



Short Term Accomodation (STA) Application for Municipal Business Licence

Under the terms of By-Law 15 of 2020 of the City of Sarnia

Licenses Expire on December 31st of each year, non-transferable

Step 1: Fill in the application form, provide payment for the license application, and submit the required information for review.

Step 2: The application form will be reviewed and staff will contact you with any questions, points of clarity and to arrange a fire inspection.

NOTE: Should the property and/or operation not meet the requirements of the Bed & Breakfast Zoning Standards, applicants will be required to make revisions and/or seek relief through a Planning Act application.

Step 3: Once compliance has been achieved with the requirements and the fire inspection has been passed, Customer Service staff will contact you to issue the Short Term Accommodation Business Licence, and do advise you how to sign up for the Municipal Accommodation Tax (MAT).

How to apply:

- **By E-mail:** business@sarnia.ca
- **Drop Box:** located at the Christina St N entrance.
- **By Mail:**
Sarnia City Hall, Licensing department
255 Christina St N. PO Box 3018
Sarnia ON N7T 7N2
- **In Person:**
Drop off to Customer Service, attention Licensing Department, First floor of City Hall, 255 Christina St N Monday to Friday, 8:30 am to 4:30 pm

Questions? Contact Information

Phone: 519-332-0330 Ext 3350 | Email: business@sarnia.ca

Application Requirements

Please confirm all information is attached included prior to submission. The Short Term Accommodations (STA) Guide to Success for Operators contains additional information useful in completing the application.

- A Parking Management Plan, that complies within the Zoning By-Law and which outlines where all of the parking spaces shall be located and the dimensions of those parking spaces
- Floor Plan of the STA location that identifies the following:
 - All rooms, spaces and common areas
 - How each room, space or common area shall be used, specifically indicating where all guest rooms will be located. The maximum number of guest rooms available for rent is three, and each Guest Room has a maximum occupancy of four persons.
 - The dimension of all rooms, spaces or common areas
- Property Insurance: Proof of insurance which includes a liability limit of no less than \$2 million dollars per occurrence for property damage and bodily injury, and identifies that a STA is being operated on the property.
- Owner Authorization: Proof of ownership or authorization from the owner of the property on which the STA is situated, if located in a residential zone. Tenants will need to provide a written letter of authorization from the home owner(s) to act on behalf of.
- Principle Resident: Proof that the property on with the STA is situated, is the principle residence of the applicant, if located in a residential zone.
- Criminal Reference Check: Provide a Criminal Reference Check confirming that are no outstanding criminal charges or warrants pending, or and record of offence that is less than three years.
- Electrical Inspection: Inspection Certificate from a certified Electrical Safety Authority (ESA) technician, within the last 6 months, confirming the electrical system is in proper working order.
- HVAC Inspection: Provide an inspection certificate from a certified HVAC technician confirming that the system is in proper working order.
- Complete application below, including sworn declaration, signed and dated

Section 1 – Applicant Information

Name of person submitting the application (First Name, Last Name)
Primary telephone number:
Alternative telephone number:
Email address:
Mailing Address:

Regarding the proposed Short-Term Accommodation location:

I am the homeowner _____ I am the tenant _____

Section 2 – Owner / Partnership Names

If the applicant is not the homeowner, or if there is more than one property owner, or partners, the names of the additional owners must be provided below.

Name (First Name, Last Name)
Contact Information (Email and Phone):
Name (First Name, Last Name)
Contact Information (Email and Phone):
Name (First Name, Last Name)

Section 3 - Information about proposed Short-Term Accommodation

Address of the Property:
Number of Guest Rooms Available: (Limit 3)

Please indicate the type of home:

Multi-unit building ____ Semi-detached house ____ Single detached ____

Townhouse ____ Secondary Suite ____ Other: _____

Is the property being used for any other commercial activity or uses? Yes No

Section 4 – Additional information and requirements

- Each Guest Room has a minimum floor area of fourteen square meters.
- Once licensed, display the license in a place visible from, or as near as possible to, the main entrance of the short-term accommodation.
- Notify the City of Sarnia, in writing, within seven days of any change to any approved information within the license application or approved plans.
- Ensure the home complies, at all times, with the Ontario Building Code and Ontario Fire Code, including maximum occupancy.
- Renew the license annually as long as the short-term accommodation is in operation.

Section 5 – Applicant Declaration

Below is my sworn declaration that:

- i. As the applicant, I will comply with the parking plan;
- ii. the STA is in compliance with the Building Code Act, 1992 or any regulations made under it, including the Building Code;
- iii. the STA is in compliance with the "Fire Protection and Prevention Act, 1997, or any regulations made under it, including the Fire Code;

- iv. the STA is in compliance with the Electricity Act, 1998, S.O.1998, c, 15, Schedule A, as amended (the "Electricity Act, 1998") or any regulations made under it, including the Electrical Safety Code;
- v. I confirm I am aware of all relevant federal and provincial legislation, including the Ontario Human Rights Code, as well as all relevant municipal By-Laws, and that they will comply with all of them;
- vi. I confirm the accuracy, truthfulness and completeness of the information submitted;
- vii. I confirm they are the principal resident of the STA.

Signature of Applicant

Date

By signing above, the applicant has sworn to the accuracy, truthfulness, and completeness of the application, and will adhere to By-Law 15 of 2020, 'A By-Law to License, Regulate and Govern Short-Term Accommodations.'