



Corporate Services Department
Municipal Law Enforcement & Licensing Services

INFORMATION SHEET RESIDENTIAL RENTAL HOUSING LICENSING: EXEMPTIONS

An owner of a Residential Rental House may apply for an exemption to the Licensing B-law. An exemption request involves a request to modify a regulation to permit something that may not be permitted within a regulation of the By-law.

This process does not exempt an applicant from the Zoning by-law, Property Standards By-law or any Provincial Codes. An Exemption Application Form is provided at www.oshawa.ca/RRHL.

LICENCE EXEMPTION PROCESS & CRITERIA

- A Licence Exemption request may be made to the Director prior to a licence application or during the process of a licence review.
- A request for exemption shall be submitted to the Director of Municipal Law Enforcement & Licensing Services on the prescribed forms and shall include:
 - owners' name
 - owners' address
 - exemption request details
 - supporting information
 - rental property address
- The Director of Municipal Law Enforcement & Licensing Services may exempt any person from all or any part of the Licensing By-law where the Director is satisfied that creating such an exemption would maintain the general intent and purpose of the Licensing By-law.
- The Director may impose conditions as the Director determines are appropriate in relation to an exemption.
- Where a person is denied an exemption by the Director or is not satisfied with a condition imposed by the Director in relation to the exemption, the person may request a review by the Hearings Officer. You shall advise the Hearings Officer's Secretary.
 - The right to request a review expires on the tenth (10th) day after notice of the Director's decision is given to the person. On the eleventh (11th) day, the Director's decision becomes final and is not subject to review.
 - A Hearing will not be scheduled until the fee is paid.
 - The fee for a Hearing is \$250.00.
 - if others will be attending the hearing with you, including names, contact information and purpose of their attendance.



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EXEMPTIONS continued

- The person appealing the Directors decision with regard to the Exemption shall be given seven (7) days notice of the date, time and place of the Hearing.
- The Hearings Officer shall not make a determination with respect to the appeal until the Hearings Officer has given each eligible person and the Director of MLELS an opportunity to be heard.
- The Hearings Officer may:
 - affirm the Director's decision
 - exempt the person from all or part of the Licensing By-law where the Hearings Officer is satisfied that affirming the Director's decision or granting an exemption would maintain the general intent and purpose of the Licensing By-law.
 - impose conditions.
- The decision of the Hearings Officer is final and is not subject to review.