

INSTRUCTIONS FOR COMPLETION OF RESIDENTIAL RENTAL HOUSING APPLICATION

1. A copy of the Application may be picked up at Customer Service, City Hall, 200 McIntyre Street East, North Bay, Ontario or a copy may be obtained from the City's website at www.city.northbay.on.ca/cityhall/services/rentalbylaw
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. 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 Natasha Venasse at 705-474-0626 ext 2452.
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, Fire Department and By-Law Enforcement 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 arrange with the Electrical Safety Authority the required inspections. It is the responsibility of the Applicant to pay any fees associated with this inspection directly to the Electrical Safety Authority. Contact information for the Electrical Safety is www.esasafe.com or 1-877-esa-safe.
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 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, Customer Service at (705) 474-0400 or by email at customerservice@cityofnorthbay.ca

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