



Short Term Rental Application Package

What you need to do:

1. Review [Short-Term Rental By-Law 2022-77](#) and [Zoning By-law 2022-76 for Defining and Regulating Short-Term Rentals](#) to familiarize yourself with the rules and regulations pertaining to short-term rentals in the City of North Bay.
2. Fill out, sign, and submit a complete application package including all supporting documents (as applicable). Only complete applications will be accepted. An application must be completed for each individual Short-Term Rental Property. **A completed application may be submitted in person at the Customer Service Centre, by fax, by mail, or by email.**

Contact Information: Customer Service Centre, 200 McIntyre St. East, North Bay, ON P1B 8V6
 Phone: (705) 474-0400 Fax: (705) 495-8611
 Email: customerservice.licensing@northbay.ca

Supporting Documents Required:

- Proof that the applicant is at least 18 years of age (in the form of government identification)
**CLASS A & CLASS B Applicants please provide photo identification confirming the address of your principal dwelling unit. i.e. Valid Driver's Licence (See Section 1.9.1 of [Short-Term Rental By-Law 2022-77](#)).*
- Copy of the Transfer/Deed proving evidence of ownership
- Copy of Liability Insurance with a minimum of two million dollars of general liability insurance per occurrence on the premises, which shall be specific to the operation of the short-term rental and total number of days the rental is permitted to be rented yearly. I.e. Class A, 365 days. Class B, 180 days. Class C, 365 days.
- Site Plan of the premises – See Schedule ‘G’ – Site Plan & Floor Plan Checklist
- Floor Plan – See Schedule ‘G’ – Site Plan & Floor Plan Checklist
- Dedicated Responsible Person Consent and Acknowledgement Form – See Schedule ‘C’
- Electrical System Inspection Form – See Schedule ‘H’ – Electrical System Inspection Form
- Gas or Oil Fueled Appliance Inspection Form – See Schedule ‘I’ – Gas or Oil Fueled Appliance Inspection Form -if applicable
- Wood Burning Appliance Inspection Form – See Schedule ‘J’ – Wood Burning Appliance Inspection Form – if applicable

All costs incurred for obtaining any of the required documents will be the sole responsibility of the Applicant.

3. Pay the Fee

The Fee for a Short-Term Rental Licence is:

- \$600 – New Application
- \$275 – Renewal Application



Short-Term Rental (STR) Licensing Application

Application Type: (choose one)

New Renewal - Current License No. _____

Property Owner Contact Information

Property Owner Name(s): _____

Corporation/Business Name (if applicable): _____

Corporation Number (if applicable): _____

Property Owner Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone Number: _____ Email Address: _____

Property Owner Name(s): _____

Corporation/Business Name (if applicable): _____

Corporation Number (if applicable): _____

Property Owner Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone Number: _____ Email Address: _____

Property Owner Name(s): _____

Corporation/Business Name (if applicable): _____

Corporation Number (if applicable): _____

Property Owner Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone Number: _____ Email Address: _____

Agent/Applicant's Contact Information – if applicable. Same as Property Owner

Authorized Agent Name and Surname: _____

Corporation/Business Name (if applicable): _____

Corporation Number (if applicable): _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone Number: _____ Email Address: _____

Tenant/Applicant's Contact Information – if applicable.

Authorized Tenant Name and Surname: _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone Number: _____ Email Address: _____

Dedicated Responsible Person Contact Information

Name: _____

Corporation/Business Name (if applicable): _____

Mailing Address: _____

City: _____ Province: _____ Postal Code: _____

Telephone Number: _____ Email Address: _____



Information on the proposed Short-Term Rental Rental Property Information

Short Term Rental Address: _____
(enter short term rental location address)

Please confirm your property is Zoned for the Class of Short-Term Rental Licence you are applying to obtain.

Short term Rental Property Roll Number: _____
(This number may be found on your tax bill or by going to the [North Bay Gis Map](#))

Housing Type:

	No. of Bedrooms	No. of guest rooms		No. of Bedrooms	No. of guest rooms
Single Detached	_____	_____	Fourplex	_____	_____
Semi-Detached	_____	_____	Apartment	_____	_____
Duplex	_____	_____	Townhouse	_____	_____
Triplex	_____	_____			

Please be aware that the maximum number of guest rooms to be rented is 4, regardless of if you are operating an Entire Unit Rental or Partial Unit Rental. Please also be aware that the maximum number of occupants permitted per guest room is 2, for a total of 8 occupants within the dwelling. Children under the age of 10 are excluded from this total.

Rental Type: (Choose one)

- Class A, Principal Dwelling Unit Short-Term Rental (Partial Unit Rental)
- Class B, Principal Dwelling Unit Short-Term Rental (Entire Unit Rental)
- Class C, Non-Principal Dwelling Unit Short-Term Rental

“Principal Dwelling Unit” means a person’s permanent lodging place to which, whenever absent they intend to return.”

