

**Environmental Scan Results Overview - Residential Rental Licencing By-Laws**

Jurisdiction	Fees	Classes	Location	Application Requirements
Waterloo	<ul style="list-style-type: none"> <li>• Preliminary application fee: \$68.15</li> <li>• Initial application fee: \$44.98-\$757.30</li> <li>• Renew annually by April 1<sup>st</sup> : \$24.54-413.07</li> </ul>	<ul style="list-style-type: none"> <li>• Class A: Required by all residential units that are not covered by any of the other classes</li> <li>• Class B: Required for all rental units in residential rental properties that are owner occupied except those rental units for which another class of licence has been obtained</li> <li>• Class C: Required for all rental units with five or more bedrooms</li> <li>• Class D: Required for all recognized lodging houses</li> <li>• Class E: Required for all temporary rental units</li> <li>• Class Z: Required for rental units in buildings that contain four or more dwelling units, where the dwelling units are horizontally separated</li> </ul>	<ul style="list-style-type: none"> <li>• City Wide</li> </ul>	<ul style="list-style-type: none"> <li>• Police criminal record check</li> <li>• Electrical Safety Authority ElecCheck Certificate</li> <li>• HVAC certificate</li> <li>• Insurance Certificate</li> <li>• Floor plan</li> <li>• Parking Plan</li> <li>• Proof of ownership</li> <li>• Property Maintenance Plan</li> </ul>
Oshawa	<ul style="list-style-type: none"> <li>• Application Submission Fee: \$75</li> <li>• Licence Fee: \$500</li> <li>• Licence Fee (Renewal 60 days or more before expiry): \$360</li> <li>• Licence Fee (Renewal 30 or less before expiry): \$500</li> <li>• Inspection Fee: \$75</li> </ul>	<ul style="list-style-type: none"> <li>• Dwelling Unit</li> <li>• Lodger Unit</li> <li>• Single Housekeeping Establishment</li> </ul>	<ul style="list-style-type: none"> <li>• By-Law applies to the residential rental properties located in the vicinity of Durham College and the University of Ontario institute of Technology (U.O.I.T)</li> </ul>	<ul style="list-style-type: none"> <li>• Statutory Declaration</li> <li>• Maintenance Plan</li> <li>• Insurance Certificate</li> <li>• Floor Plan (dimensions of each room &amp; the proposed use)</li> <li>• Parking Plan</li> <li>• Electrical Safety Authority</li> <li>• Copy of the transfer/deed</li> <li>• Demerit point system</li> <li>• Proof of ownership</li> </ul>

Scan

<p>North Bay</p>	<ul style="list-style-type: none"> <li>• Initial Licence: \$300</li> <li>• Renewal (every 2 years): \$300</li> </ul>	<ul style="list-style-type: none"> <li>• 3 to 5 rental bedrooms, with or without the homeowner living in the dwelling</li> <li>• Where the homeowner is living in the dwelling, they may rent up to 2 rental bedrooms without a license</li> </ul>	<ul style="list-style-type: none"> <li>• Recently applied to the entire city of North Bay in 2016</li> </ul>	<ul style="list-style-type: none"> <li>• Electrical Safety Authority</li> <li>• Floor Plans</li> <li>• Parking Plans</li> <li>• Maintenance Plans</li> <li>• Site Inspections</li> <li>• Insurance Certificate</li> <li>• Smoke Alarms</li> <li>• Inspections by the city's fire, building and zoning departments</li> <li>• Proof of ownership</li> </ul>
<p>London</p>	<ul style="list-style-type: none"> <li>• Initial Application: \$165</li> <li>• If Fire Inspection Required: Additional \$171</li> <li>• Annual Renewal: \$55</li> </ul>	<ul style="list-style-type: none"> <li>• Any building containing four or less rental units and converted dwellings. Apartments and townhouse buildings are except</li> </ul>	<ul style="list-style-type: none"> <li>• City wide</li> </ul>	<ul style="list-style-type: none"> <li>• Interior of units (kitchen, living room, bathroom, bedrooms)</li> <li>• HVAC</li> <li>• Electrical System</li> <li>• Floor to ceiling heights</li> <li>• Floor Plan (must identify location of all rooms, windows, entrances/exits)</li> <li>• Fire Inspection Report</li> <li>• Self certification list</li> <li>• Owner authorization form, if agent applying</li> <li>• Incorporating documentation if corporation owns applying</li> <li>• Property Standards inspection</li> </ul>