Qualified Person’s Report

Hamilton

Renovation Licence and Relocation By-law 24-054

Pursuant to subsection 22(g) of City of Hamilton By-law 24-55, an Applicant for a Renovation Licence shall, at the time of application, submit a report prepared by a Qualified Person confirming that the proposed repairs or renovations are of such an extensive nature that vacant possession of the Tenant’s Rental Housing Unit is required.

For the purpose of this By-law, “Qualified Person” means an individual who is licenced and in good standing with the Ontario Association of Architects or Professional Engineers Ontario, or such other qualified professional in Ontario as may be deemed qualified by the Director.

This form, together with any supporting documentation, constitutes the Qualified Person’s report required under the By-law and shall be completed by a Qualified Person as defined herein. A separate form shall be completed and submitted for each Renovation Licence application.

Section 1 – Rental Housing Unit Information

Municipal Address of Rental Housing Unit: _____

Unit Number (if applicable):_____

Description of Proposed Work:_____

Related Building Permit Number (if applicable):_____

Section 2 – Qualified Person Information

Section 2A shall be completed where the Qualified Person is licensed and in good standing with the Ontario Association of Architects or Professional Engineers Ontario.

Section 2B shall be completed where the Qualified Person is not licensed by the Ontario Association of Architects (OAA) or Professional Engineers Ontario (PEO) but holds another accreditation that may be considered as a Qualified Person by the Director.

Complete either Section 2A or 2B, not both.

Section 2A – Qualified Person (OAA or PEO Licensee)

Full Name:_____

Professional Title:_____

License Number:_____

Email:_____

Business Address:_____

Section 2B – Other Qualified Person

Full Name:_____

Professional Title:_____

License Number (if applicable):_____

Basis of Qualification (attach resume or curriculum vitae):_____

Contact Information:_____

Phone:_____

Email: _____

Business Address:_____

Section 3 – Requirement for Vacant Possession

Based on the scope of work described above, including any work undertaken pursuant to Building Permit No. (if available), is it your professional opinion that vacant possession of the Rental Housing Unit is require?

Select one:

Yes ☐ No ☐

Section 4 – Rationale for Vacant Possession

Provide a detailed explanation of why vacant possession of the Rental Housing Unit is required. Attach any supporting documentation.

Explanation: _____

Section 5 – Declaration

I, the undersigned, hereby certify that:

- I am a Qualified Person as defined by the City of Hamilton By-law 24-055;
- I have reviewed the proposed scope of work; and
- The information contained in this report is true and accurate to the best of my knowledge and professional judgement; and
- The proposed repairs or renovations are of such an extensive nature that vacant possession of the Tenant's Rental Housing Unit is required; and
- I understand that I may be contacted by the Director to confirm data stated on this form

Name:_____

Signature:_____

Date:_____

Notice of Collection

The City of Hamilton collects information under authority of Sections 10 and 227 of the Municipal Act, 2001 and the City of Hamilton Renovation License and Relocation By-law 24-055. Any personal information collected for the Qualified Person's Report will be used for verifying the identity, qualifications, and professional standing of the Qualified Person preparing the report, confirming the accuracy of information related to the proposed renovations, and enabling City of Hamilton staff to assess whether the scope of work requires vacant possession of the rental unit, as well as to support by-law review, compliance, and enforcement activities. By providing your contact information, you are consenting to correspondence from the City of Hamilton and/or their agents/contractors for the purposes of communication with the Qualified Person, applicant, or other relevant parties to clarify, verify, or obtain additional information related to the report submission, confirm details provided, and support the review and processing of the Renovation License application. Questions about the collection of this personal information can be directed to the Supervisor – Licensing Administration, Planning and Economic Development, Licensing & Bylaw Services, 330 Wentworth Street North, Hamilton, Ontario, 905-546-2489.