[By-Law 2022-77](#)

Online Platforms

Where will you list your short-term rental?: (check all that apply)

- Airbnb VRBO Flipkey Kijiji Facebook

Please note:

An initial site inspection for new applications is required. These inspections may be conducted jointly by the City of North Bay’s By-law Enforcement Department, Zoning Department, Building Department and Fire and Emergency services.

Upon receipt of a completed application for a new licence, the applicant will be contacted by the Building Services Department to schedule the necessary inspection to satisfy the City and that the premises complies with the provisions of the Short-Term Rental By-law.

Upon receipt of a completed application for a renewal of a licence, the Building Services Department may contact the applicant to schedule an inspection and may ensure relevant officers have carried out the inspections to satisfy the City that the premises complies with provisions of the Short-Term Rental By-law.



Applicant Declaration

- I acknowledge that the municipal address, names and contact information of the associated owner, and/or authorized agent and/or dedicated responsible person will be posted on the City of North Bay’s website.
- I acknowledge that I must inform the City, in writing of any changes to the approved information contained within the licence application or any deviation to the approved site and/or floor plans within 7 days of such a change or deviation.
- I acknowledge that a STR licence expires 1 year after the date of the issuance of the licence and must be renewed prior to expiration.
- I acknowledge that I must provide a signed copy of Schedule ‘C’ – Dedicated Responsible Person Consent and Acknowledgement Form
 - I acknowledge that a failure to respond to concerns from guests and/or neighbours may result in ‘Demerit Points’ against the approved licence.
 - I acknowledge that I have read, in its entirety Schedule ‘D’ – Demerit Point System

I, _____, the undersigned, declare or affirm as follows, that:

- a) the statements herein contained in the said application and attached documents are true;
- b) the statements herein contained in the said application and attached documents are made with a full knowledge of the circumstances connected with the same; and
- c) I have read the declaration and notice contained below.

The undersigned agrees that the issuance of a licence will be subject to approvals from such municipal or provincial authorities or agencies as the Issuer of Licences deems necessary. The issuance of the licence is not intended and shall not be construed as permission or consent by The Corporation of the City of North Bay for the holder of the licence to contravene or fail to observe or comply with any federal, provincial or municipal legislation.

Signature of Applicant(s): _____ Date: _____
 Signature of Applicant(s): _____ Date: _____
 Signature of Applicant(s): _____ Date: _____

Personal information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for the purpose of determining eligibility for licensing. Questions about this collection of personal information should be directed to the City Clerk, 200 McIntyre Street East, North Bay, ON. (705) 474-0626, ext. 2510.



Schedule A - Short-Term Rental Licensing Application Authorization

1. Consent of the owner(s) to the use and disclosure of personal information

I/We, _____, am/are the owner(s) of the land that is the subject of this application and I/we authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the *Municipal Freedom of Information and Protection of Privacy Act* for the purposes of processing this application.

Signature of Owner: _____ Date: _____
Signature of Owner: _____ Date: _____
Signature of Owner: _____ Date: _____

If **ALL** Owner(s) of the Property cannot be present when the application is submitted, **ALL** Owner(s) must complete Sections 2 and 3, to authorize an Agent to make this application on their behalf.

2. Consent of the owner(s) for agent to make the application

I/We, _____, am/are the owner(s) of the land that is subject of this application and I/we authorize _____ to make this application on my /our behalf.

Signature of Owner: _____ Date: _____
Signature of Owner: _____ Date: _____
Signature of Owner: _____ Date: _____

3. Consent of the owner(s) for agent to provide personal information

I/We, _____, am/are the owner (s)of the land that is the subject of this application and for the purpose of the *Municipal Freedom of Information and Protection of Privacy Act*;

I/We authorize _____ as my/our agent for this application, to provide any of my /our personal information that will be included in this application or collected during the processing of the application.

Signature of Owner: _____ Date: _____
Signature of Owner: _____ Date: _____
Signature of Owner: _____ Date: _____

4. Consent of the agent to the use and disclosure of personal information

I/We, _____, am/are the agent(s) of the land that is the subject of this application and I/we authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the *Municipal Freedom of Information and Protection of Privacy Act* for the purposes of processing this application.

Signature of Agent: _____ Date: _____

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**Schedule B - Short-Term Rental Licensing Owner (s)
Authorization Form (For Tenant)**

Note: This form is only required if a tenant is applying for a Short-Term Rental Licence.

1. Consent of the owner(s) to the use and disclosure of personal information

I/We, _____, am/are the owner(s) of the land that is the subject of this application and I/we authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the *Municipal Freedom of Information and Protection of Privacy Act* for the purposes of processing this application.

