

Short-Term Accommodations

CITY OF SARNIA
GUIDE TO SUCCESS FOR OPERATORS

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Can I Provide Short-Term Accommodation on my Residential Property?

Step 1: Assess Your Property Against the Community Standards

The [Zoning By-law](#) has established criteria that must be met in order to be able to offer rooms as short-term accommodations within a residentially zoned property – these are summarized below:

✓ **Principle Resident**

As the Operator, you have to live on the property in order to be issued a License to operate a Short-Term Accommodation establishment.

✓ **3 Guest Rooms**

A maximum of 3 guest rooms can be licensed within a self-contained suite and/or by any one Operator on a single address, for Short-Term Accommodation purposes, and each guest room must have the license for that room clearly posted on the door.

NOTE: if more than three (3) rooms are being rented inside a home, whether they are proposed for Short-Term Accommodation or long-term rental, a Short-Term Accommodation License will not be issued until a License for a Rooming & Boarding House has been issued, or a rezoning to a commercial use has been secured.

✓ **Residential Character**

In order to maintain the residential character of the neighbourhood, no external alterations to the dwelling unit to accommodate the bed and breakfast use will be permitted. Additionally, the Short-Term Accommodation should not generate excessive noise or vehicular traffic which would cause disturbance to the surrounding residential properties.

✓ **Licensing**

The operator is required to submit all documentation requested about the property they are seeking to License for the purpose of Short-Term Accommodation with their initial application form, and then update the information in subsequent years through the renewal process if they wish to retain their License to Operate.

✓ **On-Site Parking**

The Operator must establish that they have satisfied the minimum on-site parking requirement in order to be issued a License to ensure ease of access to the establishment for guests and reduce parking congestion within the residential neighbourhood.

Number of Parking Spaces

The standard is for 1 parking space for each dwelling unit, plus 1 space for each room being offered for rent as a Short-Term Accommodation. As an example, if three (3) rooms are offered as Short-Term Accommodation, the property must provide for at least 4 parking spaces.

Parking Space Dimensions:

Each on-site parking space must be 2.5 metres wide and 5.5 metres long.

Parking Space Location:

No more than two parking spaces can be parked in tandem and no more than 50% of residential frontage can be used for parking.

So how do I figure this out? Start with the Property Type

Single or Semi-Detached / Townhouse / Apartment-style Home

- ✓ 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 an Operator 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.

Single or Semi-Detached / Townhouse with a self-contained Second Suite

Own or Rent Both Units inside the House

- ✓ 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 an Operator 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 an Operator 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 an Operator 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.

I Want to do More with my Property Than Just STAs

Multiple Uses within a Residential Property

- ✓ Maximum flexibility is proposed to Operators through the zoning by-law in terms of the opportunity to utilize residential units that are the Principle Residence of the Operator. It is important to note that these rules are applicable to residentially zoned properties where there are limits to the permitted uses and, as such, multiple secondary uses are not generally permitted.
- ✓ For operators who are in control of two or more residential units within the same single property, the application of this by-law permits them to determine how they want to integrate Short-Term Accommodation into their Principle Residence, with the maximum number of rooms and minimum parking requirements being the community standards to which they must adhere.

Home-Based Businesses & Short-Term Accommodations

Question: My house has a home-based business in it and I want to also provide Short-Term Accommodations:

- ✓ Residentially zoned areas do not support an intensity of multiple secondary uses and, as such, residential properties may not combine several secondary uses within the same property. As an example, to accommodate a home-based business and Short-Term Accommodation, a property owner must first obtain permission from Council through a public Planning Act application process.

Rooming & Boarding Houses & Short-Term Accommodations

Question: I have spare bedrooms in my house beyond the one I stay in and the three (3) that are Licensed for Short-Term Accommodations. I want to have other long-term boarders in the house too.

