

**Toronto and East York**  
 Toronto City Hall  
 100 Queen Street West  
 Toronto, Ontario M5H 2N2  
 416-397-5330

**North York**  
 North York Civic Centre 5100  
 Yonge Street Toronto,  
 Ontario M2N 5V7  
 416-397-5330

**Scarborough**  
 Scarborough Civic Centre  
 150 Borough Drive Toronto,  
 Ontario M1P 4N7  
 416-397-5330

**Etobicoke York**  
 2 Civic Centre Court  
 Toronto, Ontario  
 M9C 5A3  
 416-397-5330

**Purpose of this form:**

The City of Toronto prohibits the demolition or conversion of residential rental property unless a Rental Housing Demolition and Conversion Permit has been issued under Chapter 667 of the Municipal Code.

The information collected in this form will help determine whether Chapter 667, the City's by-law controlling the demolition and conversion of rental housing applies to your proposal and whether a permit is required. The City may refuse a permit application or approve the application with conditions. Applications for a permit are available from district Customer Service offices, the Committee of Adjustment and online at [http://www.toronto.ca/planning/planning\\_app.htm](http://www.toronto.ca/planning/planning_app.htm)

\* Under the authority of the City's Residential Rental Property Demolition and Conversion Control By-law, Chapter 667 of the Municipal Code and section 111 of the City of Toronto Act, 2006.

Contravention of the by-law, including providing false or misleading information, is a serious offence punishable by fines up to \$100,000 and any monetary benefit resulting from the offence.

**Are you applying or have applied for a related Building Permit application or Planning application (Development Approval or Committee of Adjustment application)?**     **Yes**     **No**

**Provide the related Building Permit Application No.:** \_\_\_\_\_

**Development Approval Application No.:** \_\_\_\_\_

**Committee of Adjustment Application No.:** \_\_\_\_\_

**Please complete all pertinent sections below after reviewing the Definition Section on page 3. Sign and return this Form to the Building Permit Examiner or Planner assigned to the related application file.**

**Property Owner /Applicant Information**

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Business Mailing Address: \_\_\_\_\_

Business Phone Number: \_\_\_\_\_ Business E-Mail: \_\_\_\_\_ Business Fax: \_\_\_\_\_

**Project Details for the Subject Land**

Address (Street No./Name): \_\_\_\_\_ Building Number (s): \_\_\_\_\_

**Box 1. In relation to the definitions on the following page:**

- Does the subject land have 6 or more dwelling units?  Yes  No  
 Does the subject land have 1 or more rental units?  Yes  No

If you answered yes to both questions, proceed to Box 2.

If you answered no to either question, proceed to complete the **Declaration Section** as the demolition and conversion by-law, Chapter 667, does not apply to this proposal.

- Box 2. Is the building(s) registered as a condominium?**  Yes  No  
**Is the building(s) a life-lease property?**  Yes  No

If you answered yes to either question, proceed to complete the **Declaration Section** as the by-law, Chapter 667, does not apply to this proposal.

If you answered no to both questions, proceed to Box 3.

- Box 3. Do any parts of the building(s) proposed for demolition, interior renovations or conversion contain a whole or part of a dwelling unit?**  Yes  No

If you answered no, proceed to complete the **Declaration Section** as a permit under the by-law, Chapter 667, is not required.

If you answered yes, the by-law, Chapter 667 applies and a permit may be required. Please obtain a Rental Housing Demolition and Conversion Application from the district Customer Service Office.

If your proposal involves interior renovations or alterations affecting existing dwelling units, proceed to Box 4.

If your proposal to the Committee of Adjustment is for a consent under s.53 of the Planning Act proceed to Box 5.

- Box 4. Is this proposal for interior renovations or alterations affecting existing dwelling units?**  Yes  No

- If yes, a) Will the total number of existing dwelling units be changed as a result of the renovation/alteration work?  Yes  No  
 b) Will the work result in a change to the number of dwelling units in any category of unit by bedroom type?  
 (Fill out the information in the table below prior to answering this question)  Yes  No

Bedroom Type	# of existing dwelling units by bedroom type	Proposed # of existing and renovated units by bedroom type
Bachelor		
1 bedroom		
2 bedroom		
3 bedroom		
4 bedroom		
Other		
Total # of Units		

If you answered yes to either a) or b) above, you require a permit under the by-law, Chapter 667. Please obtain a Rental Housing Demolition and Conversion Application from the district Customer Service Office. If you answered no to both questions, proceed to complete the **Declaration Section** as a permit under the by-law, Chapter 667, is not required.

- Box 5. Does this proposal involve an application for a consent under s. 53 of the Planning Act?**  Yes  No

- If Yes, a) Will each parcel of land created from the consent contain 6 or more dwelling units?  Yes  No  
 b) Will all parcels created from the consent contain either 6 or more dwelling units or no dwelling units existing at the time of the consent application?  Yes  No

If you answered yes to either a) or b), proceed to complete the **Declaration Section** as a permit under the by-law, Chapter 667, is not required.

If you answered no to both questions, a permit under the by-law, Chapter 667 is required. Please obtain a Rental Housing Demolition and Conversion Application from the district Customer Service Office.

**Declaration Section**

**Based on the information above, I believe that a Rental Housing Demolition and Conversion Application:**

**is required, or**

**is not required**

I, \_\_\_\_\_ certify that:

1. The information contained on this form and attachments is true and to the best of my knowledge.
2. I have the authority to represent the Corporation or Partnership (if applicable).

Date: \_\_\_\_\_ Signature           *L. D. Payne*          

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The personal information on this form is collected under the City of Toronto Act, 2006, section 111 and Chapter 667 of the Municipal Code. This information is used to evaluate your application and for aggregate statistical reporting. Questions about this collection can be directed to the Manager, Customer Service, Toronto Building at one of the addresses indicated at the top of page 1 of this form.

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**Definition Section:**

**Co-ownership:** refers to an equity co-operative or other co-ownership form of housing owned or leased by more than one person, where it's purported that any such person has the right to reside in a dwelling unit in the property. Co-ownership properties are subject to the by-law if any of the units are rental.

**Conversion:** Changing rental housing units to non-residential or non-rental purposes.

**Demolition:** Demolition refers to one or both of the following 1) removal of a building or any part of a building; or 2) interior renovations or alterations that will result in a change to the number of dwelling units in the building or a change to the number of bedrooms in any of the dwelling units.

**Dwelling Unit:** Is a self-contained set of rooms located in a building that is operated as a single housekeeping unit, used or intended to be used as residential premises for one or more persons; and contains kitchen and bathroom facilities that are intended for the use of the unit only.

**Related Group of Buildings:** Are buildings that are under the same ownership and on the same parcel of land; or are buildings that form part of the same development proposal.

**Rental Unit:** Is a dwelling unit used, or intended for use, for residential rental purposes. This includes a dwelling unit that has been used for residential rental purposes and is vacant, and a dwelling unit in a co-ownership property that is or was last used for residential rental purposes.

**For the full definitions of these terms, and greater clarity and certainty regarding the intent and application of these terms, please refer to Chapter 667 of the Municipal Code.**