Signature of Owner: _____ Date: _____
Signature of Owner: _____ Date: _____
Signature of Owner: _____ Date: _____

If **ALL** Owner(s) of the Property cannot be present when the application is submitted, **ALL** Owner(s) must complete Sections 2 and 3, to authorize an Agent to make this application on their behalf.

2. Consent of the owner(s) for tenant to make the application

I/We, _____, am/are the owner(s) of the land that is subject of this application and I/we authorize _____ to make this application on my /our behalf.

Signature of Owner: _____ Date: _____
Signature of Owner: _____ Date: _____
Signature of Owner: _____ Date: _____

4. Consent of the owner(s) for tenant to provide personal information

I/We, _____, am/are the owner (s)of the land that is the subject of this application and for the purpose of the *Municipal Freedom of Information and Protection of Privacy Act*;

I/We authorize _____ as my/our tenant, to provide any of my /our personal information that will be included in this application or collected during the processing of the application.

Signature of Owner: _____ Date: _____
Signature of Owner: _____ Date: _____
Signature of Owner: _____ Date: _____

5. Consent of the tenant to the use and disclosure of personal information

I/We, _____, am/are the tenant(s) of the land that is the subject of this application and I/we authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the *Municipal Freedom of Information and Protection of Privacy Act* for the purposes of processing this application.

Signature of Tenant: _____ Date: _____
Signature of Tenant: _____ Date: _____

Personal information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for the purpose of determining eligibility for licensing. Questions about this collection of personal information should be directed to the City Clerk, 200 McIntyre Street East, North Bay, ON. (705) 474-0626, ext. 2510.



Schedule C - Dedicated Responsible Person Consent and Acknowledgement Form

Note: This form is required even if the ‘Applicant’ of the short-term rental is also the ‘Dedicated Responsible Person’.

As the ‘Owner(s)’ or ‘Agent’ of the land being subject to this Application, I/we do hereby authorize and appoint the following person as the ‘Dedicated Responsible Person’ for this Short-Term Rental premises.

Name of Dedicated Responsible Person: _____
Mailing Address: _____
City: _____ Province: _____ Postal Code: _____
Telephone Number: _____ Email Address: _____

Consent to Release Personal Information:

I hereby consent to the use of the personal information provided above by The City of North Bay and that my name, phone number(s) and email address will be recorded on the STR licence at the premises and posted on the City of North Bay’s Short-Term Rental webpage in accordance with the Short-Term Rental By-law.

Acknowledgement:

In consideration of acceptance of this ‘Dedicated Responsible Person’ Consent and Acknowledgment Form, I, my heirs, next of kin, executors, administrators and assigns HEREBY RELEASE, WAIVE AND FOREVER DISCHARGE The City of North Bay and its employees FROM ANY AND ALL claims, demands, damages, costs, expenses, actions and cause of action, whether in law or equity in respect of death, injury, loss or damage to myself or property, arising or to arise by reason of my capacity as the ‘Dedicated Responsible Person’.

I hereby confirm that the information I have entered on this form is correct and true.

Owner: _____ Signature _____ Date: _____
(please print)
Owner: _____ Signature _____ Date: _____
(please print)
Owner: _____ Signature _____ Date: _____
(please print)

As the Dedicated Responsible Person, I acknowledge that a failure to respond to concerns from guests and/or neighbours may result in ‘Demerit Points’ against the approved licence;

and I further acknowledge that I have read, in its entirety Schedule ‘D’ – Demerit Point System

Dedicated Responsible Person: _____
(please print)

Signature _____ Date: _____

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Schedule 'D' – Demerit Point System

Item	By-law Section	Short Form Wording	Demerit Points
1	2.2.2	Number of guests on Premises contrary to licence	1
2	2.2.5	Parking contrary to requirements of Zoning By-law	1
3	2.2.7	Failure to post required information on the interior of the short-term rental premises	1
4	2.2.10	Failure to respond to a concern or attend the premises, when required, within 60 minutes	1
5	5.1.3	Failure to pay fees within prescribed timelines	1
6	4.1.2.1	Failure to notify of any licence change (s) within 7 days	1
7	2.1.1	Operating short-term rental without a licence	1
8	2.1.2	Advertising short-term rental without a licence	1
9	2.1.5	Operating a short-term rental for any commercial activity other than that of a short-term rental	1
10	2.1.6	Providing false information on short-term rental application	1
11	2.1.7	Operating short-term rental contrary to licence class	1
12	2.1.9	Renting guest rooms contrary to approved licence	1
13	2.1.11	Violation of the Short-Term Rental Code of Conduct	1
14	7.3	Hindering or obstructing an Officer while on duty	1
15	2.2.7	Removal of required posted information on the interior of the short-term rental premises	1
16	2.2.8	Failure to make available the required information package for guests	1
17	7.5.3	Contravention of any order	1

Please note the following:

- A short-term rental licence shall be suspended for a period of one year when three demerit points or confirmed violations are determined within one year.
- A short-term rental licence is revoked when one additional demerit point or confirmed violation is received within one year of the licence suspension date.

