



Louisville – Jefferson County Metro Government

CONSTRUCTION REVIEW DIVISION

DEPARTMENT OF CODES AND REGULATIONS

444 S. 5th Street – Louisville, KY 40202

Phone: 502.574.3321 Web: louisvilleky.gov/construction-review/

BOARDING HOUSE LICENSE APPLICATION

A complete application must be submitted to the Construction Review Division. If the applicant does not own the property then a copy of the lease must be provided with the application. The lease must include the property owners name, address and must state that the property owner authorizes the use of the property as a boarding house. The lease must run through the entire license period. A non-refundable application fee of \$100 must be paid on submission.

Signature of Owner or Agent

Date

Address of Boarding House: _____

City: _____ State: _____ Zip: _____

Number of Occupants: _____ Number of Bedrooms: _____ State License #: _____

Applicant Information

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Principal Officers/Employees (if there are any changes from the prior year)

If there are additional officers or employees please provide their information on a separate sheet.

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Name: _____ Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Registered Office/Officer

Each Boarding House must provide a registered office and registered agent who regularly works at the registered office. The office must be located in Jefferson County, Kentucky. The registered agent shall be the representative for the service of process or notice.

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

A boarding or lodging house within Jefferson County is considered to be a dwelling unit where rooms are provided for no more than eight people, but share a common kitchen facility.

You may not operate a boarding home without a license, and must continue to operate in conformity with the provisions detailed in Ordinance 115.002. Licenses are valid from the date of issuance until the next occurring September 1st.

When registering your boarding house for the first time, the ordinance requires that the applicant additionally provides the following information:

- Resident/client profile- what population is to be served?
- Site plan (drawn to scale)
- Floor plan (drawn to scale)
- Rules of conduct
- Business management plan
- Support services to be provided (if applicable)
- Projected staffing level
- Proposed maximum stay for each resident
- A copy of your State Boarding House License

Within ten business days of receiving the application, your application will be referred to the appropriate Metro Government agencies to determine whether the facilities meet zoning, health, sanitation, structural, property maintenance, and fire safety requirements set out in any applicable state and local laws.

Should your application be denied, the Director will notify the applicant of the reason(s) for denial in writing within ten business days after the required inspections reports are received by the Department.

If your application for a new boarding house license is denied, you have the right to appeal the decision for ten days from the date of receipt of the notice of denial.

No boarding house will be allowed to operate until the Code Enforcement Board or a court of competent jurisdiction so orders.

It is the duty of the operator to maintain the health and safety standards applicable under local, state, and federal laws, and stay in compliance as these may be amended from time to time. This includes posting a clearly marked fire evacuation plan approved by the Fire Department or District for residents to see, allowing residents access to restrooms, have and maintain a Kentucky food establishment permits if necessary, and maintaining sanitary conditions to prevent the spread of disease.

Boarding houses within Jefferson County must provide services to all individuals free of discrimination because of race, color, religion, national origin, familial statue, age, disability, sex, gender, or sexual orientation.

New boarding house owners must file a registration statement within the change of ownership and/or acquiring the title to the boarding house. Boarding house licenses are not transferrable between owners without written approval from the Director. The application for transfer of ownership must be in writing and contain the same information required for making a new application for a boarding house license. A \$100 transfer fee will be charged for each license transfer.

Should your application for the transfer of a boarding house license be denied, the Director will notify the transferee of the reason(s) for denial in writing in the same manner as for a new application.

****Please be aware that you may be required to obtain additional permits before your boarding house can be licensed,****
contingent upon the existing applicable zoning and use restrictions in your area.