



By-law Services

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SECONDARY SHORT-TERM ACCOMMODATION (STA) LICENCE RENEWAL CHECKLIST

ITEMS REQUIRED TO COMPLETE APPLICATION	YES
Completion of Step 3: Emergency Contact Information	
Completion of Part B - Signed attestation confirming no changes to the license and application (ex. floor plan and/or site plan)	
Proof of insurance: Please use form provided 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	
Signed attestation for Fire Code continued compliance	
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