Action	Offence	Time	Remedy to Renew Licence
Suspended Licence	Three confirmed by-law violations on one short-term rental property	1 Year (from the date a licence was deemed suspended)	One year by-law violation-free from the date of the last offence, on this or any other property owned by same owner upon payment of the re-instatement fee.
	Three orders issued on one short-term rental property		One year order-free from the date of the last order, on this or any other property owned by same owner upon payment of the re-instatement fee.
	Three demerit points confirmed on one short-term rental property		One year violation, order, and demerit point-free on the same property upon payment of the re-instatement fee.
	Three demerit points confirmed on one short-term rental owner (for short-term rental operators with multiple short-term rentals)		One year violation, order, and demerit point-free for the same owner on all applicable properties upon payment of the re-instatement fee.
Revoked Licence	One additional confirmed by-law violation or order on a property under short-term rental suspension	Permanent	None
	One additional confirmed by-law violation or order against an owner under short-term rental suspension		
	Three demerit points confirmed against a property while on short-term rental suspension		
	Three demerit points confirmed against an Owner while on short-term rental suspension		

Schedule 'E' – Short-term rental licence classes

Licence Class	Zones Permitted	Max. # of short-term rentals permitted by the same owner	Total # of days that short-term rental is permitted to be rented yearly	Max. # of consecutive nights permitted during a single stay	Max. # of occupants permitted ¹
Class A – Principal Dwelling Unit² (Partial Unit Rental)³	<p><u>Low Density Residential Zones:</u> R1, R2, R3, R5 and R6</p> <p><u>High Density Residential Zones:</u> RM1, RM2 and RM3</p> <p><u>Commercial Zones:</u> C1, C2, C4, C5, C6, C6F, C6L, C7</p> <p><u>Rural Zones:</u> A, RRE, RRL & RC</p>	1	365 days	28 days	8

¹ All short-term rentals are limited to 8 total occupants. Children under the age of 10 do not count towards this total.

² Principal Dwelling Unit means a short-term rental which is also someone's principal dwelling unit (where they live primarily).

³ Partial Unit Rental means the rental of individual guest rooms as opposed to the entire unit.

Licence Class	Zones Permitted	Max. # of short-term rentals permitted by the same owner	Total # of days that short-term rental is permitted to be rented yearly	Max. # of consecutive nights permitted during a single stay	Max. # of occupants permitted ⁴
Class B - Principal Dwelling Unit (Entire Unit Rental)⁵	<p><u>Low Density Residential Zones:</u> R1, R2, R3, R5 and R6</p> <p><u>High Density Residential Zones:</u> RM1, RM2 and RM3</p> <p><u>Commercial Zones:</u> C1, C2, C4, C5, C6, C6F, C6L, C7</p> <p><u>Rural Zones:</u> A, RRE, RRL & RC</p>	1	180 days	28 days	8
Class C- Non-Principal Dwelling Unit⁶	<p><u>Commercial Zones:</u> C1 and C7</p>	No limit	365 days	28 days	8

⁴ All short-term rentals are limited to 8 total occupants. Children under the age of 10 are excluded from this total.

⁵ Entire Unit Rental means the entire unit is being rented as opposed to individual guestrooms.

⁶ Non- Principal Dwelling Unit means a short-term rental that is not someone's principal dwelling unit.

Schedule 'F' – Short-term rental user fees

	Fees	HST* (Y/N)
Application Fee	\$600	N
Application Renewal Fee	\$275	N
Appeal Fee	\$1,600	N
Standby Fee	\$78 x # of Hours on Standby	N

*The above noted fees exclude HST. If HST = Y, then HST is collected in addition to the fee.

Note: Where an owner is in default of payment of fees for more than 30 calendar days after due, the City may add the cost to the tax roll of the subject property and collect the amount in the same manner as the property taxes.

Schedule 'G' - Site Plan & Floor Plan Checklist + Sample plans

Applicant(s) are to review the checklist below and ensure that plans being submitted for the proposed short-term rental include all the required information for both site and floor plans. Sample site and floor plans attached to this schedule may be used as a reference for your own drawings.

SITE PLAN:

Property and Buildings:

- Measurements of the length and width of the property
- The distance the house is set back on the property from the street
- Location of all building (s) on the property with the setback of each boundary (front, back and each side yard)

Parking Area (s)/ Driveway:

- The location of driveway access from the road to the parking area (s)
- Driveway and/or parking area (s) measurements including width and depth
- Clearly identify what type of material the parking area (s)/ driveway consists of (e.g. concrete, interlock brick, asphalt, crushed stone or other hard surfaces or dustless materials)

Parking Area (s)/ Driveway Requirements for Residential Zones:

- Parking areas must be graded and graveled or consist of hard-surfaced materials such as concrete, interlock brick, asphalt, crushed stone or other hard surfaces or dustless materials.