- ✓ Once a residential property owner has more than 4 rooms that are offered for rent they are classified as either:
 - A Hotel for the purposes of Short-Term Accommodations and, as such, will require a rezoning application for a commercial use to be approved by Council. This change in use may also trigger a higher standard for safety and construction for the entire property; or,
 - A Rooming & Boarding House if the use is intended to stay primarily residential, such as for long-term boarders. Once there are more than 4 potential rooms within the home being proposed for rental, the use is no longer considered as legible as a Short-Term Accommodation establishment, and may require a rezoning application to permit a different type of license to be issued by the City that may require adherence to a higher standard of safety and construction to ensure the safety of all occupants.
 - **NOTE:** If you want to sub-let up to three (3) of the rooms in a Licensed Rooming & Boarding House for Short-Term Accommodations, you may apply for the Short-Term Accommodation License for specific rooms after the property has been converted and Licensed as a Rooming and Boarding House.

I Think I meet the standards – what do I do Next?

Step 2: Apply for a License to Operate a Short-Term Accommodation

✓ **Application Form**

Application forms are available online at <https://www.sarnia.ca/short-term-accommodations/> or at City Hall. Please note that all required information must be provided at the time of submission or the application will not be accepted in Customer Service. **NOTE:** Please refer to the [Short-Term Accommodation Licensing By-law](#) for reference; there are Schedules in the back that summarize key requirements for quick reference.

✓ **Arrange for the Required Information**

There are a number of items that are required to have been pre-arranged and completed as part of the license process – many of which you will not have to do again for a few years. The following is the short-list of required items:

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.

Principle Resident:

Proof that the property on which the STA is situated, is the principle residence of the applicant, if located in a residential zone.

✓ **Application Fees**

There is a fee to apply for a short-term accommodation license which covers the administration and inspection costs. Please note that if multiple inspections are required, additional fees will be charged:

✓ **Complete the Required Drawings:**

Site Plan:

- Property Size
- Dwelling Location and Dimensions
- Driveway Access Location & Dimensions
- On-Site Parking Space Locations & Dimensions of Each Space

NOTE: Please see the sample Site Plan in **Appendix 1** for guidance.

Floor Plans:

- Guest Room & Operator Room Locations
- Dimensions of Each Guest Room & Operator Room
- Window and Door Locations

NOTE: Please see the sample Floor Plan in **Appendix 2** for guidance.

✓ **Submit the Complete Application Package:**

Submit the completed application package, including all required documentation, by emailing it to business@sarnia.ca or dropping it off at City Hall.

I have submitted my License Application to the City – Now What?

Step 3: Await Feedback on the Plans & Documentation Review

- ✓ 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 Services to review the site plan, floor plans and parking plan for the property.
- ✓ **Licensing Clerk Review**
The Licensing Clerk will review the following items to ensure they are acceptable; where there is a need to clarify or revise, they will reach out directly to the applicant to discuss.
- ✓ **Planning Service Review**
The planning service will review the following items to ensure they are acceptable; where there is a need to clarify or revise, they will reach out directly to the applicant to discuss:
 - Zoning Compliance Review of Site Plan including Parking Management Plan
 - Zoning Compliance Review of Floor Plans**NOTE:** until the submission is deemed acceptable, no inspection is to be arranged with Sarnia Fire Services.

My Application and Plans have been Accepted – Now What?

Step 4: Complete the Fire Safety Inspection

- ✓ Within 5 business days of the acceptance of the application and plan reviews, the applicant will receive a copy of the approved plans with any noted items to be addressed on-site. The owner/tenant shall contact Fire Services to arrange for a fire inspection, by email at fireprevention@sarnia.ca or by phone 519-332-1122.
- ✓ **Fire Services Staff**
Fire Services staff will inspect the property to ensure compliance with the Ontario Fire Code and the SFRS checklist provided on **Appendix 4**.
- ✓ **Deficiency List Follow-Up**
Fire Services staff will provide a list of items to be addressed, if needed, following the inspection. Where a follow-up inspection is required to ensure compliance with noted deficiencies, the applicant may be charged an inspection fee that must be paid prior to the follow-up inspection.
- ✓ **Issuance of Operator & Guest Room Licenses**
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 Operator 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 on the inside entrance door to each guest room at all times.

