



Rental Renovation Licence Screening Form

Pursuant to Chapter 662, Licensing of Rental Renovations, of the City of Toronto Municipal Code

Where the owner or operator of a property intends to perform repairs or renovations to a Rental Unit in a building at the property which require vacant possession of the unit, the owner or operator is required to apply for a rental renovation licence under **Chapter 662, Licensing of Rental Renovations, of the Toronto Municipal Code (“Chapter 662”)**. Under the by-law, the work may not proceed until such time as a licence is issued by the Chief Building Official.

Chapter 662 requires the owner or operator to apply for a rental renovation licence within seven days of delivering a notice of termination pursuant to Subsection 50(1)(c) of the *Residential Tenancies Act, 2006* to the tenant in order to perform repairs or renovations which require vacant possession of the tenant’s Rental Unit.

A rental renovations licence issued under Chapter 662 is separate and distinct from a building permit or change of use permit issued by the Chief Building Official pursuant to the *Building Code Act, 1992*. The purpose of this form is to determine whether the work proposed in your building permit application will also require you to obtain a rental renovations licence under Chapter 662. For information on how to apply for a rental renovation licence, visit the [Information for Landlords](#) page. A copy of the building permit or change of use permit issued by the Chief Building Official pursuant to the *Building Code Act, 1992* authorizing the proposed work will need to be included with your licence application under Chapter 662.

A. Project Information			
Street Number	Street Name	Suite/Unit Number	Postal Code
Existing Use		Proposed Use	
Project Description			
B. Applicant Information			
Private Individual	Business (for business representative, please insert business contact information)		
First Name		Last Name	
Company Name (if applicable)			
Street Number	Street Name	Suite/Unit Number	Lot/con.
City/Town	Province	Postal Code	Telephone Number
Email		Mobile Number	



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For the purposes of this form, “Rental Unit” has the same definition as in Chapter 662, as follows:

RENTAL UNIT – Any living accommodation used or intended for use as a rented residential premises, but does not include a room or unit in:

- (a) Residential premises licensed or similarly approved by the Government of Ontario or the Government of Canada;
- (b) Shelters operated by or on behalf of the City or a City agency which provide short-term emergency accommodation and associated services;
- (c) A building owned and operated by the Toronto Community Housing Corporation;
- (d) Student housing operated by a college or university;
- (e) Co-operative student residences owned or leased by a non-profit, non-share corporation and providing housing accommodation on a co-operative basis;
- (f) Hotels or motels;
- (g) A building that is subject to the Housing Services Act, 2011, S.O. 2011, c. 6, Sched. 1 or any of its regulations; or
- (h) Social housing or affordable housing that is not subject to the Housing Services Act, 2011, S.O. 2011, c. 6, Sched. 1, but which is subject to an agreement with the City as determined by the Executive Director, Housing Secretariat.

C. Property Information	
1. How many units does your property have?	
2. How many of the units at the property are Rental Units?	
3. Will the construction proposed with this building permit be carried out to one or more of the Rental Units at the property?	
4. If the answer to question 3 is yes, provide the unit number(s) /identifications where the proposed construction work will take place:	
5. Are the Rental Unit(s) where the work is proposed tenanted?	
6. If the answer to question 5 is yes, will the proposed work require vacant possession of the Rental Unit(s)?	
	If you answered 'yes' to questions 3, 5 and 6, you will be required to obtain a Rental Renovation Licence. If you are proposing work for more than one unit, you will require a separate licence for each unit.

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Please submit this form along with your building permit application. For more information on Toronto's Rental Renovation Licence, please visit [Rental Renovation Licence Bylaw – City of Toronto](#).

Notice of Collection statement (applies only to collection of personal information)

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 proposed construction or demolition work to Rental Units will require a rental renovation licence under the by-law, 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.

Business Information Notice (applies only to collection of business information)

As stated in the Municipal Freedom of Information and Protection of Privacy Act, section 2(2.1) and 2(2.2), information collected on this form is considered business identity information. Business identity information could be publicly available and/or disclosed upon request, unless an exception applies.