



SHORT-TERM ACCOMMODATION (STA) APPLICATION CHECKLIST

Please ensure all information is accurate and complete before submitting your application. Applications will not be considered complete until all required documentation has been received. The following documents are mandatory for every License application, as outlined in the Short-Term Accommodation Licensing By-law 2026-06:

STA License Application

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.

Photograph of STA Property

A photograph of the front of the property.

Proof of Property Ownership

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.

Proof of Principal Residency

Provide a copy of valid government issued ID for the owner/operator of the premise and the responsible designate.

Renters Code of Conduct

Guest responsible for the Short-Term Accommodation booking signs the Renters Code of Conduct and that a signed copy of this agreement is maintained by the Owner for a period of two (2) years.

Responsible Person Declaration Form

The designated person responsible must complete and sign the Responsible Person Declaration Form.

Insurance Declaration Form

Provide a completed and signed Insurance Declaration Form confirming that the property is covered by a valid general liability insurance policy specifically for short-term rental use, with a minimum coverage of \$5,000,000.

Proof of Tenancy (if applicable)

If the applicant is a lessee, then a signed letter of permission from the property owner is required.

Proof of Corporation (if applicable)

If the Premises is owned by a corporation as their principal residence, provide a copy of the Business Name Registration and/or the Articles of Incorporation as issued by the applicable provincial or federal Ministry. Additionally, provide a list containing the names of all shareholders of the Corporation.

Site Plan (if applicable)

Provide a site plan 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.

Parking Plan (if applicable)

Provide a parking 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.

Garbage Management Plan (if applicable)

A written plan to outline how the property owner intends to accommodate garbage management for the influx of guests. The plan 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.

Noise and Nuisance Mitigation Plan (if applicable)

A written plan to outline the steps taken to reduce the nuisance impact on neighbouring properties from excessive noise and nuisance events.

Floor Plan (if applicable)

Provide a floor plan that shows the layout of rooms and key features inside the premises including room uses, locations of smoke/carbon monoxide alarms, and fire exits. Please note that this drawing can be hand drawn.

License Fee

The cost varies depending on the number of units. The full application fee is due upon submission before license issuance.

Total # of Units	Application Fee	Renewal Fee
1-4 Units	\$224.00	\$196.00
5-10 Units	\$560.00	\$532.00
11-19	\$800.00	\$772.00
20+	\$1000.00	\$1000.00