Other:

- The location and dimensions of outdoor amenity area (s), if applicable. This would include but is not limited to; pools, decks, docks, patios, gazebos, outdoor saunas, outdoor fire burning pits etc. Please be aware that a [Burning Permit](#) is required for recreational open fires.
- Waste storage details (garbage & recycling). This requirement is only applicable if waste is being stored outdoors.
- The location of any fencing, significant landscaping or other buffering.

Please include photos of the following to supplement your drawings:

- Front Yard
- Rear Yard
- Side Yards
- Proposed parking area/driveway
- Proposed Waste Storage area (if applicable)

SEPTIC SYSTEM DETAILS (IF APPLICABLE)

Note: This section is only applicable for properties not on municipal services.

- Approximate location of septic system on property
- Please contact the [North Bay-Mattawa Conservation Authority \(NBMCA\)](#) to obtain a valid permit of record for the septic system.

FLOOR PLANS (TO INCLUDE EVERY STOREY)

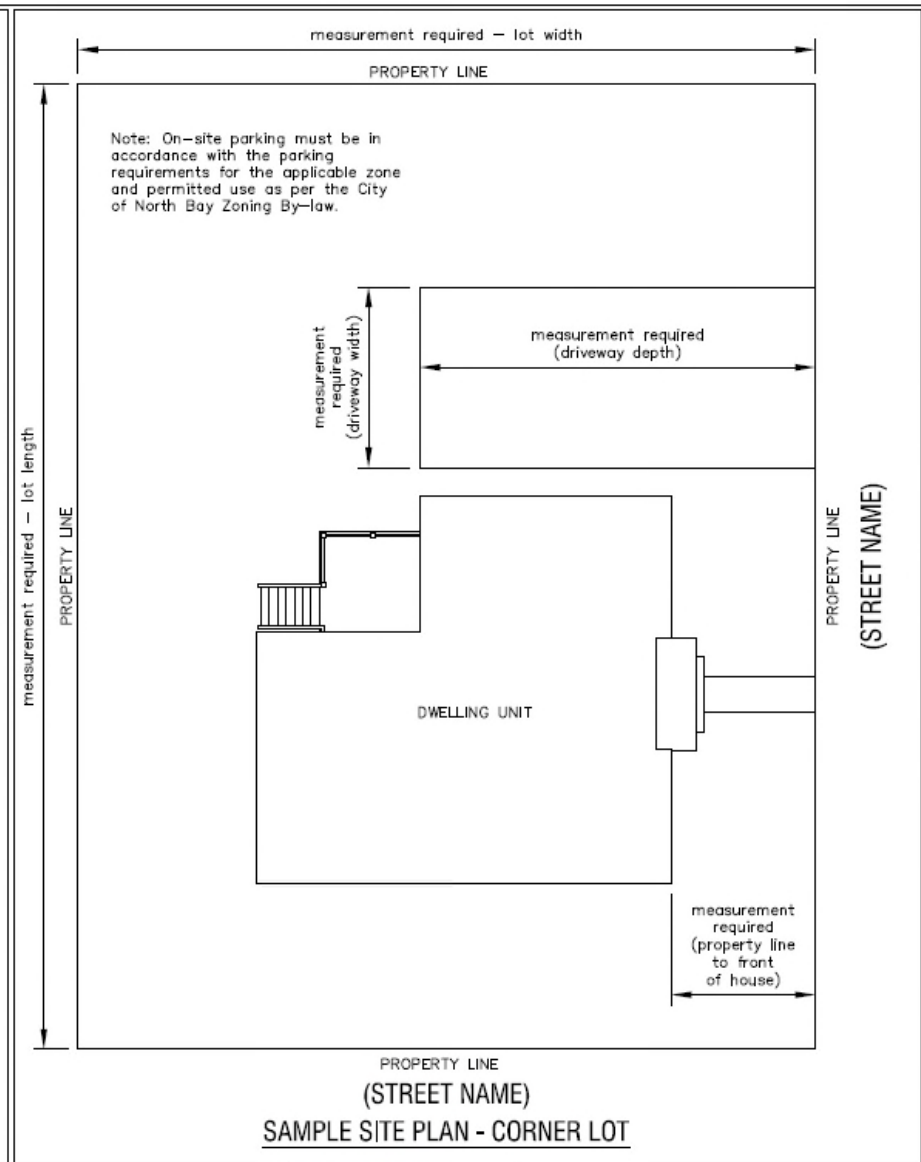
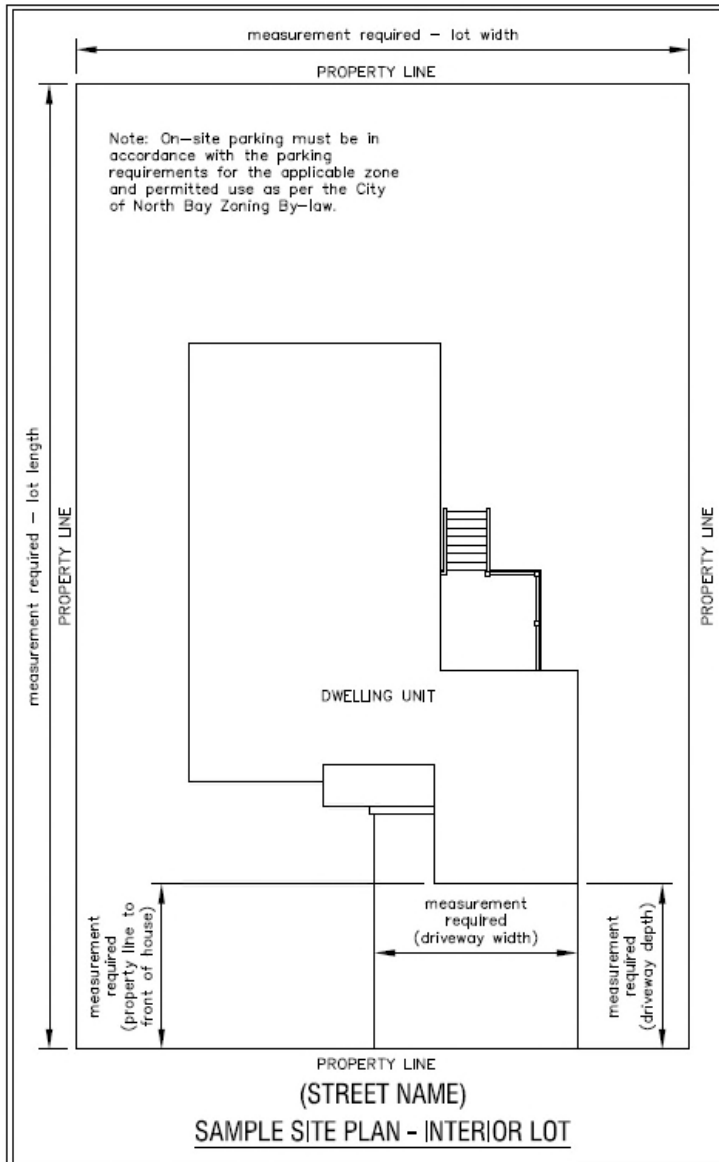
- Guest rooms and spaces to be clearly named /identified
- Room measurements to include the length and width

