee receives such notice. Any act done thereafter under color of such permit shall subject the person so acting to the same penalty as if he had done such act without such permit unless the issuer's action shall be disapproved as hereinafter provided.

(Ord. of 7-1-57, § 9.1; Ord. of 7-6-81, § 13; Ord. of 11-16-92; Ord. No. 1304, Pt. 2 (b), 12-17-01; [Ord. No. 1673, 4-2-12](#))

Par. 402. - Hearings on denial of rooming house permit.

Any person whose application for a permit to operate a rooming house has been denied may request in writing and shall be granted a hearing on the matter before the board of code appeals under the procedure provided by paragraphs 203 through 209 for the hearing of petitions relating to notices.

(Ord. of 7-1-57, § 9.2; Ord. of 7-6-81, § 14; Ord. of 11-16-92)

Par. 403. - Inspection of rooming houses, suspension of permits.

Whenever upon inspection of any rooming house the enforcing officer finds that conditions or practices exist which are in violation of any provision of this title, the enforcing officer shall give notice in writing to the operator of such rooming house that unless such conditions or practices are corrected within a reasonable period, to be determined by the enforcing officer, the operator's rooming house permit will be suspended. At the end of such period the director of the building office shall reinspect such rooming house, and if he finds that such conditions or practices have not been corrected, he shall give notice in writing to the operator that the latter's permit has been suspended. Upon receipt of notice of suspension, such operator shall immediately cease operation of such rooming house, and no person shall occupy for sleeping or living purposes any rooming unit therein.

(Ord. of 7-1-57, § 9.3; Ord. of 9-10-62; Ord. of 11-16-92)

Par. 404. - Hearings on permit suspensions; notice of prospective suspension.

Any person whose permit to operate a rooming house has been suspended, or who has received notice from the enforcing officer that this permit is to be suspended unless existing conditions or practices at his rooming house are corrected, may request in writing and shall be granted a hearing on the matter before the board of code appeals under the procedure provided by paragraphs 203 and 212; provided that, if no petition for such hearing is filed within twenty (20) days following the day on which such permit was suspended, such permit shall be deemed to have been automatically revoked.

(Ord. of 7-1-57, § 9.4; Ord. of 9-10-62; Ord. of 7-6-81, § 15; Ord. of 11-16-92)

Par. 405. - Required bathroom facilities.

At least one (1) flush water closet, lavatory basin, and bathtub or shower, properly connected to a water and sewer system approved by the enforcing officer and in good working condition, shall be supplied for each six (6) persons or fraction thereof residing within a rooming house, including members of the operator's family wherever they share the use of said facilities; provided that in a rooming house where rooms are let only to males, flush urinals may be substituted for not more than one-half of the required number of water closets. All such facilities shall be located within the dwelling so as to be reasonably accessible from common hall or passageway to all persons sharing such facilities. Every lavatory basin and bathtub or shower shall be supplied with hot water at all

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times in accordance with the provisions of subparagraph (e) of paragraph 300. No such facilities shall be located in a basement except by written approval of the enforcing officer.

(Ord. of 7-1-57; § 9.5; Ord. of 9-10-62; Ord. of 11-16-92)

Par. 406. - Bed linen, towels supplied by operator.

The operator of every rooming house shall change supplies, bed linen and towels therein at least once a week, and prior to the letting of any room to any occupant. The operator shall be responsible for the maintenance of all supplied bedding in a clean and sanitary manner.

(Ord. of 7-1-57, § 9.6; Ord. of 11-16-92)

Par. 407. - Floor area of sleeping quarters.

Every room in a rooming house occupied for sleeping purposes by one (1) person shall contain at least seventy (70) square feet of usable floor area as defined in subparagraph (c) of paragraph 303, and every room occupied for sleeping purposes by more than one (1) person shall contain at least fifty (50) square feet of usable floor area as so defined for each additional occupant thereof.

Par. 408. - Means of egress.

Every rooming unit in a rooming house shall have safe, unobstructed means of egress leading to safe and open space at ground level as required by the statutes, ordinances and regulations of the State of Connecticut and this city.

(Ord. of 7-1-57, § 9.8; Ord. of 11-16-92)

Par. 409. - Responsibility of operator for sanitation.

