



THE CORPORATION OF THE TOWN OF OAKVILLE  
1225 Trafalgar Road  
Oakville Ontario, L6H 0H3  
Telephone: 905-845-6601 Fax: 905-815-6077

**2020 APPLICATION TO LICENCE SHORT TERM ACCOMMODATION (STA) - OPERATOR**

**FEE: \$242.00**-(non-refundable, non-transferable, not pro-rated)      **Renewal Date: October 31 every year**

**Step 1:** A Zoning Occupancy Certificate must be obtained from Building Services. (this will confirm if a STA is a permitted use at your address) Contact [zoningrequests@oakville.ca](mailto:zoningrequests@oakville.ca)

**Step 2:** Complete and you may submit the complete application as follows:

- By E-mail to [service@oakville.ca](mailto:service@oakville.ca)
- Drop box delivery, Enforcement Services, 1225 Trafalgar Road,
- By Mail/Courier, Enforcement Services, 1225 Trafalgar Road, Oakville, ON L6H 0H3

**Location:**

HOME OWNER(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_ UNIT: \_\_\_\_\_ CITY/TOWN: Oakville

POSTAL CODE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

CORPORATE NUMBER: \_\_\_\_\_ Sole Proprietor: \_\_\_\_\_ Partnership: \_\_\_\_\_

**Applicant (owner/renter):**

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ UNIT: \_\_\_\_\_ CITY/TOWN: Oakville

POSTAL CODE: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

**The following documents must be included with this application.**

- Certificate of Occupancy must be obtained from Building Services. **See Step 1 above.**
- If a corporation, provide a copy of the incorporating documents and corporate number.
- If incorporated, a certified copy of an annual tax return, which contains a list of all shareholders of the corporation.
- If partnership, a photocopy of the driver's licence(s) for each partner.
- A photocopy of the driver's licence(s) for each owner, applicant and/or agent, including telephone number(s) and email addresses for each. Applicants must be at least 18 years.
- If a renter is registering the property as the STA, a consent letter from the owner of the property.
- The rental agent's or agency's name, address, telephone number and email address
- Proof of Insurance that includes a liability limit of no less than of two million dollars per occurrence for property damage and bodily injury and identifies that a STA is being operated on the property. The Town of Oakville and address **must** appear on the certificate in order to provide the Town at least ten days' in writing, of any cancellation or change of policy.
- An original Canadian Criminal Reference Check issued by an accredited Canadian Police Service, no more than 30 days old at the time of the licence application.
- A Parking Management Plan for the property that outlines where all the parking spaces are located, including dimensions of those parking spots (see sample available online).
- An interior floor plan including: (See sample available online-hand-drawn floor plans will be accepted)
  - All rooms, floors, spaces or common areas,
  - Each room, space or common area labelled, including where all rooms intended for STA
  - Dimensions (in square metres) of all rooms, spaces or common areas
- The website(s) or other platform(s) where your property is being advertised.

- A property maintenance plan, including: (sample available online)
  - Name, address, phone number and email of emergency contact responsible for property
  - Identify the location of refuse and recycling containers
  - Identify snow storage areas
  - Provide name, address, phone number and email of person/company responsible for ensuring that all necessary property maintenance is undertaken. If a Landscaping/Property Maintenance Company is hired, they must hold a current and valid Town of Oakville business licence. Please include their Town of Oakville business license number.
- A copy of the transfer/deed providing proof of ownership of the property being registered as a STA.
- An Electrical Safety Authority (ESA) inspection report by a licensed ESA contractor.  
A Heating, Venting, Air Conditioning (HVAC) inspection report performed by an HVAC installer that holds a current and valid Town of Oakville business licence. Please include their Town of Oakville business license number.
- A statutory declaration signed and sworn in the present of a Commissioner for Taking Oaths or Affidavits. The declaration can be completed in the Enforcement Services office, free of charge.

Please be advised:

- Incomplete applications will not be processed.
- It is an offence to operate a business without a licence and charges may be laid without additional notice.

**I hereby declare that I will comply with the provisions of all by-laws pertaining to the licence for which I am applying.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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**OFFICE USE ONLY:**

Total Fees: \_\_\_\_\_ Receipt No. \_\_\_\_\_ Zoning: \_\_\_\_\_ Licence No. \_\_\_\_\_ Date Issued: \_\_\_\_\_

Once your application is completed, please send the full package by email to [service@oakville.ca](mailto:service@oakville.ca). An email with payment instructions will be sent upon receipt of a complete application by Enforcement Services.

