Things You Should Know About Short-Term Accommodations

1. Short-term accommodations must be registered in the City of Sarnia
2. Short-term accommodations can only be in people’s principal residence – this is the home people stay in and the address they use for bills, identification, taxes, and insurance.
3. Your host must provide you with the contact information of a person available during your rental period.
4. You should also receive a diagram of all exits from the building where your short-term rental is located.
5. Be a good neighbour and respect rules around noise, parking, garbage and recycling.
6. You can contact [customerservice@sarnia.ca](mailto:customerservice@sarnia.ca) if you notice that the short-term accommodation is operating without registration, not used as a principal residence, unsafe, making a nuisance or for other non-emergencies. Please include your contact information and details.
7. Only your principal residence can be rented out short-term. Secondary or investment properties can be rented out long-term.
8. As a registered short-term accommodation operator, you will be required to start collecting and remitting the four per cent Municipal Accommodation Tax (MAT) on a quarterly basis. You must submit your payment within 30 days of the end of the previous quarter.

**To register a short-term accommodation, you must be:**

* 18 years or older
* Using your principal residence in the City of Sarnia.

Homeowners

* As a homeowner you can short-term accommodate your principal residence only. This is the home where you live and the address you use for bills, identification, taxes, and insurance.

Tenants

* As a tenant you can short-term accommodate your home as long as it is your principal residence.
* You should be aware of your responsibilities under the Residential Tenancies Act and your lease agreement with your landlord.
* You must obtain written authorization from the registered owner of the property

**Check if your home is eligible**

You can offer short-term accommodations in any housing type, for example house, apartment, as long as it is your principal residence.

Single or Semi-Detached/Townhouse/Apartment Style

If you have your own home and you live there, and as such it is your primary residence, provided all other standards including parking have been satisfied, then you can apply for a License to provide Short-Term Accommodation for up to a maximum of three (3) guest bedrooms within your home.

Year-Round  
If you are providing Short-Term Accommodation similar to a traditional Bed & Breakfast, in that you are living in the house with your guests, you can rent out Licensed rooms all year round.

Whole-Home Rental  
If you are travelling and your home will be empty and you wish to rent the whole home on a short-term basis, you can do so for up to 180 days each calendar year.

NOTE: Between the occupied-home and empty-home options, you can provide Short-Term Accommodation within the licensed establishment year-round, should you wish to do so.

Secondary Suite in a Single or Semi-Detached/Townhouse/Apartment Style

If you own the property or you are renting both units and, as such, you have full-control / oversight over the entire property, you can apply for a License to provide Short-Term Accommodations for up to a combined maximum of three rooms between the units.

In this case, you may provide short-term accommodations utilizing spare bedrooms inside your unit, as a traditional bed and breakfast would offer, or you may offer short-term accommodations using all of the bedrooms in the second suite, provided that combined, the total number of bedrooms does not exceed 3 between the units, as a single licensee cannot offer more than 3 rooms for STA.

Year-Round  
If you are providing Short-Term Accommodation similar to a traditional Bed & Breakfast, in that you are living in the house with your guests, you can rent out Licensed rooms all year round.

Whole-Home Rental  
If you are travelling and your home will be empty and you wish to rent the whole home on a short-term basis, you can do so for up to 180 days each calendar year.

**NOTE**: Between the occupied-home and empty-home options, you can provide Short-Term Accommodation within the licensed establishment year-round, should you wish to do so

Each Unit inside the House is Rented long-term to a Tenant  
Subject to permission from the property owner, every tenant may apply for a License to offer Short-Term Accommodations within their own rental unit, provided it is their principle residence.

Year-Round  
If a tenant is providing Short-Term Accommodation similar to a traditional Bed & Breakfast, in that they are living in the house with their guests, they can rent out Licensed rooms all year round.

Whole-Home Rental  
If a tenant is travelling and their rental unit will be empty and they wish to rent their whole unit on a short-term basis while they are away, they may do so for up to 180 days each calendar year.

**NOTE**: Between the occupied-home and empty-home options, tenants may provide Short-Term Accommodation within their licensed establishment year-round, should they wish to do so.

Triplex: A Residential Property that has 3 Interior Units

Own or Rent All Three Units on the Property  
If you own the property or you are renting all three units and as such you have full-control oversight over the entire property, you can apply for a License to provide Short-Term Accommodation for up to a maximum of three (3) guest rooms as Short-Term Accommodation.

**NOTE**: up to three (3) bedrooms within any self-contained unit may be offered for rent, and the number of rooms offered for rent cannot be allocated between different units, unless the space is being shared with the Principle Resident.

In this case, you may provide short-term accommodations utilizing spare bedrooms inside your unit, as a traditional bed and breakfast would offer, or you may offer short-term accommodations using all of the bedrooms in one or both of the other units, provided the total number of bedrooms does not exceed 3.

**NOTE**: A single licensee cannot offer more than three (3) guest rooms for Short-Term Accommodation within a single property.

Each Unit on the Property is Rented Long-Term to a Tenant  
Provided it is their principle residence, subject to permission from the property owner, each tenant may apply for a separate Operator License to offer Short-Term Accommodation within their own residential unit.

Year-Round  
If a tenant is providing Short-Term Accommodation similar to a traditional Bed & Breakfast, in that they are living in the house with their guests, they can rent out Licensed rooms all year  
round.

Whole-Home Rental  
If a tenant is travelling and their rental unit will be empty and they wish to rent their whole unit on a short-term basis while they are away, they may do so for up to 180 days each calendar year.

**NOTE**: Between the occupied-home and empty-home options, tenants may provide Short-Term Accommodation within their licensed establishment year-round, should they wish to do so.

**What Happens After You Register?**

Within 10 business days of the License Application being submitted, the Licensing Clerk will  
review the submission documentation to ensure it is acceptable and they will circulate to the  
Planning, By-law and Fire Services to review the site plan and floor plans for the property.

The Licensing Clerk, Planning Department, and By-law Department will review and where there is a need to clarify or revise, they will reach out directly to the applicant to discuss.

**NOTE**: Until the submission is deemed acceptable, Sarnia Fire Services will not contact the applicant to arrange the required Fire inspection.

Within 5 business days of the Fire inspection having been completed, where no deficiencies had been identified, the Licensing Clerk will contact the applicant to arrange issuance of their License and Certificate that must be displayed prominently within each Licensed Guest Room

**NOTE**: The Operator is responsible for ensuring the License for each individual guest room is displayed prominently at all times.