



Qualified Person's Report

This form is authorized by Chapter 662 of the Toronto Municipal Code, Licensing of Rental Renovations

Subsection 662-2.2 A(5) of Chapter 662, Licensing of Rental Renovations, of the Toronto Municipal Code ("Chapter 662") requires an Applicant for a Rental Renovation Licence to provide the Chief Building Official with a report prepared by a Qualified Person stating that the repairs or renovations are so extensive or present such a danger to the health and safety of the occupant that they require vacant possession of the Tenant's Rental Unit. The report from the Qualified Person must be provided at the time the application for a Rental Renovation Licence is made.

In Chapter 662, QUALIFIED PERSON is defined as a person licensed by the Ontario Association of Architects or the Professional Engineers Ontario or, where no Building Permit or Change of Use Permit is required under the Building Code Act, 1992, any other professional deemed qualified by the Chief Building Official.

This form and any documentation attached thereto shall constitute the Qualified Person's report required by Subsection 662-2.2(A)(5) of Chapter 662 and shall be filled out by a Qualified Person as defined. A separate form must be completed and submitted with each Rental Renovation Licence Application.

It is open to the Licence Applicant to submit more than one Qualified Person's Report in support of a licence application. Where the Licence Applicant wishes to provide more than one Qualified Person's Report, separate forms shall be filled out by each Qualified Person.

Section 1. Project Information

Project Address
Unit Name or Number where vacant possession is required:
Scope of Work Proposed
Related Building Permit or Change of Use Permit Number(s):

Section 2. Qualified Person Information

Section 2A below shall be completed where the Qualified Person filling out this form **IS** a person licensed by the Ontario Association of Architects or the Professional Engineers Ontario.

Section 2B below shall be filled out where the Qualified Person filling out this form is a professional who **IS NOT** a person licensed by the Ontario Association of Architects or Professional Engineers Ontario, in that the work which forms the basis of the opinion that vacant possession is required does not, in and of itself, require a Building Permit or Change Of Use Permit, but is related to the work being carried out under the Building Permit or Change Of Use permit, (e.g. asbestos, mold removal, pest control), and does not fall within the practice of Architecture or Professional Engineering.

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Section 2A, Qualified Person is a Person Licensed by the Ontario Association of Architects or the Professional Engineers Ontario

Full Name	
Professional Title	Professional License Number
Contact Information	
Phone Number	Email
Address	

Section 2B. Qualified Person is NOT a Person Licensed by the Ontario Association of Architects or the Professional Engineers Ontario

Full Name	
Professional Title	Professional License Number (where applicable)
Please provide the basis for qualification and attach a recent Resume or Curriculum Vitae to this form:	
Contact Information	
Phone	Email
Address	

Section 3. Requirement for Vacant Possession of the Rental Unit

Based on the scope of work described within or related to Building Permit or Change of Use Permit Number(s)

_____, is it your opinion that vacant possession of the subject Rental Unit is required?

Yes

No

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Part 4. Reason(s) that Vacant Possession is required:

Please provide the reasons why vacant possession of this Rental Unit is required (any supporting documentation relied upon may be attached to this form)

Part 5. Declaration:

I, the undersigned, hereby certify that I am a QUALIFIED PERSON and hereby declare that the information contained in this report is accurate and confirms that the renovations are so extensive or present such a danger to health and safety of the occupant that they require vacant possession of the Tenant’s Rental Unit at the above address.

Print Name:
Professional Seal or Stamp (where applicable)
Signature:
Date:

Toronto Building collects personal information on this form and the schedules and attachments thereto (as applicable) under the legal authority of the City of Toronto Act, 2006, section 8, and the City of Toronto Municipal Code, Chapter 662, Licensing of Rental Renovations (“Chapter 662”), section 662-2.1.A. The information will be used for the administration and enforcement of Chapter 662 and specifically for determining whether the requirements under the by-law for obtaining a rental renovation licence have been met and whether a licence should be issued, as well as the creation and use of aggregate statistical reports concerning the City’s operation respecting the administration and enforcement of Chapter 662. Questions about this collection can be directed to the Customer Experience Manager, 399 The West Mall, Main floor, M9C 2Y2, Toronto, ON, or by telephone 416-397-5330.