I have my License! Anything Else I Need to Know!?

Re-New Your Operator License Annually

- ✓ Short-Term Accommodation Operator Licenses expire annually on December 31 and must be renewed by the Operator.

Maintain Your Guest Log Book

- ✓ For Operators providing whole home rentals on a short-term basis, there is a maximum of 180 days per calendar year that this can be offered to guests. In order to ensure compliance, operators will be required to submit their annual log book identifying the number of guest stays throughout the year to ensure they are not exceeding this maximum.

Be a Good Neighbour

- ✓ Short-term accommodations are intended to be small-scale commercial operations located within existing residential neighbourhoods and you should ensure your operation retains the residential characteristics of your neighbourhood.

Approach to Enforcement:

- ✓ **Issuance of Fines**
There is a tiered approach to the enforcement of the Short-Term Accommodation regulations starting with a ticket for first time offenders.
- ✓ **Summons to Court**
Significant violations of the Short-Term Accommodation regulations may lead to greater fines through the prosecution of offences through the Provincial Court up to, and including, the imposition of enhanced fines for repeat serious offenders.
- ✓ **Revoking of License**
Licenses remain the property of the City of Sarnia and the City retains the right to revoke licenses of Operators where a consistent pattern of violations have been established.

Community Support:

- ✓ We are here to help, let us know if we can provide some one-on-one time with you or an industry group to walk through the changes and the approach to integrating STAs in the future.
- ✓ We want this framework to be a success for our community and be a positive experience for everyone, including the neighbourhood residents that live around residential properties that are hosting short-term accommodations, and the traveling public.

Annual Reporting:

- ✓ We review community standards on a regular basis and we will be reporting back to Council at the end of 2020 on the results of the STA framework including what the Licensed industry looks like in Sarnia, and what type of applications we have seen requesting different standards.

Questions & Answers

1. Question:

With respect to the definition of 'Hotel' in the Zoning By-law, should guest rooms not be entered from inside or outside of the building to be defined as a hotel? As an example, an entire home / apartment / unit offers 4 bedrooms (or more) with full kitchen, multiple bathrooms, living room, etc - but does not provide access to bedrooms from both the inside and outside of the building.

Zoning By-law Definition:

"HOTEL" means a building in which a minimum of 4 guest rooms are provided for transient lodgers, and may include dining and other public rooms, provided that each guest room may be entered from outside or inside of the building.

Answer:

In this scenario, provided the property is zoned for this commercial use (ie Hotel), it does not matter where the rooms are entered from (note 'may' in the definition). If this is a residential zone, this use is a Rooming & Boarding House and may require a rezoning to permit and will require a Change-of-Use Permit from Building and a License to Operate.

2. Question:

With respect to the definition of 'Hotel' in the Building Code Act, should a home / apartment / unit offer 4 or more bedrooms contained within a single suite to a sole entity / company, how is this applied? As an example, if a single group / company secure an entire home / apartment / unit, is that considered a single suite for this purpose?

Answer:

This is applied to determine the standard of construction for life / safety requirements. The zoning is how the use is defined – please see answer in Question 1 and refer to the definition of a Rooming & Boarding House.

3. Question:

Or, conversely, if separate rooms within an entire home were to be booked by separate companies / workers, with shared common areas like a kitchen, multiple bathrooms, living room are the bedrooms, then is each room considered a suite?

Answer:

Please see Answer to question 2.

4. Question:

How might both of the scenarios in question 2 and 3 apply when a property is a legal duplex (2-residential units on one address)? How might rezoning apply to a duplex where one unit is a two bedroom and the other unit is a four bedroom? Does that mean that both units on the property are to be zoned as a hotel as it does not appear possible to have just one unit zoned as such to meet this requirement?

Answer:

Please refer to page 4 and move through the scenarios for 'How do I figure this out?'