The operator of every rooming house shall be responsible for the sanitary maintenance of all walls, floors, and ceilings, and for maintenance of a sanitary condition in every other part of the rooming house; and he shall be further responsible for the sanitary maintenance of the entire premises where the entire structure or building is leased or occupied by the operator.

(Ord. of 7-1-57, § 9.9; Ord. of 11-16-92)

Par. 410. - Applicability of rooming house provisions to hotels.

Every provision of this title which applies to rooming houses shall also apply to hotels, except as provided in paragraph 411 and except to the extent that any such provision may be found in conflict with the laws of this state or with the lawful regulation of any state board or agency.

(Ord. of 7-1-57, § 9.10; Ord. of 11-16-92)

Par. 411. - Preparation, eating of meals in rooming houses.

No meals may be prepared or eaten in a rooming house, other than in a dwelling unit contained therein, unless such meals are prepared and eaten in communal kitchens and dining rooms conforming to the standards of paragraphs 412 and 413; except that this paragraph shall not apply to the eating of meals in establishments which hold valid restaurant licenses issued by the New Haven health department and which have the rooming house and restaurant operations integrated as a single business enterprise.

(Ord. of 7-1-57, § 9.11; Ord. of 11-16-92)

Par. 412. - Standards for communal kitchens.

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A communal kitchen shall comply with the following standards:

- (a) Floor space. It shall contain at least sixty (60) square feet of floor area in every case and at least one hundred (100) square feet if meals are both prepared and eaten therein.
- (b) Dining facilities. If occupants are permitted to eat meals therein, it shall be supplied with one (1) dining chair and two (2) lineal feet of dining table space, in addition to the surface area for food preparation required under subparagraph (f) below, for each occupant of the rooming house permitted to eat in the kitchen, the surface of each dining table to be smooth and easily cleanable.
- (c) Sink, water supply. It shall contain at least one (1) supplied kitchen sink of an approved type which shall be supplied with hot water at all times in accordance with the provisions of subparagraph (e) of paragraph 300.
- (d) Stove. It shall contain at least one (1) supplied kitchen gas stove or electric stove, every such stove to have at least two (2) top burners and an oven.
- (e) Refrigerator. It shall contain one (1) supplied electric or gas refrigerator with an adequate food storage capacity.
- (f) Surface for food preparation. It shall contain one (1) or more supplied tables or other facilities having a total surface area for food preparation of not less than six (6) square feet, the surface of each table or other facility to be suitable for the preparation of food, smooth and easily cleanable.
- (g) Storage. It shall contain at least one (1) supplied cabinet of adequate size for and suitable for storage of food and eating and cooking utensils.
- (h) Rubbish, garbage disposal. It shall be supplied by the operator with the rubbish storage facilities and the garbage disposal or storage facilities specified by subparagraph (d) of paragraph 300.
- (i) Location, accessibility. It shall be located within a room accessible to the occupant of each rooming unit sharing the use of such kitchen without going outside of the dwelling and without going through a dwelling unit or rooming unit of another occupant.

(Ord. of 7-1-57, § 9.12; Ord. of 11-16-92)

Par. 413. - Communal dining rooms.

When a communal kitchen does not conform to the provisions of paragraph 412 relating to the eating of meals therein, meals shall be eaten in a communal dining room that complies with the following standards:

- (a) Floor area. It shall contain at least seventy (70) square feet of floor area.
- (b) Chairs and tables. It shall be supplied with one (1) dining chair and two (2) lineal feet of dining table space for each occupant of the rooming house permitted to eat in the dining room, the surface of each dining table to be smooth and easily cleanable.
- (c) Location. It shall be located on the same floor of the rooming house as the communal kitchen in which the meals are prepared and shall be as nearly adjacent to the communal kitchen as is practicable, and it shall be located within a room accessible to the occupant of each rooming unit sharing such dining room without going outside of the dwelling and without going through a dwelling unit or rooming unit of another occupant.

(Ord. of 7-1-57, § 9.13; Ord. of 11-16-92)

Par. 414. - Posting of "no cooking" signs in rooming units.

The operator of any rooming house shall post in every rooming unit a sign on which shall be written or printed in letters not less than three-eighths inch in height the following words: "No

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Cooking Permitted in This Room"; and such sign shall remain so posted at all times the room is occupied. (Ord. of 7-1-57, § 9.14; Ord. of 11-16-92)