

RESIDENTIAL RENTAL UNIT LICENSE

FLOOR PLAN APPLICATION SUBMISSIONS

When providing associated floors plans with your Resident Rental Unit License application, please ensure the following requirements are met:

1. All floor plans if hand drawn must be completed in pen, with a ruler and be legible. Be advised digitally created floor plans are preferred but not required;
2. Every floor/unit (including unfinished/unoccupied basements) in the building must be on a separate page and include the address of property, the floor and/or unit number (e.g. 123 Dufferin Ave – main floor - Unit #1);
3. Each room must be clearly shown and the use labelled (e.g. bedroom, living room, kitchen); including where the Owner or Tenant (if tenant applicant) is staying;
4. All windows, doors, stairs (internal and external), and all other forms of egress must be clearly shown and labelled;
5. All external structures attached to the building must be clearly shown and labelled (e.g. deck, front porch); and
6. The total square footage of the Residential Rental Unit is clearly shown and labelled.

Please note: Floor plans are required to be submitted at the time of application. If the floor plans do not meet the requirements above, new plans may be required to be submitted, the Residential Rental Unit Licence Application may not be accepted, or the Residential Rental Unit Licence may be revoked.