Completed applications with payment by cheque will also continue to be accepted by mail to:  
Municipal Enforcement Services, 1225 Trafalgar Road, Oakville, ON L6H 0H3

Note: Personal information on this form is collected under the authority of the *Municipal Act* and the Town of Oakville Licensing By-law and will be used for business licensing and regulating. Questions about this collection should be directed to Municipal Enforcement Services, 1225 Trafalgar Road, Oakville, Ontario, L6H 0H3, telephone, 905-845-6601.

# Statutory Declaration

**IN THE MATTER OF Application for Short Term Accommodation in accordance with the Town of Oakville By-law 2018-045**

To Wit: I,

of the \_\_\_\_\_ of \_\_\_\_\_

in the \_\_\_\_\_ of \_\_\_\_\_

**SOLEMNLY DECLARE, THAT I/We as owner(s), will comply with the following:**

- the maintenance and parking plan provided with application or renewal
- the STA is in compliance with the Building Code Act, 1992 or any regulations made under it, including the Building Code;
- the STA is in compliance with the Fire Protection and Prevention Act, 1997 or any regulations made under it, including the Fire Code;
- the STA is in compliance with the Electricity Act, 1998, S.O. 1998, c. 15, Sched. A. as amended (the "Electricity Act, 1998") or any regulations under it, including the Electrical Safety Code;
- all relevant federal and provincial legislation, including the Ontario Human Rights Code, as well as all relevant municipal by-laws
- each renter will abide by a renter's code as provided with application or renewal
- the applicant or owner confirm they are the principal resident of the STA

And confirm that the application, renewal is accurate, complete and the truth.

**And I make this solemn Declaration conscientiously believing it to be true, and knowing that it is of the same force and effect as if made under oath.**

Signature of Declarant

DECLARED before me at the \_\_\_\_\_ of \_\_\_\_\_,

in the \_\_\_\_\_ of \_\_\_\_\_, Province of \_\_\_\_\_,

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

\_\_\_\_\_  
*Declaration must be signed and stamped by A Commissioner for taking affidavits or Notary Public.*



OAKVILLE

## Electrical System Inspection Certificate

**Short Term Accommodation Address:**

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Street No.	Street Name in Full	Unit No.
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**Electrical Contractor Information:**

Electrical Contractor's Name: \_\_\_\_\_

Electrical Contractor's Telephone Number: \_\_\_\_\_

ECRA Licence Number: \_\_\_\_\_

Master Electrician's Name: \_\_\_\_\_

Electrician's Name: \_\_\_\_\_

Electrician's OCOT Number: \_\_\_\_\_

**Declaration:**

I, \_\_\_\_\_ certify that this unit has been inspected and that there are no visible fire or shock hazards associated with the electrical system.

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Signature

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Date

Defects with the electrical system must be repaired before this form is completed. All electrical installation, repair and replacement work in Ontario needs to be done in compliance with the Ontario Electrical Safety Code and typically requires a permit from the Electrical Safety Authority.



OAKVILLE

# Heating Ventilation and Air Conditioning

## HVAC Inspection Form

**Instructions:** This form must be completed by a licensed HVAC and/or technician who holds valid qualifications along with a valid Town of Oakville business licence. For a complete list of licensed contractors visit the town website <https://www.oakville.ca/townhall/licensed-contractors.html>

STA Address: \_\_\_\_\_

HVAC Company: \_\_\_\_\_

HVAC Company Address: \_\_\_\_\_

HVAC Telephone Number: \_\_\_\_\_

Town of Oakville Business No.: \_\_\_\_\_ - \_\_\_\_\_

TSSA Registration Number: \_\_\_\_\_

Gas Fitter or Oil Burner Technician's Name: \_\_\_\_\_

Units of ventilation and air conditioning inspected:

Air conditioner    Furnace    Water heater    Ductwork    Gas fireplace    Gas stove

### Inspector's Declaration

**I, a licensed HVAC/Gas fitter (circle appropriate) contractor, certify that this unit has been inspected and that all Heating, ventilation, and air conditioning appliances/units have been inspected and have passed this inspection**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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