

INSTRUCTIONS FOR COMPLETION OF RESIDENTIAL RENTAL HOUSING APPLICATION

1. A copy of the Application may be picked up at the Customer Service Centre, 1st Floor, City Hall, 200 McIntyre Street East, North Bay, Ontario or a copy may be obtained from the City's website at northbay.ca/city-government/departments/customer-service-centre/
2. **All** Registered Owners of the Property must either be present when submitting the completed Application or, in the alternative, appoint an Agent to complete the Application process on their behalf. If the Registered Owner chooses to appoint an Agent, **each of the Registered Owners** will be required to complete Sections 2 and 3 on Page 5 of the Application.
3. All Floor Plans, Parking Plans and Maintenance Plans must be submitted with the Application to the Customer Service Centre. Please see Checklist attached to Application to ensure that you have completed the Plans as required for inspections. If you wish to have your Plans preapproved by the Building Department please contact 705-474-0626 ext 2415 or building@northbay.ca.
4. Upon review of the application and plans you will be contacted for the required Site Inspections. The Site Inspections will be conducted by the City of North Bay's Building Department, Planning Department and Fire Department. Please note inspections will only be completed on Wednesdays. The owner/agent **must** be in attendance for the inspection. The inspection will be of the entire unit and all rooms must be available for inspection.
5. It is the responsibility of the Applicant to submit a report indicating their compliance with the Ontario Electrical Safety Code. The report can be completed by any qualified licensed electrical contractor or qualified inspection authority. All cost incurred will be the sole responsibility of the Applicant.
6. All Insurance Certificates must clearly identify that the use is for a residential rental property.
7. The completed Application form together with all required documents must be submitted to the Customer Service Centre together with payment in the amount of \$300.00 (payable by cash, debit, money order or cheque). Please be advised that this fee is non-refundable.

If you have any questions regarding the Application process please contact, the Customer Service Centre at (705) 474-0400 or by email at CustomerService.Licensing@northbay.ca

If you have any questions regarding the Residential Housing By-Law please contact, Beverley Hillier at (705) 474-0626 ext. 2403 or by email at beverley.hillier@northbay.ca