



Short-Term Accomodation (STA) Renewal Application Renewal 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

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

How to Renew:

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.
Notify the City in writing within seven day 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: 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 renewal application (First, Last)
Primary telephone number
Alternative telephone number
Email address
Mailing Address

Regarding the Short-Term Accommodation location:

I am the primary resident, and I am the:

Homeowner

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

Section 3 - Information about the Short-Term Accommodation

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

Is the property being used for any other commercial activity or uses?

Yes

No

If yes, please provide details:

Section 4 – 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, The Corporation of the City of Sarnia, City Hall, 255 Christina St N, Sarnia Ontario, N7T 7N2. Telephone (519) 332-0330.