



Short-Term Accommodation (STA) Renewal Application Municipal Business Licence Renewal Form

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

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

After renewal forms are reviewed staff will contact you with any questions and will mail your Licence. Ensure to list your licence number in all ads.

Submit Your Renewal Application Form by E-mail: business@sarnia.ca

Mail: City Hall, Licensing Clerk 255 Christina St N. PO Box 3018 Sarnia ON N7T 7N2

After Hours Drop Box: located at the Christina St N entrance.

In Person: Customer Service, attention Licensing Clerk, First floor of City Hall

Questions: Phone: 519-332-0330 Ext 3350

Please confirm all information is included prior to submission.

Notify the City in writing within seven days of any changes.

Has the Parking Management Plan changed since your original application?

Yes (please attach) No

Has the Floor Plan of the STA location changed since your original application?

Yes (please attach) No

Owner Authorization: Provide proof of ownership or authorization from the owner of the property on which the STA is situated. Tenants will need to provide a written letter of authorization from the homeowner(s) to act on their behalf.

Principal Residence: Proof that the property on which the STA is situated, is your principal residence. e.g., utility bill

Complete application below, including your declaration signed and dated.

Applicant Information

Full Name of person submitting the renewal application

Primary telephone number

Email address

Mailing Address

Address of the Property

Number of Guest Rooms Available (Limit 3)

I am the Homeowner Tenant*

*If you are not the homeowner, or if there is more than one property owner, or partners, the names of the additional owners must be provided on the renewal for or on an attached letter.

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

Applicant Declaration

Below is my declaration that:

- i. as the applicant, owner, or long-term renter, I will comply with the parking plan;
- ii. the STA follows the Building Code Act, 1992 or any regulations made under it, including the Building Code.
- iii. the STA follows the Fire Protection and Prevention Act, 1997, or any regulations made under it, including the Fire Code.
- iv. the STA follows 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 I am the principal resident of the STA.

Signature of Applicant

Date

By signing above, you confirm the accuracy, truthfulness, and completeness of the application, and confirm you will adhere to By-Law 15 of 2020, "A By-Law to License, Regulate and Govern Short-Term Accommodations."

**Please note: All licensed businesses within the City of Sarnia may be listed on the City's website.