

License Application Requirements

Property Information (Property to be Licensed)

Address: _____

Owner (If Different from Applicant)

Owner's Name: _____

Corporation or Partnership (if applicable): _____

Applicant's Address: _____

Telephone Number: _____

Mobile Number: _____

Email Address: _____

Rental Agent/Agency

Agent/Agency's Name: _____

Corporation or Partnership (if applicable): _____

Local Manager (If Different Than Owner)

Responsible Person's Name: _____

Corporation or Partnership (if applicable): _____

Applicant's Address: _____

Telephone Number: _____

Mobile Number: _____

Email Address: _____

Purpose of Application

- New STA License
- License Renewal

Premises Details

Current Use of Premises: _____

Proposed Number of Bedrooms: _____

Total STA Premises Occupant Load: _____

Attachments (The Following Must Accompany the Application)

- Copy of the Transfer/Deed proving evidence of ownership
- Copy of the Liability Insurance of not less than \$2 million per occurrence for property damage and bodily injury
- Site plan of the premises (including parking and garbage disposal area)
- Floor plans (see guide for requirements)
- Local Manager Consent (if applicable)
- Copy of complete STA inspection
- Renter Code of Conduct if different than Schedule "E"
- Evidence of septic pumped out and inspected in the last three years

Declaration of Applicant

I, _____ certify that:

The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

Date

Signature of Applicant

Payment

<TBD>

Personal information contained in this form and schedules is collected under the authority of the Municipal Freedom of Information and Privacy Act and will be used in the administration and enforcement of the Short-Term Accommodation Licensing By-law.

FOR OFFICE USE ONLY:

1. Building Department:

Building Permit required (based on submitted drawing): Yes No

Meets Ontario Building Code: Yes No

Inspection date: _____

Comments: _____

2. Fire Department:

Includes working smoke alarms on each floor near sleeping areas: Yes No

Includes carbon monoxide alarms near sleeping areas: Yes No

911 Address is posted in a conspicuous location: Yes No

Meets Ontario Fire Code: Yes No

Inspection date: _____

Comments: _____

Application approved (date): _____

Approved by: _____

Terms and Requirements of License

Short-Term Accommodation Objectives

The STA Licensing by-law objectives include, but are not limited to:

- Ensuring occupants are provided with safe accommodations in terms of fire and building safety;
- Ensuring STA premises are operated and maintained in sanitary and acceptable levels of interior conditions;
- Ensuring STA Operators are made aware of their responsibilities to comply with Municipal by-laws and other regulations; and
- Protecting the character, amenities and quality of existing neighbourhoods in which the STA is located.

Who Can Register?

To apply for and operate a Short-Term Accommodations license, the licensee must:

- 18 years or older; and
- Be the Owner of the dwelling in which the licensed STA is to be operated.

Note: Once the owner of the building receives the license, the STA can be managed by a Local Manager.

Required to Register

When registering, licensee needs to provide the Municipality with information, including:

- Government-issued identification (ID) which includes photo and address;
- Contact information and address;
- Details of Short-Term Accommodations, including description of the type of building your rental is located in and which parts of the home will be short-term rented;
- All classes must provide information related to occupancy and potential sewage load and details of their sewage system to confirm capacity;
- A record of systems pump-outs and maintenance and demonstrate that that septic tank has been pumped out and inspected in the last three years of when application is made for a license;
- The number of occupants refers to the number of adult occupants of the rental unit;
- Name and telephone number of a Local Manager who will be available 24 hours a day during rental periods.

Note: Before submitting information to the Municipality, applicant must obtain consent from the Local Manager. Applicant must keep a record of this consent.

Determining Class

	Maximum Number of Adult (+18) Occupants per Unit	Maximum STA Units per Property	Maximum Number of Days Rented per Years	Minimum Number of Nights of Stay
Class A	8	2	180	NA
Class B	8	2	180	NA
Class C	12	3	NA	NA

Note: All conditions must be met in order to meet the classification. Where a condition is not met the next higher classification would be utilized (for example, where an operator meets all conditions for a Class A category except the wish to exceed the maximum of 28 days rental in any one year, they must apply for a Class B category). Where a classification category cannot be met, the STA would not be permitted without approval of a site-specific zoning by-law amendment. If the STA receives zoning approval, the Class C requirements would be required to be met.

Fees

	Registration Fee (\$) per unit	Renewal Fee (\$)
Class A	500	500
Class B	500	500
Class C	1500	1500

Other

Type	Fee (4) per unit
STA Inspection	500
STA Re-inspection Fee	250
Class A Complaint Investigation Fee	300
Class B and C Complaint Investigation Fee	300 first, 450 second, 600 third

Note that licensee is not eligible to register a Short-Term Accommodations if your registration was denied or revoked in the last 12 months.

Completed STA Applications can be submitted by email to Municipality of Dutton Dunwich, info@duttondunwich.on.ca

For information on Zoning please see the municipal website www.duttondunwich.on.ca

What Happens After Registration?

After providing information and payment, the Municipality will validate the information and review application.

If the application is approved, a registration number will be generated and emailed to licensee, along with a STA Manual PDF which should be posted in the STA at all times.

The Municipality can deny application based on the eligibility criteria, and will inform applicant of its intention to deny the registration. No one is eligible to register or renew a short-term rental if the registration was denied or revoked in the last 12 months.

Complying with Regulations

Once registered as a short-term operator, the must:

- Provide guests information about Local Manager and instructions on how to contact 911 emergency service;
- Provide guests with an emergency exit plan;
- Keep the following records related to Short-Term Accommodations and provide to the Municipality upon request:
 - The number of nights short-term Accommodation was rented
 - The nightly and total price charged for each rental
 - The rental type e.g., the entire home rental or just room rental
- The Licensee shall be responsible for ensuring that the use of the Short-Term Accommodation Unit shall not include:
 - Parties;
 - The lighting or discharging of fireworks;
 - Exceeding occupancy limits in the unit or on the property; and
 - Use of outdoor speakers
- Liability Insurance of not less than \$2 million per occurrence for property damage and bodily injury;
- Parking be adequately provided on a per bedroom basis;
- Garbage must be stored in an enclosed area at all times other than during garbage collection at which time garbage must be contained in appropriate containers for collection;
- Must display STA manual inside STA Dwelling or Dwelling Unit;
- Must post ownership information inside and outside unit at all times;
- Post how many occupants allowed within the STA premise;
- Post the 911 address in a conspicuous place.

How to Pay Municipal Accommodation Tax (MAT)

The Municipal Accommodation Tax will be collected through the same methods as Property Tax collection.

Updating Your Registration

The Municipality must be informed if any of the information that was provided during the registration changes. This includes changes in phone number, change of owner, email, and alternate (emergency) contact name or contact information.