



**RESIDENTIAL RENTAL HOUSING
LICENSING BY-LAW (RRHL) COMPLIANCE CHECKLIST**

This checklist will be used by City Staff who are inspecting the property to determine if the rental units comply with the City of North Bay's Residential Rental Housing By-law 2012-55.

Location of rental property: _____

Inspection completion date: _____

License number: _____

City Staff Present:

Other's Present:

Fire: _____

Building: _____

Zoning: _____

By-law Enforcement Officer: _____

Owner/Agent Information:

Name: _____

Address: _____

Phone No. _____

If this inspection is conducted for a license renewal, is the license posted within 1 meter of the main entrance: _____

<u>EXTERIOR PROPERTY AREAS</u>	COMPLIANT	NON-COMPLIANT
The property is free of garbage and litter	<input type="checkbox"/>	<input type="checkbox"/>
Outside garbage storage area kept in a litter free condition	<input type="checkbox"/>	<input type="checkbox"/>
The property is free from excessive growth of grass and weeds	<input type="checkbox"/>	<input type="checkbox"/>
There are no dead, decayed or damaged trees	<input type="checkbox"/>	<input type="checkbox"/>
There are no wrecked, dismantled or inoperative vehicles	<input type="checkbox"/>	<input type="checkbox"/>
There are no dilapidated or collapsed structures	<input type="checkbox"/>	<input type="checkbox"/>
Driveways and parking areas are in good repair	<input type="checkbox"/>	<input type="checkbox"/>
Exterior lighting is in good working order	<input type="checkbox"/>	<input type="checkbox"/>
Accessory buildings (sheds) are well maintained	<input type="checkbox"/>	<input type="checkbox"/>
<u>BUILDING EXTERIOR</u>		
Roofs, walls, floors and foundations appear to be structurally sound and maintained in good condition	<input type="checkbox"/>	<input type="checkbox"/>
All doors, windows, skylights and shutters are well maintained	<input type="checkbox"/>	<input type="checkbox"/>
Gutter and downspouts appear to be in good condition	<input type="checkbox"/>	<input type="checkbox"/>
<u>INTERIOR OF UNITS</u>		
Access to all areas of the interior building was provided	<input type="checkbox"/>	<input type="checkbox"/>
<u>PEST INFESTATION</u>		
The dwelling units appear to be free of rodents, vermin and insects	<input type="checkbox"/>	<input type="checkbox"/>
<u>ATTACHED GARAGE</u>		
Door between garage and dwelling is fitted with a self closing device	<input type="checkbox"/>	<input type="checkbox"/>
<u>KITCHEN</u>		
Floor covering is free of trip hazards	<input type="checkbox"/>	<input type="checkbox"/>
Doors, windows and window screens are in good condition	<input type="checkbox"/>	<input type="checkbox"/>
<u>LIVING ROOM – DINING ROOM – DEN</u>		
Floor covering is free of trip hazards	<input type="checkbox"/>	<input type="checkbox"/>
Doors, windows and window screens are in good condition	<input type="checkbox"/>	<input type="checkbox"/>
Contains a window and/or skylight of a minimum combined size of 10% of the floor area of the room	<input type="checkbox"/>	<input type="checkbox"/>

<u>BEDROOMS</u>	COMPLIANT	NON-COMPLIANT
Floor covering is free of trip hazards	<input type="checkbox"/>	<input type="checkbox"/>
Doors, windows and window screens are in good condition	<input type="checkbox"/>	<input type="checkbox"/>
Bedroom is provided with a window/skylight for natural light with a minimum size of 5% of the floor area of the bedroom	<input type="checkbox"/>	<input type="checkbox"/>
Bedrooms have a minimum width of 2m (6.5ft) and a floor area of 7 sq.m. (75 sq. ft.)	<input type="checkbox"/>	<input type="checkbox"/>
A bedroom for two or more persons provides a minimum floor area of 4 sq.m. (43 sq. ft.) per person.	<input type="checkbox"/>	<input type="checkbox"/>
Except where a door on the same floor level provides direct access to the exterior every floor level containing a bedroom is provided with 1 outside window that is a) openable from the inside b) has an unobstructed open portion of .35 sq.m. (3.8 sq. ft.) with no dimension less than 15"	<input type="checkbox"/>	<input type="checkbox"/>
<u>BATHROOM</u>		
Floor covering is free of trip hazards	<input type="checkbox"/>	<input type="checkbox"/>
Doors, windows and window screens are in good condition	<input type="checkbox"/>	<input type="checkbox"/>
Bathroom is provided with an opening or openings for natural ventilation of a minimum size of .28 sq. m. (3 sq. ft.) <u>Note:</u> as an alternative, an exhaust fan with a duct leading to the outside of the dwelling can be utilized for ventilation	<input type="checkbox"/>	<input type="checkbox"/>
<u>HVAC – HEATING – VENTILATION – AIR CONDITIONING</u>		
HVAC systems and other equipment provided to supply heat and air conditioning appear to be maintained in good working condition	<input type="checkbox"/>	<input type="checkbox"/>
Portable heating equipment shall not be used as the main source of heat	<input type="checkbox"/>	<input type="checkbox"/>
<u>ELECTRICAL SYSTEM</u>		
Electrical outlets and light switches are functional and have cover plates.	<input type="checkbox"/>	<input type="checkbox"/>
The use of extension cords is not overloading the circuits	<input type="checkbox"/>	<input type="checkbox"/>
All bathrooms, kitchens, laundry rooms, furnace rooms, basements, and storage rooms are provided with a permanent light fixture.	<input type="checkbox"/>	<input type="checkbox"/>
Lighting fixtures installed throughout the dwelling unit provide sufficient illumination to avoid health or accident hazards	<input type="checkbox"/>	<input type="checkbox"/>