WINDOWS AND DOORS

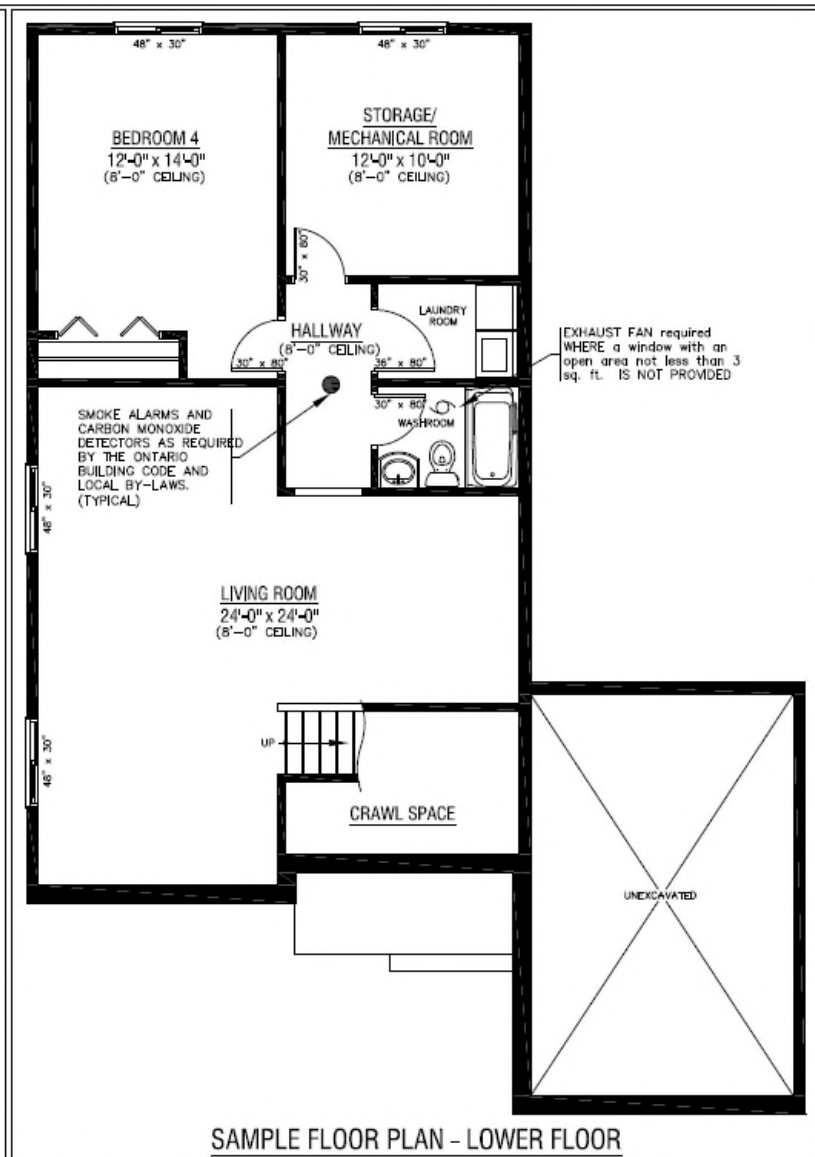
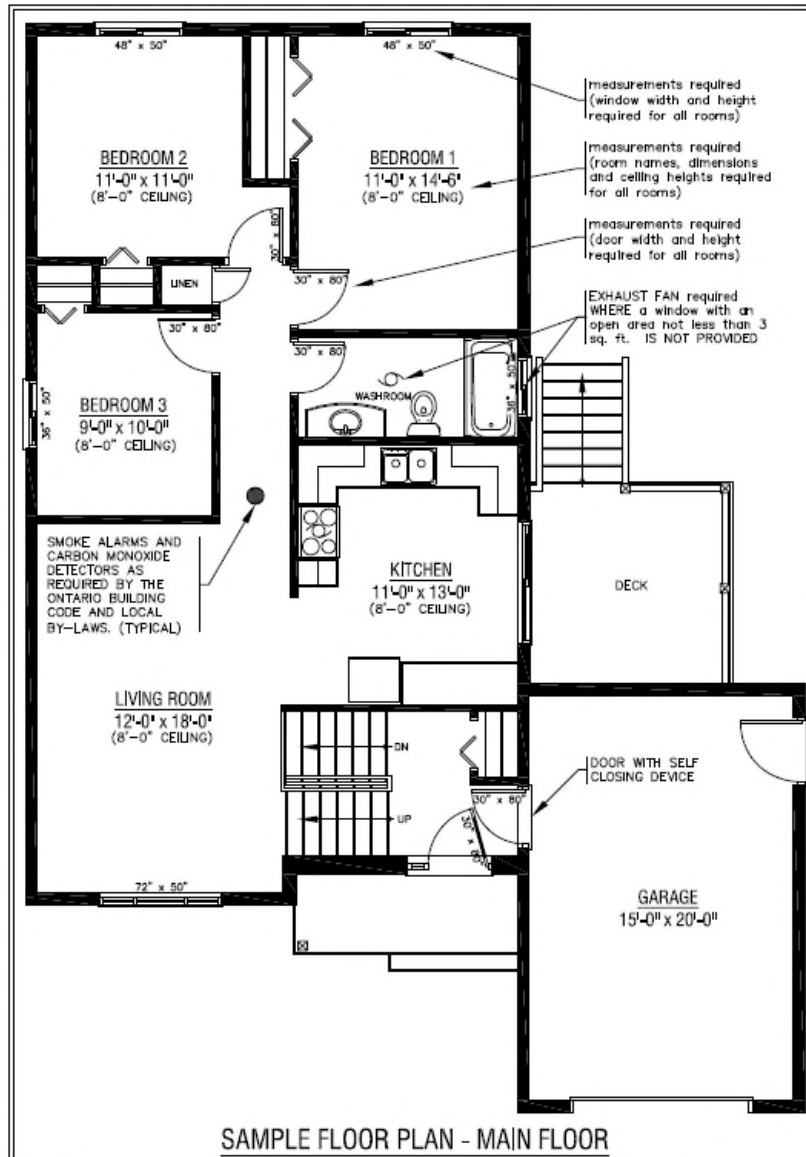
- Window locations and sizes to include width and height
- Door locations and sizes to include length and width

FIRE AND OTHER SAFETY REQUIREMENTS

- Ceiling heights
- Smoke alarm locations
- Carbon monoxide detector locations
- Exhaust fans locations



PLEASE NOTE: THESE PLANS ARE SAMPLES AND ARE TO BE USED FOR REFERENCE ONLY. THEY ARE NOT TO BE USED AND WILL NOT BE ACCEPTED TO FORM PART OF AN APPLICATION FOR LICENSE UNDER THE CITY OF NORTH BAY'S SHORT-TERM RENTAL BY-LAW.