Building Code Act Definition:

Hotel means floor areas, a floor area or part of a floor area that contains four or more suites and that provides sleeping accommodation for the travelling public or for recreational purposes.

5. Question:

I have two properties, both are zoned Urban Residential 2 (UR2) and neither property are owner-occupied. The first property has two units, a 1-bedroom unit and a 2-bedroom unit for a total of 3 bedrooms on-site with a total of 4 parking spaces on-site. Will this be permitted to operate 365 days per year?

Answer:

No – this operation does not have relief from the 180 days in a calendar year to operate as a Whole-Home Short-Term Accommodation.

6. Question:

The second property I own is a triplex - 3 self-contained units - that currently operates as a Short-Term Accommodation that I also don't live in. The Triplex consists of a 1-bedroom unit, a 2-bedroom unit, and a bachelor unit and more than enough parking. Will this be permitted to operate 365 days per year?

Answer:

No – this operation does not have relief from the 180 days in a calendar year to operate as a Whole-Home Short-Term Accommodation. Confirmation that all other standards of the zoning by-law requirement are met, including on-site parking, will be required through a review. The process to seek an exemption from the 180-days in a calendar year is through a rezoning application to Council.

7. Question:

What is a clear list of requirements for this existing short term accommodation to be licensed?

Answer:

Please see the Short-Term Accommodation Licensing By-law and work through this Guide to Success.

8. Question:

I am currently in negotiations to buy another property and I am trying to understand how I can make this a legal Short-Term Accommodation. I would like to transform the basement into two additional units with both units having a bedroom and a bathroom.

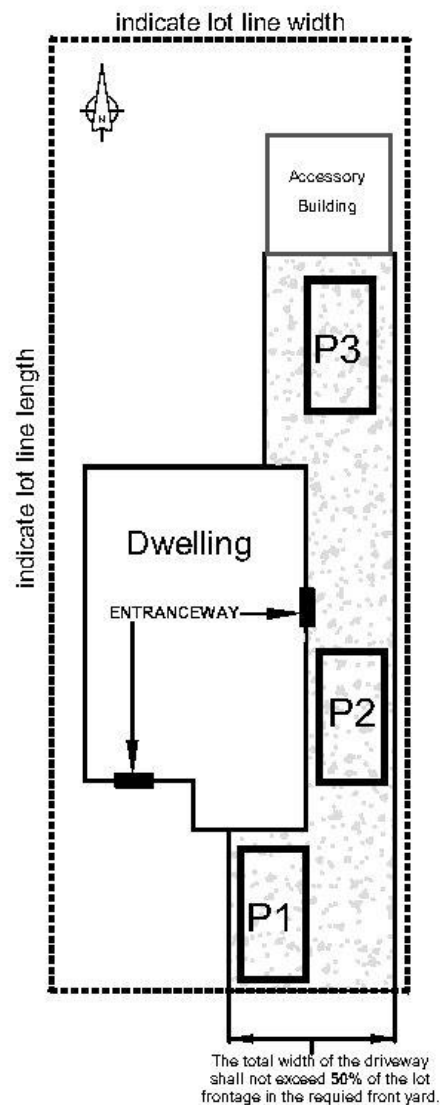
Answer:

If it is zoned to accommodate two units, you can create two units. If you are looking for three units as described, you will need to rezone to permit a tri-plex. To obtain a Short-Term Accommodation Operator License, this property will need to meet the standards of the zoning by-law for a Short-Term Accommodation, including but not limited to the requirement for the Operator to be the Principle Resident, have a maximum of 3 guest rooms, and meet the required parking.

Please refer to the scenario provided for on Page 6 of this Guide to Success as well as the Zoning By-law and the Short-Term Accommodation Licensing By-law.

