

# FLOOR PLAN GUIDE FOR RENTAL HOUSING UNIT LICENCE APPLICATION SUBMISSIONS

When providing associated floors plans with a Rental Housing Unit Licence application form, 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 Main Street – Main floor - Unit #1);
3. Each room must be clearly shown and labelled (e.g. bedroom, living room, kitchen) including dimensions;
4. All windows, doors, stairs (internal and external), and all other forms of egress must be clearly shown and labelled, and;
5. All external structures attached to the building must be clearly shown and labelled (e.g. deck, front porch).

**Please note:** Floor plans are required to be submitted at the time of application. If the floor plans do not meet the requirements above, the Rental Housing Unit Licence Application may not be accepted or delayed in processing.

