



THE CORPORATION OF THE TOWN OF OAKVILLE
1225 Trafalgar Road
Oakville Ontario, L6H 0H3
Telephone: 905-845-6601 Fax: 905-815-6607

2019 APPLICATION TO LICENCE SHORT TERM ACCOMMODATION (STA) - OPERATOR

FEE: \$237.00-(non-refundable, non-transferable)

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

Step 2: Complete and submit the application, along with the applicable fee and documentation as outlined below. Submit the completed application in person to:

- Enforcement Services, Town of Oakville, 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
- Certificate of Public Liability Insurance in the amount of two million dollars (\$2,000,000). The Town of Oakville and address **must** appear on the certificate as either "**Additional Insured**" or "**Certificate Holder**" in order to provide the Town at least ten days' notice in writing prior to cancellation, expiration 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 charged.

Please be advised:

- Incomplete applications will not be accepted and will be returned.
- 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: _____

Corp. Doc. _____ Insurance: _____ ESA: _____ HVAC: _____ Floor Plan _____ Police Check: _____ Parking Management Plan _____

Property Maintenance Plan: _____ Transfer/Deed: _____ Rental Agent: _____ Property Owner Consent: _____ Declaration: _____

Identification: _____

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.