

**THE CORPORATION OF THE TOWN OF WASAGA BEACH
SHORT-TERM ACCOMMODATION LICENSING REQUIREMENTS AND
INSPECTIONS**

BY-LAW 2026 – 08

SCHEDULE “A”

All applicants for a short-term accommodation license, must submit a licensing application form along with the following documentation:

CLASS A LICENSE: BED AND BREAKFAST

			New Application	Renewal
1	License Application Form	<p>A completed application form for a short-term accommodation license, which includes the name, contact information, permanent address of the owner of the property and application.</p> <p>The application form requests that the applicant provide the Town with a description of the business, the number of units, number of rooms intended for rent, a photograph of the front of the property, the name of a responsible designate for the property as well a signed declaration for the owner the responsible person (if applicable).</p>	X	**
2	Proof of Proprietary Interest	<p>Proof of ownership or contractual interest in the property that permits the applicant to rent the property to the travelling public. This can be a tax bill, water bill, hydro bill, lease etc. with the name of the applicant and the address.</p>	X	**

		<p>If the applicant is a lessee, then a signed letter of permission from the property owner is required.</p> <p>If the applicant or owner is a corporation, then a copy of the articles of incorporation along with a list and contact information for all registered partners/board of directors, and a written declaration signed by all authorized signing officers of the corporation.</p>		
3	Identification	A copy of valid government issued ID for the owner/operator of the premise and the responsible designate.	X	X
4	Insurance	Proof of valid insurance for the property, which states that the use of the property includes short-term accommodation with general liability coverage not less than 5 million dollars (\$5,000,000).	X	X
5	Neighbourhood Partnership Plan	Site Plan: a to-scale drawing of the property, including all structures, temporary or permanent, fences, fire pits/outdoor burning devices, pools, hot tubs/swim spas, decks, docks, outdoor barbequing/cooking facilities, garbage areas, and parking surfaces.	X	**
		Garbage Management Plan: A written plan to outline how the property owner intends to accommodate garbage management for the influx of guests. Must reference the	X	**

		<p>site plan to show where and in what containers garbage will be stored, and the total capacity of the garbage storage solution.</p> <p>Property owners must also supply the Town with written authorization to allow the Town to order additional waste pick up for the property in the event that excessive waste becomes unsightly or a nuisance.</p>		
		<p>Parking Management Plan: A plan, drawn to scale, depicting the size and location of all parking spaces intended to be used for parking on the premises. The plan must comply with the Zoning by-law.</p>	X	**
		<p>Noise and Nuisance Mitigation Strategy: A written plan to outline the steps taken to reduce the nuisance impact on neighbouring properties from excessive noise and nuisance events. This could include the installation of noise monitoring devices, acoustical fencing, or even specific policies and guest selection criteria that are designed to reduce the likelihood of disturbance.</p>	X	**

** To be submitted if requested by the issuer of licenses or re-submitted if any changes have occurred during the licensing term.

CLASS B LICENSE: MOTEL

			New Application	Renewal
1	License Application Form	<p>A completed application form for a short-term accommodation license, which includes the name, contact information, permanent address of the owner of the property and application.</p> <p>The application form requests that the applicant provide the Town with a description of the business, the number of units, number of rooms intended for rent, a photograph of the front of the property, the name of a responsible designate for the property as well a signed declaration for the owner and the responsible person (if applicable).</p>	X	**
2	Proof of Proprietary Interest	<p>Proof of ownership or contractual interest in the property that permits the applicant to rent the property to the travelling public. This can be a tax bill, water bill, hydro bill, lease etc. with the name of the applicant and the address.</p> <p>If the applicant is a leasee, then a signed letter of permission from the property owner is required.</p> <p>If the applicant or owner is a corporation, then a copy of the articles of incorporation along with a list and contact information for all registered</p>	X	**

		partners/board of directors, and a written declaration signed by all authorized signing officers of the corporation.		
3	Identification	A copy of valid government issued ID for the owner/operator of the premise and the responsible designate.	X	X
4	Insurance	Proof of valid insurance for the property, which states that the use of the property includes short-term accommodation with general liability coverage not less than 5 million dollars (\$5,000,000).	X	X
5	Neighbourhood Partnership Plan	Noise and Nuisance Mitigation Strategy: A written plan to outline the steps taken to reduce the nuisance impact on neighbouring properties from excessive noise and nuisance events. This could include the installation of noise monitoring devices, acoustical fencing, or even specific policies and guest selection criteria that are designed to reduce the likelihood of disturbance.	X	**

** To be submitted if requested by the issuer of licenses or re-submitted if any changes have occurred during the licensing term.

CLASS C LICENSE: SHORT-TERM ACCOMMODATION

			New Application	Renewal
1	License Application Form	<p>A completed application form for a short-term accommodation license, which includes the name, contact information, permanent address of the owner of the property and application.</p> <p>The application form requests that the applicant provide the Town with a description of the business, the number of units, number of rooms intended for rent, a photograph of the front of the property, the name of a responsible designate for the property as well a signed declaration for the owner and the responsible person (if applicable).</p>	X	**
2	Proof of Proprietary Interest	<p>Proof of ownership or contractual interest in the property that permits the applicant to rent the property to the travelling public. This can be a tax bill, water bill, hydro bill, lease etc. with the name of the applicant and the address.</p> <p>If the applicant is a lessee, then a signed letter of permission from the property owner is required.</p> <p>If the applicant or owner is a corporation, then a copy of the articles of incorporation along with a list and contact information for all registered</p>	X	**

		partners/board of directors, and a written declaration signed by all authorized signing officers of the corporation.		
3	Identification	A copy of valid government issued ID for the owner/operator of the premise and the responsible designate.	X	X
4	Insurance	Proof of valid insurance for the property, which states that the use of the property includes short-term accommodation with general liability coverage not less than 5 million dollars (\$5,000,000).	X	X
5	Neighbourhood Partnership Plan	Site Plan: a to-scale drawing of the property, including all structures, temporary or permanent, fences, fire pits/outdoor burning devices, pools, hot tubs/swim spas, decks, docks, outdoor barbequing/cooking facilities, garbage areas, and parking surfaces.	X	**
		Garbage Management Plan: A written plan to outline how the property owner intends to accommodate garbage management for the influx of guests. Must reference the site plan to show where and in what containers garbage will be stored, and the total capacity of the garbage storage solution. Property owners must also supply the Town with written authorization to allow the Town to order additional	X	**

		waste pick up for the property in the event that excessive waste becomes unsightly or a nuisance.		
		Parking Management Plan: A plan, drawn to scale, depicting the size and location of all parking spaces intended to be used for parking on the premises. The plan must comply with the Zoning by-law.	X	**
		Noise and Nuisance Mitigation Strategy: A written plan to outline the steps taken to reduce the nuisance impact on neighbouring properties from excessive noise and nuisance events. This could include the installation of noise monitoring devices, acoustical fencing, or even specific policies and guest selection criteria that are designed to reduce the likelihood of disturbance.	X	**

** To be submitted if requested by the issuer of licenses or re-submitted if any changes have occurred during the licensing term.

INSPECTIONS:

The following inspections are required for all Classes of short-term accommodation applications, and must be completed and passed to the satisfaction of the Town before a license will be issued or renewed:

Inspection	New Application	Renewal
Building Compliance Inspection	X	
Zoning Compliance Inspection	X	
Arrears Compliance Inspection	X	X
Fire Safety Inspection	X	X
Property Standards Inspection	X	X