



## **Application Checklist**

### **Short-Term Rental Accommodation (STR) Licence**

### **Bylaw 2020.11**

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Applicants for a new Short-Term Rental Accommodation (STR) Licence are encouraged to schedule a Pre-Screening meeting with the Bylaw & Licensing Supervisor to review the requirements, application and inspection process.

#### **1. Pre-Screening Meeting (prior to submission of STR License application)**

- a) Review applicable Municipal Bylaws
  - i. Short-term Rental Accommodations Bylaw 2020.11
  - ii. Property Standards Bylaw 2019.16
  - iii. Parking Bylaw 2003.52
  - iv. Noise Bylaw 2018.44 (Lagoon City & Bayshore Village)
  - v. Fireworks Bylaw 2019.40, as amended
  - vi. Long Grass Bylaw 2014.36
  - vii. Burning Bylaw 2012.13
  - viii. Canine Control Bylaw 2005.76
  - ix. Littering Bylaw 2002.75
  - x. County of Simcoe Solid Waste Management Bylaw No. 6256
- b) Review Application forms
- c) Review proposed location/property information
- d) Review proposed site plan, floor plan & proposed occupancy

#### **2. Zoning Bylaw 2005.85 review**

- a) Does the STR location and dwelling unit comply with zoning?
- b) Is the location subject to an existing site plan agreement?
  - i. What are the conditions of the Site Plan Agreement?
- c) Does the property have the required parking to support the proposed occupant load?

#### **3. Ontario Building Code & Property Standards**

- a) Do you have any open building permits?
- b) Is your septic system designed to support the proposed occupant load?
- c) Is the proposed occupancy and occupant load for sleeping purposes of each room in compliance?
- d) Are the interior maintenance standards in compliance with the Building Code and Property Standards By-law?



**4. Ontario Fire Code and Fire Protection and Prevention Act (FPPA)**

- a) Does the proposed use and occupant load conform to the FPPA?
- b) Do you have the required smoke detection devices?
- c) Do you have the required Carbon Monoxide detectors?
- d) Have you installed fire extinguishers?

**5. Application Attachments (*the following must accompany the application*)**

- Copy of municipal tax bill proving ownership
- Copy of the liability insurance policy of not less than \$2 million per occurrence for property damage and bodily injury)
- Copy of government issued photo I.D. with applicant's Date of Birth
- Floor plans drawn to scale (**dimensions, type & occupancy of each room, occupant load for sleeping purposes for each room, location of smoke detection/early warning devices, fire extinguishers**)
- Site Plan drawn to scale with dimensions (**parking locations, landscaping, buildings, structures and septic system/well, if applicable**)
- Renter's Code of Conduct
- Responsible person's consent form (**information to be published on the township website**)
- Annual Licensing Fee - \$1000.00

To schedule a Pre-Screening meeting or if you have any additional questions please contact:

Bylaw & Licensing Supervisor  
705-484-5374 Ext.292  
[bylaw@ramara.ca](mailto:bylaw@ramara.ca)