



By-law Services

The Corporation of the County of Prince Edward
 Office: 280 Picton Main Street, 2nd Floor, 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

PRIMARY SHORT-TERM ACCOMMODATION (STA) LICENCE RENEWAL CHECKLIST

| ITEMS REQUIRED TO COMPLETE APPLICATION | YES |
|---|-----|
| Licence requested: Primary On-site Primary Off-site ** | |
| Proof of Primary Residence: 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 | |
| Proof of insurance: Please use form provided Please submit Insurance Requirement Document signed by you and your insurance agent. <ul style="list-style-type: none"> ✧ 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 | |
| **Completion of Primary Off-site rental dates (if applicable) | |
| Completion of Part A - Self Attestation for Primary STA's | |
| Completion of Part B - Emergency Contact Information | |
| Completion of Part C - Signed attestation confirming no changes to the license and application (ex. floor plan and/or site plan) | |
| | |
| Signed attestation for Fire Code continued compliance | |
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| Municipal Accommodation Tax (MAT) ID#: | |
| Confirmation of Active Burn Permit (if applicable) | |

**** PLEASE UPLOAD ALL SUPPORTING DOCUMENTS ONLINE ****
If you experience difficulties please email sta@pecounty.on.ca