



CHECKLIST

3540 Schmon Pkwy
 PO BOX 1044
 Thorold, Ontario L2V 4A7

PLEASE ENSURE THAT ALL BELOW IDENTIFIED DOCUMENTATION IS SUBMITTED WITH YOUR APPLICATION. INCOMPLETE APPLICATIONS MAY BE SUBJECT TO ADMINISTRATIVE PENALTIES.

INITIAL BOX BELOW



<input type="checkbox"/> Completed & signed application	<input type="checkbox"/>
<input type="checkbox"/> Copy of proof of ownership (most recent tax bill or deed to property)	<input type="checkbox"/>
<input type="checkbox"/> Copy of rental property's Insurance with a \$2,000,000.00 general liability	<input type="checkbox"/>
<input type="checkbox"/> Proof of conformance to the Electrical Safety Code (<u>Letter from a Cert. Electrician</u>)	<input type="checkbox"/>
<input type="checkbox"/> Copy of self-certification checklist	<input type="checkbox"/>
<input type="checkbox"/> Site sketch (not the same as floor plan – refer to sample in package)	<input type="checkbox"/>
<input type="checkbox"/> Floor plan (new builds – may be obtained from builder)	<input type="checkbox"/>
<input type="checkbox"/> Fire Safety Plan (11 or more occupants)	<input type="checkbox"/>
<input type="checkbox"/> Maintenance Plan	<input type="checkbox"/>
<input type="checkbox"/> Articles of Incorporation / Corporate Profile Report (if applicable)	<input type="checkbox"/>
<input type="checkbox"/> All applicable fees (<u>\$500 new applications</u>) / (<u>\$400 renewal applications</u>)	<input type="checkbox"/>

Note:

Credit cards accepted online at <https://ipn.paymentus.com/rotp/THON>

You may submit your completed application by:

Regular mail, email (PDF Scan) or in person at the city hall front entrance lower drop box

EMAIL: RRL@THOROLD.CA