



Short-Term Rental Application or Renewal

All applicants must submit the following supporting documents with this Short-Term Rental Licence Application Form. Please use the check boxes below to confirm you have included the correct documents with your application.

If an application is incomplete or missing items, a notification will be emailed to the applicant. If there is no response or the required items or information is not provided within 30 days following the notice, the application will be cancelled and a new complete application, including payment of the application fee, will be required.

Questions about this application can be directed to the STR Licensing Coordinator at str@owensound.ca or 519-376-4440 ext. 1257.

For Office Use Only

Application #:	Roll Number: 4259 _____
Date Received:	Licence Number: STR- _____ - _____

Application Type

- New Licence
- Licence Renewal (Existing Licence # _____)

Short-Term Rental Type

- General Short-Term Rental
- Bed and Breakfast (B&B)

Short-Term Rental Information

Unit/Suite:
Address:
City: Owen Sound
Province: Ontario
Postal Code:
Number of Bedrooms (BR):
Occupancy Requested (Maximum 8, excluding B&Bs): BRx2+2 =
B&B Number of Suites:

Applicant Information

Last Name:
First Name:
Phone Number:
Alternate Phone Number:
Email Address:

Owner Information (if not applicant)

Last Name:
First Name:
Unit/Suite:
Address:
City:
Province:
Postal Code:
Phone Number:
Email Address:

Please use the checklist below to ensure you have included the required documents.

A. Ownership – Provide one of the following two documents

- Proof of ownership of the property on which the short-term rental is located (if owned by applicant)
 - Acceptable documents may include a copy of your Property Tax Bill or Transfer/Deed.
- Owner Authorization Form (if applicant is not the owner)

B. Verification of Primary Residence

- Acceptable documents may include a copy of your Driver's Licence or Income Tax forms or returns.

C. Verification of 18+ Age

- Acceptable documents may include a copy of your Driver's Licence or other valid Government issued ID.

D. Insurance

Applicants must provide a certificate of insurance that includes:

- a liability limit of no less than two million dollars (\$2,000,000.00) per occurrence for property damage and bodily injury; and
- a statement that a short-term rental is being operated on the premises.

Certificates of insurance for Bed & Breakfasts must also include:

- the City of Owen Sound as an additional insured with respect to the operation of a short-term rental; and
- an endorsement that the City will be provided at least 30 days' notice in writing of any cancellation or material variation to the policy.

E. Photo of Front of Dwelling (and Front Entry if shared entry)

F. Site Plan and Parking Management Plan (may be separate or combined)

G. Fire Safety Plan (showing exits, CO/smoke alarms, fire extinguishers)

H. Electrical Safety

- Your application must include a Letter of Acceptance from a qualified, insured, and licensed electrician that the short-term rental conforms to the Electrical Safety Code.

I. The following four (4) supporting documents apply to some properties. Please use the checkboxes below to confirm that you have included them with your application form if they apply to your application:

- Operator’s Logbook** (if licence is being renewed)
- Condominium Authorization Letter** (if part of a Condo/Life Lease/Cooperative)
- Well Water Test Report from Public Health Unit** (if on private water supply. Available through Grey Bruce Public Health)
- Record of Septic Service within 3 Years** (if on private sewage system showing inspection and pump-out service)

J. **Payment of Fees** (can be submitted by mail or in person at City Hall)

K. **Indemnity Agreement** (must be completed by the applicant)

The Applicant shall indemnify and hold harmless the Corporation of the City of Owen Sound, its elected officials, officers, employees and agents (each an “Indemnitee”) from and against all actions, causes of action, liabilities (whether accrued, actual, contingent or otherwise), claims and demands whatsoever (including but not limited to, damages, liabilities, claims and demands for income, sales, excise or other taxes) of or in connection with all short-term rentals owned or operated by the Applicant within the City of Owen Sound, existing at or after the date of this Agreement.

The Applicant shall give the Corporation of the City of Owen Sound notice of any liability, claim, demand for which the Applicant may be liable within 5 days of such liability, claim, demand or cost coming to their attention. The Corporation of the City of Owen Sound, at its expense, shall be permitted to participate in any negotiations, to assume the defence of any action or proceeding and to settle any claim in respect of which indemnification is sought under this Agreement.

Signature

Date

Witness Signature

Date

L. Declaration (must be completed by the applicant, and if there is an owner, by the owner and applicant)

I, the undersigned, hereby acknowledge and certify that:

- This application for a short-term rental does not confer a licence until and unless it has been approved by the City and that advertising or operation prior to obtaining said licence is an offence under By-law No. 2023-115;
- The short-term rental is not subject to an order, or orders made pursuant to the applicable law, including but not limited to a City by-law, the *Building Code Act*, the *Fire Protection and Prevention Act*, and the Medical Officer of Health;
- The short-term rental contains functioning smoke alarms, carbon monoxide alarms, fire extinguishers, and exits;
- The Owner, and Tenant if applicable, will require each renter to abide by the Visitor's Code of Conduct;
- The Owner, and Tenant if applicable, will abide by the responsibilities as listed in the City’s STR By-law No. 2023-115, as amended;

application continues on next page...

- The Owner, and Tenant if applicable, confirms the accuracy, truthfulness, and completeness of the information submitted;
- The Owner, and Tenant if applicable, will maintain liability insurance as required through this by-law while the short-term rental is being operated as a short-term rental; and
- The Owner, and Tenant if applicable, will maintain a record of rentals (including, but not limited to, contact name(s), phone number(s), e-mail(s), number of visitors, and length of stay) and provide such records to the City of Owen Sound, Owen Sound Police Service, and or Grey Bruce Public Health upon request.

Signature	Date
Witness Signature	Date

Please note that all personal information submitted for inclusion in this application is collected under the authority of the *Municipal Act, 2001*, and in accordance with the provisions of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) and will be used to complete the licensing process. The information provided will be distributed to City Departments and other applicable authorities for comment to determine if a licence will be granted. Certain information will form part of the Council Agenda which is a public record. Questions about this collection should be directed to the City Clerk, Briana M. Bloomfield, at 808 2nd Avenue East, Owen Sound, ON, N4K 2H4, bbloomfield@owensound.ca, or 519-376-4440 ext. 1257.

How to Submit your Application

Your application and supporting documentation can be submitted in person to the Service Counter at City Hall (attention: STR Licensing Coordinator) or by email to str@owensound.ca.

Payment can be made at the Service Counter at City Hall by cash, cheque, debit, or credit card or by mailing a cheque to City Hall, 808 2nd Avenue East, Owen Sound, ON N4K 2H4 (attention: STR Licensing Coordinator).

Cheques should be made out to the 'City of Owen Sound'.