



OAKVILLE

THE CORPORATION OF THE TOWN OF OAKVILLE
1225 Trafalgar Road
Oakville Ontario, L6H 0H3
Telephone: 905-846-6601 Fax: 905-815-6077

2018 APPLICATION TO LICENCE SHORT TERM ACCOMMODATION - OPERATOR

FEE: \$237

The following **MUST** be **FULLY COMPLETED** and **SUBMITTED** along with any required documents and the applicable fee(s):

DETAILS OF SHORT TERM ACCOMODATION:

PROPERTY OWNER: _____

ADDRESS: _____ UNIT: _____ TOWN: _____

POSTAL CODE: _____ TELEPHONE: _____

EMAIL ADDRESS: _____

CORPORATE NUMBER: _____ Sole Prop: _____ Partnership: _____

APPLICANT (OWNER/TENANT):

NAME: _____

ADDRESS: _____ UNIT: _____ CITY/TOWN: _____

POSTAL CODE: _____ TELEPHONE: _____

EMAIL ADDRESS: _____

THE FOLLOWING DOCUMENTS MUST BE FILED WITH THIS APPLICATION:

- If other than a sole proprietorship, a copy of the incorporating documents and the corporate number.
- If incorporated, a certified copy of an annual 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.
- Proof that the applicant is at least eighteen (18) years of age, if the applicant is an individual.
- If a renter is registering the property as the STA, a consent letter from the owner of the property.
- The website or other platform where your property is being advertised.
- A Certificate of Occupancy obtained from Building Services. Contact zoningrequests@oakville.ca
- Certificate of Public Liability Insurance in the amount of two million dollars (\$2,000,000) and identifies that a STA is being operated on the property. 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.
- An interior floor plan including:
 - All rooms, floors, spaces or common areas,
 - Each room, space or common area labelled to identify how each room, space or common area shall be used, including where all lodging units will be located
 - Dimensions (in square metres) of all rooms, spaces or common areas
- A property maintenance plan, including:
 - Specify measures to be undertaken to ensure existing and continued compliance with all relevant Town By-laws, including the Short Term Accommodation, Property Standards and Lot Maintenance By-laws
 - Identify the location of refuse and recycling containers
 - Identify snow storage areas
 - Identify who is responsible for ensuring that all necessary property maintenance is undertaken, including complete name and contact information. If a Landscaping/Property Maintenance Company is hired, they must hold a current and valid Town of Oakville business licence. Provide the name, and complete contact information for such company, including Town of Oakville business licence number.
- A copy of the transfer/deed providing proof of ownership of the property being registered as a STA.
- Inspection certificate from an electrical contractor licensed by the Electrical Safety Authority. The certificate must contain the electrical contractor's ESA licence number.
- A Heating, Venting, Air conditioning inspection report performed by an HVAC installer that holds a current and valid Town of Oakville business licence.

- A statutory declaration signed and sworn in the present of a Commissioner for Taking Oaths or Affidavits.

Please be advised that 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. _____ Licence No. _____ Date Issued: _____

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

Parking Management Plan: _____ Property Maintenance Plan: _____ Transfer/Deed: _____ Rental Agent: _____

Property Owner Consent: _____ Declaration: _____ Proof of Age: _____

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 at 1225 Trafalgar Road, Oakville, Ontario, L6H 0H3, telephone, 905-845-6601.