

Short Term Accommodation (STA) Application for Licence

Building & By-Law Services
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Short Term Accommodation (STA) Licence Application Checklist

Please follow the checklist below and submit with your application. It will ensure that you are submitting a complete application package. Applications are not deemed complete until all supporting documentation has been received.

ITEMS REQUIRED TO COMPLETE APPLICATION	YES	NO
Completed licence application form		
Signed Affidavit (if owner/tenant occupied)		
Proof of property ownership, such as a land transfer deed or pin abstract from the Land Registry Office.		
Proof of septic tank capacity (pump record/past sewage system permit)		
Proof of insurance (3rd party not permitted): <ul style="list-style-type: none"> in an amount no less than \$2,000,000, and contains coverage for damage from fire, and does not prevent the use of an STA, and is cancellable by the applicant's insurer with 30 days notice. 		
Exterior photos of the rental home(s), taken square on if possible. One photo each to show the front, back and each side.		
Is the STA your permanent residence? Have you provided proof of ID showing address of residency (ex. driver's licence)? Or if there is a full-time occupant different from owner, has contact information been provided?		
Are meals of breakfast, lunch, and/or dinner being served <u>or</u> are you planning on serving?		
Floor plan drawing(s) with accurate dimensions showing each bedroom.		
<u>One</u> (1) site plan drawing showing the property boundaries and: <ul style="list-style-type: none"> the location of the building(s) with the setback to each property boundary (front, back & each side), and, the driveway access from the road to the parking area(s), and the location & dimensions of parking area(s), and the location & dimensions of outdoor amenity area(s) (pool/deck/patio/gazebo/etc.), and the location of any fencing, significant landscaping or other buffering. ** Please follow attached example** 		
To achieve 'grandfather status', documents confirming your STA was in existence prior to October 9, 2018 , such as: <ul style="list-style-type: none"> comments from rental website from guests who stayed, or statement from a designated Chartered Accountant or Rental Agency that you have regularly received income from the STA, or Receipts from rentals. 		

****AFFIDAVIT for Owner Occupied STA's**

Date: _____ Address: _____

☐ I certify that the property listed above is my principal residence and that I reside there while it is being used by guests as an STA, or

☐ I certify that the property listed above is the principal residence of my tenant, and that they reside there while it is being used by guests as an STA

Print Name: _____

Signature: _____ Date: _____



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A. Property Information (Property to be Licenced)			
Street Address		Unit Number	
Ward		Postal Code	
Number of Rented Bedrooms		Maximum Number of Occupants Over the Age of 10	
<input type="checkbox"/> Yes, currently serve or plan to serve breakfast, lunch and/or dinner <input type="checkbox"/> No food service offered		Have you notified the Hastings Prince Edward Public Health Unit (HPEPH) <input type="checkbox"/> Yes <input type="checkbox"/> No	
Capacity of Septic Tank (Attach pump record/sewage system permit)			
B. Owner Information			
Last Name		First Name	
Street Address		Unit Number	
City		Province	Postal Code
Contact Number	E-Mail		
C. Agent/Property Manager Information*			
Last Name/Company Name		First Name	
Street Address		Unit Number	
City		Province	Postal Code
Contact Number	E-Mail		
D. Purpose of Application			
<input type="checkbox"/> Grandfathered STA <input type="checkbox"/> New STA <input type="checkbox"/> Licence Renewal - Previous Licence #		<input type="checkbox"/> Whole Home STA <input type="checkbox"/> Owner/Tenant Occupied STA	
E. Declaration of Applicant			
Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Agent			
I, _____ certify that the information contained in this application and attached information is true to the <i>Print Name</i> best of my knowledge. If the owner is a Corporation or Partnership, I have the authority to bind the Corporation or Partnership. The applicant acknowledges that County Officials may enter the property for the purpose of administering this application.			
_____ <i>Signature</i>		_____ <i>Date</i>	
Electronic Signature Disclaimer: If you intend to electronically sign the following form, please read this carefully before signing. By signing your name electronically on this application form, you are agreeing that your electronic signature is the legal equivalent of your manual signature. Click here to accept that you have read this disclaimer.			

Personal information contained in this application & attachments is collected under the authority of the Municipal Freedom of Information and Privacy Protection Act and will be used for Short Term Accommodation information collection, as well as administration and enforcement by the Short Term Accommodation Licensing By-law. Questions about the collection of personal information may be addressed to the County of Prince Edward Clerk's Office.

NOTES:

- *Whole-home STA's whose owners live more than a one-hour travel distance away must appoint an agent who is available 24/7 and who can be at the property within one hour.
- **Owner/Tenant occupied STA's must submit the Affidavit with their application.
- When forwarding supporting documentation digitally, documents must be sent as attachments. Zip files/Dropboxes/Google Drive documents will not be accepted.
- All new STA's must conform to the applicable zoning regulations of the property. A zoning review will be completed to ensure conformity with Comprehensive Zoning By-law 1815-2006.

Building Code & Fire Code Requirements:

- 2.5lbs ABC fire extinguishers shall be provided on every level of the home and inspected/documented monthly, 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 which sleep 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.

Schedule "Z" - STA Licence Fees (as of June 25, 2019):

Primary Residence STA	Fee	HST
Inspection Year, Per Guest Room	\$200.00	N/A
Renewal Year, Per Guest Room - 50% of Inspection Year	\$100.00	N/A
Whole Home STA		
Inspection Year, Per Guest Room	\$325.00	N/A
Renewal Year, Per Guest Room - 50% of Inspection Year	\$162.50	N/A

Site Plan Example for STA's

