



Application Checklist

Short-Term Rental Accommodation (STR) Licence

Bylaw 2020.11

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 (Lagoon City & Bayshore Village)
 - 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 (**must include a clause that the Township of Ramara will be notified of any intended cancelation with fifteen (15) days of the cancelation**)

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:

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