Appendix 1: Sample Site Plan / Parking Management Plan for STA Operators

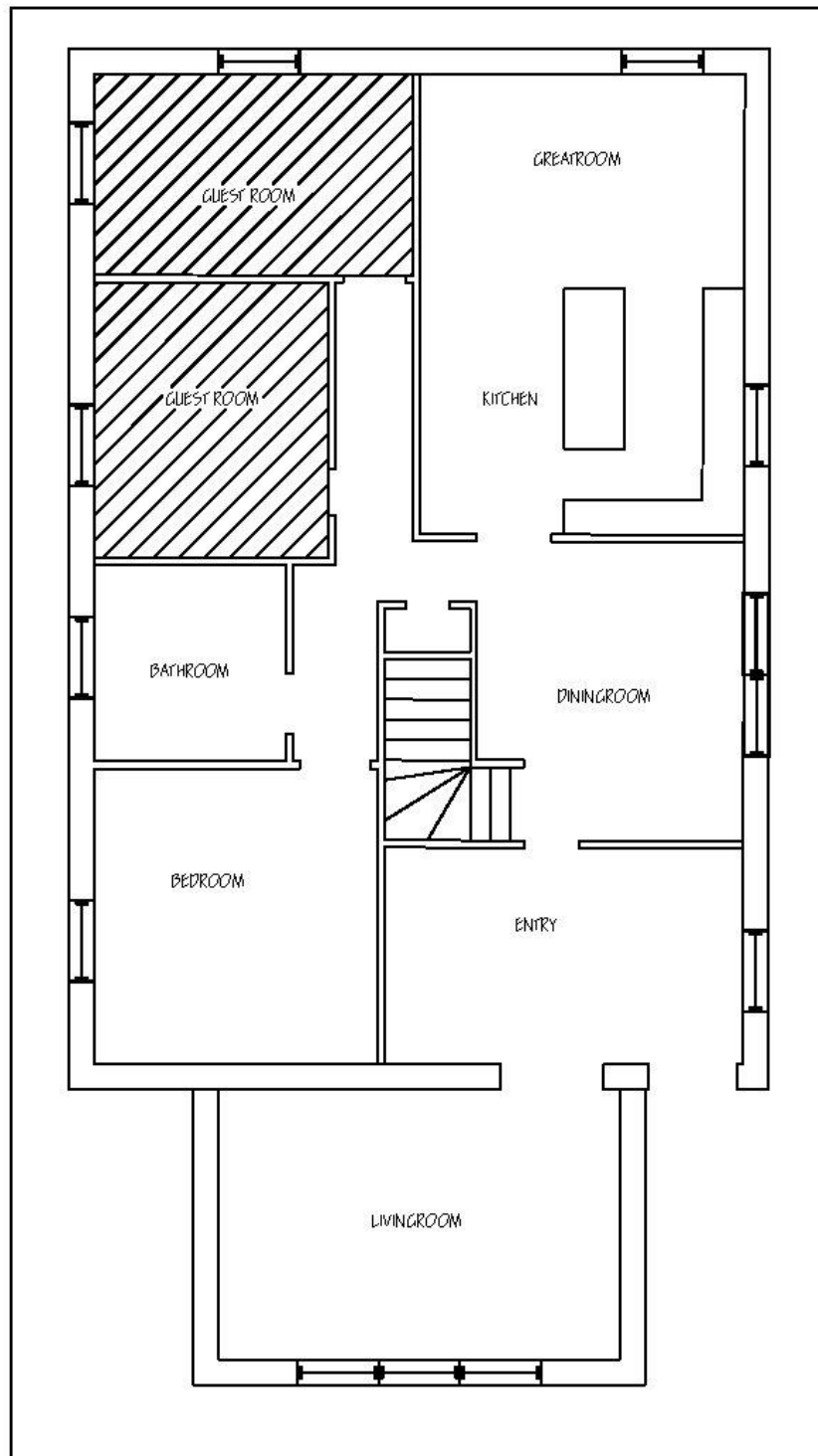
SAMPLE PLOT PLAN



Site Plan Requirements:

1. Property Size and Dwelling Location with dimensions.
2. Driveway Access Location and Width
3. Entranceways into the House
4. Walkway Locations and Dimensions
5. Exterior Lighting Locations
6. Proposed Parking Space Location and Dimensions. Each space size minimum is 2.75m X 5.5m
7. All Existing Buildings
8. North Arrow
9. Dimensions in Metric

