



Short Term Accommodation (STA) Application Licence Checklist PRIMARY

By-law Enforcement Services
The Corporation of the County of Prince Edward
Office: 280 Picton Main Street, Picton, ON K0K 2T0
Mailing: 332 Picton Main Street, Picton, ON K0K 2T0
T: 613.476.2148 x 2050 | F: 613.471.2051
sta@pecounty.on.ca | www.thecounty.ca

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 unless all supporting documentation has been submitted with application.

ITEMS REQUIRED TO COMPLETE APPLICATION

YES NO

Completed licence application form - Attachment A		
For all Licences issued after September 20, 2022, an attestation of residency plus copies of any two (2) supporting documents demonstrating principal residency at the Licenced property, including: Most recent personal income tax assessment - with financial and social insurance information blacked out (applicants applying for Primary residence STA licence for their entire home, shall include this document as 1 of the 2 supporting documents); Vehicle registration; Driver's Licence or Ontario Card; Recent bank statement; Employment confirmation (e.g., pay stub); Social assistance benefit confirmation (e.g., Canada Child Tax Benefit statement); The following documents be additionally acceptable as a second proof of ownership: Current mortgage or lease agreement; and/or, Municipal tax notice		
Signed Self-Attestation Form (Fire Department) - Attachment B		
Proof of property ownership, must be a land transfer deed or PIN abstract from the Land Registry Office.		
The property will be used as:		
On-site rental (365 days)		
Bed and Breakfast (365 days)		
Off-site rental (45 days) * requires attachment C		
Proof of insurance: Please submit Insurance Requirement Document signed by you and your insurance agent.		
✧ Legal Liability of 2 Million or more;		
✧ Policy does not exempt Short Term Rentals;		
✧ Contains coverage for damage from fire and		
✧ the Applicant's insurance is cancellable by the Applicant's insurer on no less than 30 days' prior notice		
Proof of septic tank capacity (pump record/past sewage system permit)		
Exterior photos of the rental home, taken square on if possible, one photo each to show each side		
Floor plan with accurate dimensions showing an emergency evacuation plan inclusive of each bedroom, sleeping area, smoke alarm, carbon monoxide alarm, extinguisher and existing egress door or windows, furnace room(s) and heating appliances, storage rooms, craft room, laundry rooms and ensure the floor plan shows each story and includes the basement.		
One (1) site plan drawing showing the property boundaries with:		
the location of the building(s) with the setback to each property boundary (front, back & each side)		
the location & dimensions of parking area(s) - the number of parking spaces that shall be provided per Guest Room (no less than one (1) per Guest Room) in addition to the required spaces for the principal dwelling. Such parking spaces shall be on the same lot as the use and shall comply with the requirements outlined in the Zoning By-Law.		
the driveway access from the road to the parking area(s)		
the location & dimensions of outdoor amenity area(s) (pool/deck/patio/gazebo/etc.)		
the location of any fencing, significant landscaping or other buffering.		
** Attachment D**		