



Short-Term Accommodation (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.

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 2: Upon compliance with the requirements, and satisfactory fire inspection, Customer Service staff will contact you to issue the Short-Term Accommodation (STA) Business Licence, and to advise you of 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.

In Person/Mail:

Sarnia City Hall, Licensing Department
255 Christina St. N.
PO Box 3018 Sarnia ON N7T 7N2
First floor - Monday to Friday,
8:30 a.m. - 4:30 p.m.

Questions? Contact Information

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

Application Requirements

Please confirm all information is included prior to submission.

- Parking Management Plan, that complies with 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.
- Owner Authorization: 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 home owner(s) to act on their behalf.
- Principal Resident: Proof that the property on which the STA is situated, is the principal residence of the applicant. (Government identification and documentation from income tax filing.)
- Complete application below, including sworn declaration, signed, and dated.

Section 1 – Applicant Information

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

Regarding the proposed Short-Term Accommodation location:

I am the primary resident, and I am the:

Homeowner

Tenant

Section 4 – Additional information and requirements

- Each Guest Room has a minimum floor area of six (6) metres.
- 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.
- List licence number in all ads.

Section 5 – Applicant Declaration

Below is my sworn declaration that:

- i. as the applicant, owner, or long-term renter, 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 I am 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.”

****Please note:** All licensed businesses within the City of Sarnia may be listed on the City’s website. If requirements are met and a licence is issued, the property address, and possibly additional information from the application, will be listed on the City’s website.

The information on this form is requested pursuant to By-law 15 of 2020 and is collected under the authority of the *Municipal Act*, S.O. 2001, c.25. The Applicant acknowledges that the information collected on this form is considered business identity information and is not considered personal information for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act*. The Applicant acknowledges that the City will use such information to process this application, for administration of this licence and to ensure compliance with all applicable statutes, regulations, and by-laws. Questions about this collection should be directed to Clerks Department, City of Sarnia, City Hall, 255 Christina St. N., Sarnia, Ontario, N7T 7N2. Telephone 519-332-0330.