NOTES
 NUMBER OF APPROVED GUESTROOMS : _____
 NUMBER OF APPROVED OCCUPANTS : _____
 (EXCLUDING CHILDREN UNDER THE AGE OF 10)

PLEASE NOTE: THESE PLANS ARE SAMPLES AND ARE TO BE USED FOR REFERENCE ONLY. THEY ARE NOT TO BE USED AND WILL NOT BE ACCEPTED TO FORM PART OF AN APPLICATION FOR LICENCE UNDER THE CITY OF NORTH BAY'S SHORT-TERM RENTAL BY-LAW.



**SAMPLE FLOOR PLANS
 SHORT-TERM RENTAL
 LICENCING APPLICATION**



Schedule 'H' - Electrical System Inspection Form

*This form must be completed by a licenced Electrician

Municipal Address:	
City:	
Postal Code:	
Unit # (if applicable):	

Electrician Contractor Information

Electrical Contractor's Name:	
Phone Number:	
ECRA Licence Number:	
Master Electrician's Name:	
Electrician's Name:	
Electrician's OCOT Number:	

Declaration

I certify that this unit has been inspected and that there are no visible fire or shock hazards associated with the electrical system.

Signature: _____

Date: _____

*Defects with the electrical system must be repaired before this form is completed. All electrical installation, repair and replacement work in Ontario needs to be done in compliance with the Ontario Electrical Safety Code and typically requires a permit from the Electrical Safety Authority.

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Schedule 'I' - Gas or Oil Fuelled Appliance Inspection Form

*This form must be completed by a Class 1 or Class 2 Gas Fitter or Oil Burner Technician

Municipal Address:	
City:	
Postal Code:	
Unit # (if applicable):	

Contractor Information

Contractor's Name:	
Phone Number:	
TSSA Registration Number:	
Gas Fitter or Oil Burner Technician's Name:	

Declaration

I, a licensed Class 1 or 2 Gas Fitter or Oil Burner Technician, certify that this unit has been inspected and that ALL GAS AND/OR OIL FUELLED HEATING APPLIANCES (including, but not limited to: furnace, water heater, gas fireplace, gas stove) have passed this inspection.

Signature: _____

Date: _____

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Schedule 'J' – Wood Burning Appliance Inspection Form

*This form must be completed by a licenced SITE Basic Inspector, Technician, Chimney Sweep or SITE Comprehensive Inspector.

Municipal Address:	
City:	
Postal Code:	
Unit # (if applicable):	

Inspector Information

Inspector's Name:	
Phone Number:	
Email:	
WETT No:	

Declaration

I certify that this unit has been inspected and that there are no visible fire hazards associated with the applicable wood burning appliance.

Signature: _____

Date: _____

Personal information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for the purpose of determining eligibility for licensing. Questions about this collection of personal information should be directed to the City Clerk, 200 McIntyre Street East, North Bay, ON. (705) 474-0626, ext. 2510.

What type of WETT-certified professional do I need?

WETT primarily certifies individuals in the following categories (and combinations thereof):

- SITE® Basic Inspector** — These are individuals who can perform a Visual inspection.
- Technician** — These are individuals who can install or perform maintenance on wood-burning appliances. They can also perform a Visual or Technical inspection.
- Chimney Sweep** — These are individuals who can clean and maintain your entire wood-burning system, including sweeping the chimney. They can also perform a Visual or Technical inspection.
- SITE® Comprehensive Inspector** — These are individuals who can perform a Visual, Technical or Invasive inspection. These individuals are also technicians and/or sweeps.

How can I verify that someone is certified?

You can verify that someone is certified by checking the WETT Inc. website www.wettinc.ca or by calling the WETT National office at 1-888-358-9388.

It is important to note that WETT certifies individuals, not companies. Companies may advertise that they have WETT-certified people on staff.



When contacting companies, you should make it clear that you are looking for a WETT-certified individual to complete work on your behalf. WETT professionals are issued photo ID cards, which include a sticker. This sticker must be for the current year.

Add your company information, logo and contact details here.

08/2020



I Need My Wood-burning System Inspected

Inspections of solid-fuel-burning systems (fireplaces, chimneys, wood-burning stoves, central-heating systems) are conducted for a variety of reasons. Typically, they are conducted for insurance purposes, for real estate transactions or to investigate a concern with the way the system is functioning.

Can I get a WETT inspection or a WETT certificate?

A WETT inspection is the inspection of a solid-fuel-burning system, performed by a WETT-certified professional, for compliance with applicable codes and standards. Appliances or installations *cannot* be WETT certified.

WETT frequently receives requests for a "WETT certificate," a "WETT certification," a "WETT approval" or asked if it's a "WETT-certified installation." We also receive requests for companies that are "WETT certified." These are common misconceptions — they do not exist. What should be issued is an inspection report completed by someone who is WETT certified. The WETT certification number of the member should be included on his or her report.

Contact a WETT-certified professional to inspect your solid-fuel-burning system. WETT has adopted a process to help identify the level of inspection required. We call this SITE®.