Appendix 2: Sample Floor Plans for STA Operators



Appendix 3: By-Law Checklist for STA Operators

Occupancy Standards:

Minimum Room Size Requirement:

- ☐ 6.0 square metres (65 square feet)
- ☐ 1.98 metres (6.5 feet) minimum room height

Minimum Property Standards:

- | | | |
|-------------------|--------------------------|---|
| Plumbing | <input type="checkbox"/> | Provide an adequate supply of hot and cold water to;
kitchen sink, bathtub, shower and washbasin |
| | <input type="checkbox"/> | Provide working sink, toilet, hand wash basin and tub or shower |
| Heating System | <input type="checkbox"/> | Supply sufficient heat which can be maintained at not less
than 20 degrees Celsius in any habitable room |
| General Standards | <input type="checkbox"/> | Ensure building shall be kept free of any condition which
constitutes a health and safety hazard |
| Garbage Enclosure | <input type="checkbox"/> | Ensure garbage enclosures are provided outside of the STA |

Parking Requirements:

- | | | |
|-------------------|--------------------------|--|
| Number of Spaces: | <input type="checkbox"/> | 1 parking space for each dwelling unit, plus 1 space for
each room being offered for short term accommodation |
| Space dimensions: | <input type="checkbox"/> | Each parking space must be 2.5 metres wide and 5.5
metres long |
| Parking Location: | <input type="checkbox"/> | No more than two parking spaces can be parked in
tandem and no more than 50% of residential frontage can
be used for parking |

Appendix 4: Fire Services Checklist for STA Operators



- The Fire Protection and Prevention Act establishes the legislative framework for the delivery of fire protection services in Ontario. It includes the role and powers of municipalities and Ontario's Fire Marshal.
- The Fire Code consists of a set of minimum mandatory fire safety requirements that apply within and around existing buildings and premises.
- Failure to comply with the Fire Protection and Prevention Act or the Ontario Fire Code is an offence. Upon conviction, persons may be subject to fines and/or imprisonment.

The Ontario Fire Code is applied according to how the building is being used, therefore the requirements may differ from one building to the next, i.e. single detached dwelling vs. duplex vs. triplex etc.

Smoke alarms shall be installed on each storey of the dwelling, outside all sleeping areas, between the sleeping area and the remainder of the home, and must be maintained in operating condition in accordance with the manufacturer's instructions.

If the dwelling has a fuel burning appliance, fireplace and/or is connected to a garage, the dwelling must have carbon monoxide alarms installed adjacent to each sleeping area. CO alarms shall be maintained in operating condition in accordance with the manufacturer's instructions.

Combustible materials should not be allowed to accumulate in and around exits or fuel fired appliances such as furnaces, hot water tanks, dryers and fireplaces. Dryer lint traps should be cleaned regularly.

Temporary electrical wiring (extension cords/power bars) are not to be used to power appliances that draw heavy electrical loads such as heaters, air conditioners or to power appliances that run continuously such as refrigerators.

Fire extinguishers can buy precious time when fire occurs and should be placed near exits so that once occupants are safely at the exit they can deploy the extinguisher if able.

Emergency lights assist occupants in finding their way safely to exits in the event of an emergency. Emergency escape plans are vital, they clearly identify exits, extinguisher locations and a safe meeting place outside the building for occupants to gather so that arriving fire crews can confirm that everyone is out of the building. The escape plan should be posted for all occupants to see.

A guest registry aids fire crews in accounting for missing individuals and provides important contact information if necessary.

Need Some Face-Time?

Contact Us to Schedule an Appointment

Corporate Services Division

City of Sarnia, ON

1st Floor City Hall

Tel: 519-332-0330 Ext 3350

Email: business@sarnia.ca

Community Services Division

City of Sarnia, ON

3rd Floor City Hall

Tel: 519-332-0330

Email: planning@sarnia.ca