

Short Term Rental Accommodation (STRA) Operator Licensing Checklist



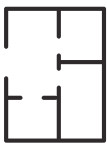
Good Neighbour Acknowledgement



- Ensure you have read the “Being a Good Neighbour Guide”.
- During the application process, you will be required to provide acknowledgement that you have read and understood the guide.



Complete Floor Plan

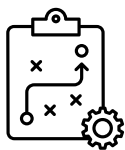


A complete Floor Plan must show:

- Which parts of the property will be used as an STRA
- Location of all fixtures (ie. toilet, bathtub, shower, sink).
- Location of bedrooms, including windows and occupant load for sleeping.
- All entrances and exits.
- Location of all fuel-fired appliances (ie. gas fireplace, stove, furnace, or hot water tank) and solid fuel-fired appliances (ie. wood burning fireplace, woodstove or wood furnace)
- Location of smoke alarms.
- Location of fire extinguishers.
- Location of carbon monoxide detectors.



Complete Site Plan



A complete Site Plan must show (if applicable to the STRA):

- Property lines.
- Location of all buildings and structures on the property, and their setbacks from property lines.
- Exterior decks, docks, and site amenities.
- Designated parking area location, layout and dimensions.
- Location of firepit(s), including setbacks from structures and property lines.
- Location of well.
- Location of septic tank and bed, including setbacks from property lines.
- Location and details of shoreline amenities.





Septic System



- Provide proof that your STRA's septic system has been inspected and pumped within the last five (5) years.



Proof of Property Ownership/Permission



- Provide proof of ownership or proof of tenancy with written permission of the STRA's property owner.



Responsible Person



- Provide the name and contact information of the appointed Responsible Person (at least 18 years of age) to respond to the STRA within an hour.



Renter Information Package



A complete Renter Information Package must include:

- Name and contact information of Owner(s) and/or the Responsible Person.
- Floor Plan including location of safety equipment, exits and emergency egress information.
- Health and emergency contacts, including location and hours of nearest emergency medical services.
- Information relating to waste disposal and property maintenance.
- Parking instructions.
- Procedures for filing and responding to complaints.
- Copy of the Good Neighbour Acknowledgement.



Proof of Insurance



- Provide proof of general or commercial liability insurance, no less than two million dollars.





Create Your STRA Licence Account



- Go to **insert link** to create a CloudPermit account to apply for and manage your STRA licence.



Apply for Your STRA Licence



- Once you've created your account, complete the application by providing the required information as outlined in this checklist.



Cooperate with the Township to Complete Inspections



- Once you apply for your STRA Licence, Township Licencing Officers will review your application and arrange Fire and Building inspections. Applicants are required to be on site during the inspection.



Check for Updates to Your Application



- All updates to your application will be available in your CloudPermit Account, including any outstanding items or inspection deficiencies to be corrected. You will receive notification and instructions for payment when your license has been approved.



Pay the Licensing Fee



- Pay the fee for your STRA License.
- Once your fee is paid, your approved STRA licence will be available in CloudPermit for printing.



Keep These Available at Your STRA



- Renter Information Package.
- Your valid STRA Licence, issued by the Township.
- Multi-Purpose (AVC) ULC portable fire extinguisher with a minimum rating of 2A 10B:C in all indoor cooking areas.
- Means of extinguishing clear and accessible near all outdoor firepits.

