

In applying for a STR licence, the applicant shall provide the following:

- a. a completed and signed STR licence application and supporting documents.
- b. a completed STR Self Inspection Checklist in the form as attached in Schedule "B", which may be amended by the municipality from time to time, and compliance for each item.
- c. proof of ownership of the dwelling unit or, if the applicant is the principal tenant of the dwelling unit, proof of tenancy and written approval from the owner(s) to use the dwelling unit for a STR.
- d. if there is more than one owner or principal tenant of the dwelling unit, written approval from the other owner(s) or principal tenant(s) to use the dwelling unit for a STR.
- e. if the dwelling unit is a condominium, proof that STR are not prohibited in the declaration, by-laws, and rules of the condominium corporation.
- f. the name, phone number, and email address of a contact person, who resides in the municipality, who can respond and deal with any matter arising from the use of the dwelling unit for a STR, within 12 hours of being contacted by the municipality.
- g. a site plan sketch, with approximate dimensions, of the parcel, dwelling unit, buildings, and parking locations.
- h. a floor plan sketch of the dwelling unit showing all areas of intended rental use including, if the dwelling unit is a condominium or apartment, common areas in the whole building.
- i. an egress route map of the dwelling unit for use in an emergency.
- j. payment of the licence fee.
- k. such other documentation as requested by the STR Officer.