



Rental Renovation Licence Application

Instructions

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Section A | Purpose of the application

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*. To receive a licence, landlords must follow the bylaw requirements, including notifying tenants, providing them with compensation or accommodation plans and offering them to return after the renovations. The purpose of this form is to apply for a rental renovations licence under Chapter 662.

Section B | When is a rental renovation licence required?

A Rental Renovation Licence is required when a landlord issues an N13 Notice to End Tenancy for the purpose of renovations, and the work requires the tenant to vacate the rental unit. The application for the licence must be submitted within seven (7) days of issuing the N13 notice.

If the renovations can be completed without the tenant vacating the unit, or without issuing an N13 notice, a licence is not required.

A separate Rental Renovation Licence must be obtained for each individual rental unit where an N13 notice has been issued.

Section C | How to complete the application

Read these instructions before completing the application. You are responsible for ensuring that your application is correct and complete. Follow the instructions carefully when you complete the application. If you do not complete the submission properly, your application may not be valid, and you may have to start over or may result in a delay in processing your application until all correct information is provided.

The Rental Renovation Licence Application is applied through Toronto Building Online Services – Application Submission. The applicant must read and accept the City of Toronto’s terms and use and privacy policy to proceed. Please select the checkbox to continue if you accept the terms and conditions.

To start the application, indicate if you are a **private individual** or a **business** by selecting the corresponding radio dial.

A **private individual** is a natural person who owns and operates the property in their personal capacity. The property is registered in the individual's name and is not held or managed through a business entity.

A **business** is a legal entity such as a corporation, partnership, or trust that owns or manages the property as part of a structured business operation. The property is registered in the name of the business.

Step 1: Applicant/Owner Information

Applicant Information

Under **First Name** and **Last Name**, fill in the legal first and last name in the fillable boxes under each heading. If you have a single name, select the box to change the format.

Under **Corporation/organization Name**, enter the legal name of the corporation or organization. If not applicable, please enter N/A.

Under **Business Mailing Address**, fill in the mailing address and click **Find Address**. The address will appear in the drop down, select the correct address and add the **Unit Number**. Please enter **N/A** if there is no unit number. If no address is found, click on “**I can’t find my address**” and enter the address manually.

Under **Business Email Address**, fill in a valid e-mail address. The correct format must be used (eg. Applicant@toronto.ca)

Under **Business Telephone Number**, fill in a valid telephone number including the area code. Accepted format is 10 digits with or without dashes. (eg. 416-555-1234 or 4165551234).

Owner Information

If you are an **individual/sole proprietor** and own this unit or the **corporation/partnership** owns the unit specified in this application, select the box to proceed.

If you are not the owner, please specify the legal **First Name**, **Last Name**, **Corporation/organization Name** (if applicable) and contact details in the **Mailing Address**, **Email Address** and **Telephone Number** fields. The format and mandatory fields are the same as the Applicant Information above.

Step 2: Property & Renovation

In the Tenant Rental Unit Information box, input the property address of the tenanted property and click **Find Address**. The address will appear in the drop down, select the correct address and add

the **Unit Number**. Please enter **N/A** if there is no unit number. If no address is found, click on “**I can’t find my address**” and enter the address manually.

Under **Number of Bedrooms**, enter the total number of bedrooms at this property. This must be a numerical value (eg. 4).

Under **Rental Rate**, enter the rental rate charged. This must be a numerical value (eg. 900).

Under **Payment Frequency**, indicate the frequency payment is collected (eg. weekly, bi-weekly, monthly, etc.).

Under **Tenancy Start Date**, use the calendar button on the right of the box to select the start date of the current tenant.

Under **Lease End Date**, use the calendar button on the right of the box to select the end date of the original tenancy agreement.

Check the box to **confirm that N13 has been served to the occupant(s)**. This must be completed prior to applying for a Rental Renovation Licence.

In the summary of **Renovation Work**, use the drop-down list by clicking on the box to select the renovation work type based on your building permit. The options are New Construction, Addition to an existing building, Alteration/repair, or Demolition.

Under **Date of Anticipated Completion**, use the calendar button on the right of the box to select the date renovation work is to be completed.

Under **Description of Work**, provide a description of the work to be completed. The description should match the approved building permit.

Step 3: Documents

Three supporting documents must be submitted with the Rental Renovation Licence application:

1. Approved Building Permit
2. Qualified Person Report
3. N13 Notice

All documents must be in PDF format and clearly labelled (e.g., BuildingPermit.pdf, QualifiedPersonReport.pdf, N13Notice.pdf). There is a maximum upload size per document of 5 MB (megabytes). Please ensure to merge your PDFs into one file per document type (for example, by using Adobe Acrobat Pro).

To upload a file, follow these steps:

1. Click the **Upload button**. A new window will appear.
2. Click **Add File** to browse your device.
3. Locate and select the appropriate PDF file. You can either:
 - a. Single-click the file, then click Open, or
 - b. double-click the file to select it immediately.
 - i. If a file is selected in error, click on Delete next to the incorrect file.

4. Click **Start File Upload** to begin the transfer.

A notification will appear to advise if the file upload was successful, and the status will change to Uploaded. You may now close the box to upload another document. Repeat steps 1-4 until all required documents have been uploaded. The application cannot proceed until this step has been completed.

Section D | How to submit the application

Step 4 will present all entered information for review. Please carefully review this to ensure all information is correct and accurate, as incorrect or missing information will result in a delay in processing your application.

Each section has a button to edit the information should a correction be needed. It will take you back to the section to make the correction and proceed back to the review page.

This form will be submitted electronically at the end of your application by pressing submit.

Section E | Who to contact if you have questions

You can visit Toronto Building website at: [Building & Construction – City of Toronto](#)

You can Email Toronto Building Customer Experience with questions about the licence at: rentalrenovationlicence@toronto.ca

You can call Toronto Building Customer Experience at 416-337-5330. Toronto Building's general inquiry line is available Monday to Friday, except holidays, from 8:30 a.m. – 4:30 p.m.

You may visit a Toronto Building Customer Experience counter by [booking an appointment](#).

For more information regarding the Rental Renovation Licence Bylaw, please visit our website at: [Rental Renovation Licence Bylaw – City of Toronto](#)