

## Short-term Accommodation (STA) Licence Application - Checklist

Information Item Required	Items Submitted	
	Yes	No
Completed licence application form		
The applicant has provided proof of property ownership, such as a land transfer deed or pin abstract from Land Registry Office.		
The applicant has provided proof of insurance, that does not include third party insurance: <ul style="list-style-type: none"> <li>in an amount of no less than \$2,000,000 (2 million dollars)</li> <li>contains coverage for damage from fire and does not prevent the applicant from using the subject property as a Short Term Accommodation</li> <li>is cancellable by the applicant's insurer on no more than 30 days prior notice</li> </ul>		
Is the STA occupied as a permanent residence? If yes, have you given the name of the full-time occupant (if different than the owner) and proof of identification and address of residency (e.g. driver's licence, etc.)		
Are meals of breakfast, lunch or dinner being served or planned to be served? If yes, have you indicated whether you have consulted with the Hastings Prince Edward Public Health? HPEPH will be notified of any applicant serving meals.		
Photographs of the front, back and sides of the house have been provided.		
A floor plan with accurate dimensions showing each guest room/bedroom/sleeping area		
A site plan showing the location: <ul style="list-style-type: none"> <li>of the building on the property with setbacks indicated from all property lines</li> <li>and dimension of the parking area and the required number of parking spaces</li> <li>of the driveway access to the required parking spaces</li> <li>and dimensions of the outdoor amenity area(s)</li> <li>of any fencing, landscaping or other buffering</li> </ul>		
Documents confirming your STA was in existence prior to October 9, 2018, if applicable, such as: <ul style="list-style-type: none"> <li>tax returns, or confirmation from a designated chartered accountant that you have regularly received income from the STA</li> <li>advertisements dated prior to October 9, 2018</li> <li>invoices or receipts from rentals prior to October 9, 2018</li> </ul>		

### Specific Building and Fire Code Requirements

- 2.5 lb. ABC fire extinguishers shall be provided on every level of the home and inspected monthly and documented and inspected annually by a certified company.
- Fire alarm systems shall be verified and inspected annually by a certified agency.
- Fire protection equipment maintenance log sheets will be provided with the licence.
- Carbon monoxide detectors shall be installed outside of each sleeping area in an STA home where fuel-fire appliances are in the premises or the STA includes an attached garage.
- Fire safety plans shall be required for all STAs with more than 10 persons.
- A burn permit is required for all STAs allowing campfires on their property and must meet all the requirements identified in the Open Air Burning By-law No. 2105-2008.
- Whole home STAs with sleeping accommodations for 10 or fewer persons shall be equipped with smoke alarms in each sleeping room and in each corridor of each floor that serve sleeping rooms.
- Whole home STAs with sleeping accommodations for more than 10 persons shall be installed with interconnected smoke alarms in each sleeping room and corridors that serve sleeping rooms on each floor and pull stations at the exits.
- Bed and breakfast establishments with 3 or fewer rental guest suites shall be equipped with smoke alarms in each suite and in each corridor of each floor servicing the suites.
- Bed and breakfast establishments with 4 rental suites shall be equipped with: a) 20 minute rated door closure on the suite doors and 30 minute fire separation between each suite and 30 minute separation between corridors, common areas and the suites; b) emergency lighting shall be provided for all exits and stairwells; c) interconnected smoke alarms in each suite and in the corridors of each floor serving the suites; and d) pull stations at the exits.