



Building and Planning Services Department
 Municipal By-Law Enforcement
 82 Erie Street, 3rd. Floor
 Stratford ON N5A 2M4

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 www.stratford.ca

Application to License a Short-Term Rental

By-law #130-2022

Is this a renewal application or a new application?	<input type="checkbox"/> Renewal application <input type="checkbox"/> New application
Address of Property to be Licensed	

Applicant is (check one)	<input type="checkbox"/> Owner <input type="checkbox"/> Authorized Agent of Owner
Short Term Rental Name (if applicable)	
Applicant's Name	
Applicant's Birth Date (YYYY/MM/DD)	
Corporation or Partnership (if applicable)	
Address & Postal Code	
Phone Number	
Mobile Number	
Email Address	
Owner (if different from applicant)	
Owner's Name	
Corporation or Partnership (if applicable)	
Address & Postal Code	
Phone Number	
Mobile Number	

Email Address	
Responsible Person (person responsible for operation and conduct of inhabitants as defined)	
Responsible Person's Name	
Corporation or Partnership (if applicable)	
Responsible Person's Address	
Phone Number	
Mobile Number	
Email Address	

Date when establishment began operation:	
Does the owner reside in the dwelling as their permanent residence?	<input type="checkbox"/> Yes <input type="checkbox"/> No Name of person residing in dwelling: _____
Does the owner reside in the dwelling during the time guestrooms are rented?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Type of Short-Term Rental	<input type="checkbox"/> Single detached dwelling <input type="checkbox"/> Semi-detached dwelling <input type="checkbox"/> Townhouse dwelling <input type="checkbox"/> Converted dwelling <input type="checkbox"/> Hostel <input type="checkbox"/> Boarding / Rooming house <input type="checkbox"/> Inn (1-5 suites)
Number of guest rooms proposed:	
Are there any bedroom(s) located in the basement?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Total STR Premises Occupant Load	
Number of parking spaces available on site: <i>Each space must measure 2.4m x 5.6m (8' x 18.3') and meet zoning by-law requirements as to location.</i>	

Required Documentation for License Application:

- Application Form
- Applicable Fee (Cash, Cheque, Debit, or Credit Card)
- Proof of separate liability insurance coverage for the Short-Term Rental in the amount of a minimum of \$2,000,000.00 for term of License. Certificate to include confirmation property can be used as a Short-Term Rental and confirmation that insurer can only cancel with 60 days' notice. *The application will not be accepted or processed without proof of coverage.*
- Fire Safety Checklist (Signed by Fire Inspector)
- Fire Inspection Certificate (Signed by Fire Chief or designate)
 - Confirming property is in compliance with Fire Protection and Prevention Act (FPPA)
 - Statement of maximum occupancy permitted

Required Documents for New application or where changes from original approval:

- Survey or site plan (1 copy)
 - A plan of survey completed by an Ontario Land Surveyor, OR
 - An accurate site plan, drawn to scale, by a qualified designer that includes:
 - Property dimensions
 - Location of buildings on property
 - Setbacks from all property lines
 - Location and dimension of driveway
 - Location and dimension of parking spaces
 - Location and dimensions of rear yard landscaped open space and amenity space
 - Identify location and type of containers for waste, recycling, and organics.
 - Confirmation of sufficient lighting levels.
- Floor plan (1 copy)
 - Floor plan for each floor, identifying the use of each room. Label rooms by name, physical description, or location.
 - Label number of beds and size per room as well as maximum occupancy of each room.
 - Identify which, if any, rooms are owner occupied.
 - This includes a sketch of the basement and accessible attic.
 - Indicate Occupancy Limits
- Fire Safety Protocol (1 copy)
 - Fire Safety Instructions
 - Fire Safety plan Drawings (to be posted at Primary Entrance)
- Electrical System Safety Assessment
 - Completed by Licensed Electrical Contractor

I hereby certify the above information to be accurate and true.

If the owner is a corporation or partnership, I have authority to bind the corporation or partnership.

Signature of Applicant

Date

Notice of Collection

The personal information collected on this form is collected by the Corporation of the City of Stratford under the authority of the Municipal Act, 2001, and will be used by Building and Planning Services Department staff for the purpose of administering the Accommodation Licensing Program and for administrative purposes and may be made public. Questions about the collection and use of this information may be made to the City Clerk, P.O. Box 818, Stratford, Ontario, N5A 6W1, or by telephone 519-271-0250 ext. 5237 during business hours.