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 Property Location _____

<u>PLUMBING SYSTEM</u>	COMPLIANT	NON-COMPLIANT
The required kitchen sink is served with hot and cold running water and is surrounded by surfaces impervious to grease and water	<input type="checkbox"/>	<input type="checkbox"/>
The bathroom contains a water closet, wash basin and a bathtub or shower stall	<input type="checkbox"/>	<input type="checkbox"/>
Every wash basin, bathtub and shower stall has a suitable supply of hot and cold running water.	<input type="checkbox"/>	<input type="checkbox"/>
Bathrooms are fully enclosed and doors are equipped with a locking device	<input type="checkbox"/>	<input type="checkbox"/>
All visible plumbing, including drains, water supply pipes, water closets and other plumbing fixtures are maintained in good working condition, drain freely and are free from leaks	<input type="checkbox"/>	<input type="checkbox"/>
<u>FLOOR TO CEILING HEIGHT</u>		
The minimum floor to ceiling height is 1.95 m (6 ft. 5 in.) over the floor area and any location used as a means of egress.	<input type="checkbox"/>	<input type="checkbox"/>
As an alternative, the minimum floor to ceiling height may not be less than 1.95m (6 ft. 5 in.) over at least 50% of the floor area, provided that the minimum height is provided at points of egress – this provision applies in “attic” style bedrooms	<input type="checkbox"/>	<input type="checkbox"/>
The minimum floor to ceiling headroom is not less than 1.8m (5 ft. 11 in.) over stairs and landings	<input type="checkbox"/>	<input type="checkbox"/>
<u>ZONING</u>		
The property is zoned _____ through Zoning By-law 2015-30		
The use of the property complies with the permitted uses for the zone listed above	<input type="checkbox"/>	<input type="checkbox"/>
Any hard surfaced parking area in the front yard does not exceed 50% of the front yard area	<input type="checkbox"/>	<input type="checkbox"/>
The parking plan conforms with the Zoning By-Law	<input type="checkbox"/>	<input type="checkbox"/>

<u>FIRE PREVENTION</u> <i>Failure to install and/or maintain working smoke alarms and/or carbon monoxide alarms is a chargeable offence under the Ontario Fire Code and By-laws No.2009-16 and No.2009-193.</i>	COMPLIANT	NON-COMPLIANT
All exit doors are operable and kept clear of obstructions including ice and snow	<input type="checkbox"/>	<input type="checkbox"/>
Extension cords, power bars and 'cheater blocks' may not be used to power 'high energy' appliances such as fridges, freezers, air conditioners, microwaves and heaters	<input type="checkbox"/>	<input type="checkbox"/>
Furniture and other obstacles including material storage do not physically block hallways, corridors and stairways	<input type="checkbox"/>	<input type="checkbox"/>
Clothes dryers are vented using noncombustible rigid or flexible metal material and cleaned on a yearly basis	<input type="checkbox"/>	<input type="checkbox"/>
Furnaces and gas fireplaces are required to be inspected by a licensed heating contractor on a yearly basis. Proof of this servicing will be available to the Fire Inspector at the time of inspection (copy of an invoice is sufficient).	<input type="checkbox"/>	<input type="checkbox"/>
Wood stoves/fireplaces in use must be W.E.T.T. certified and chimneys cleaned annually. The W.E.T.T. certification document shall be provided to the Fire Inspector at the time of the inspection. Access to woodstoves/fireplaces not in operation must be 'locked out'	<input type="checkbox"/>	<input type="checkbox"/>
A working smoke alarm is required on every level of the home. Property owners are advised to document regular maintenance and replacement of smoke alarms. Smoke alarm batteries should be replaced twice a year and both hardwired and battery operated alarms replaced every ten years or according to the manufacturer's instructions.	<input type="checkbox"/>	<input type="checkbox"/>
A working carbon monoxide alarm is required outside sleeping areas if the home contains a fuel burning appliance or an attached garage. Property owners are advised to document regular maintenance and replacement of CO alarms. CO alarms batteries should be replaced twice a year and units replaced every seven years or according to the manufacturer's instructions.	<input type="checkbox"/>	<input type="checkbox"/>
Landlords are required to provide the manufacturer's maintenance documents for smoke and CO alarms to the occupants.	<input type="checkbox"/>	<input type="checkbox"/>

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Building Services

I, _____, certify the subject rental unit has been inspected and it meets or exceeds the minimum criteria listed in the Residential Rental Housing By-law Checklist for Building Services. Furthermore, I certify that ____ bedrooms may be authorized for use under this license application.

Signature: _____

Title: BUILDING INSPECTOR _____

Date: _____

Fire Prevention

I, _____, certify the subject rental unit has been inspected and it meets or exceeds the minimum criteria listed in the Residential Rental Housing By-law Checklist for Fire Prevention.

Signature: _____

Title: FIRE PREVENTION OFFICER _____

Date: _____

Zoning

I, _____, certify the subject rental unit has been inspected and it meets or exceeds the minimum criteria listed in the Residential Rental Housing By-law Checklist for Zoning By-law 2015-30.

Signature: _____

Title: _____

Date: _____

Residential Rental Housing By-law Inspection

Property Location _____