

Short-Term Rental Licensing

APPLICATION GUIDE



www.centralelgin.org/STR

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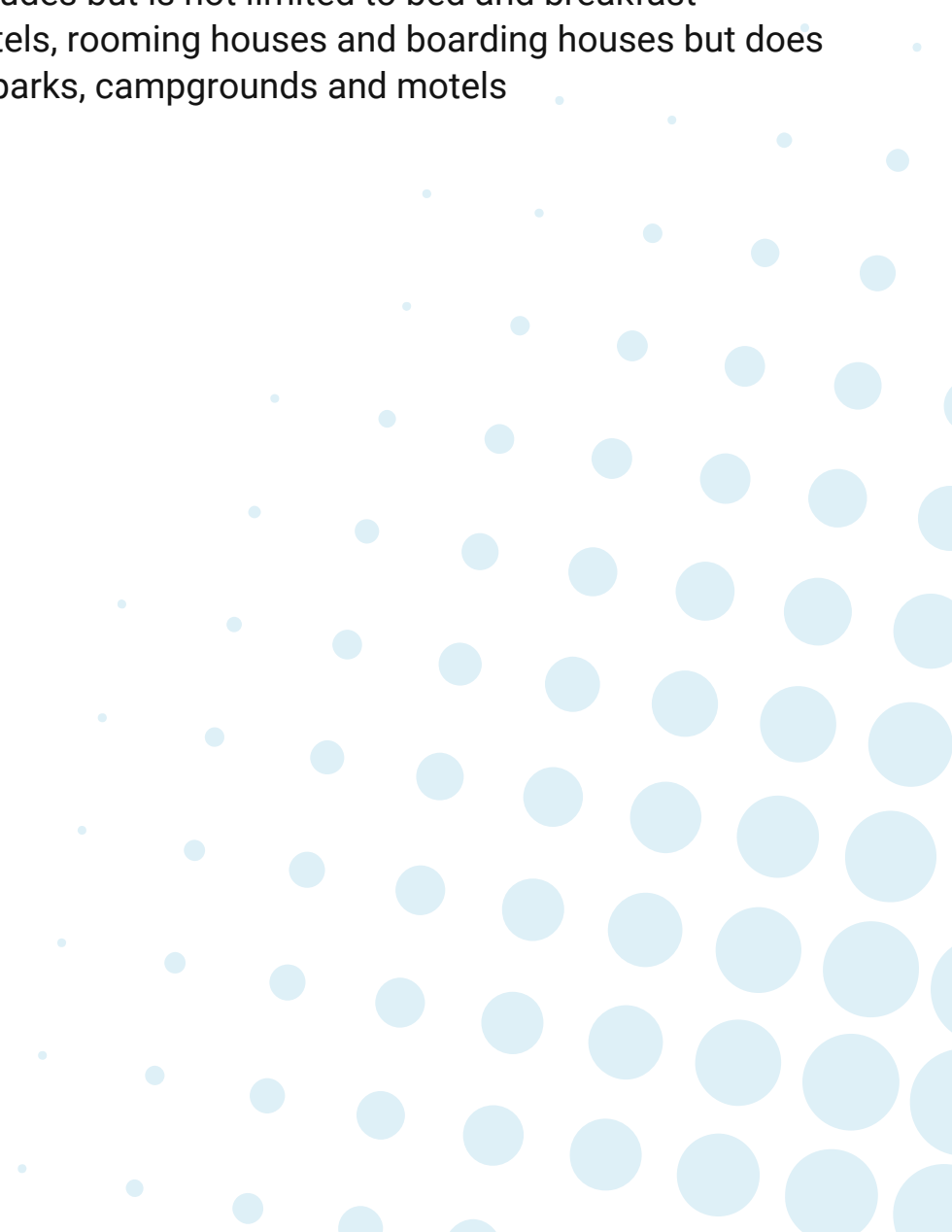
INTRODUCTION

In accordance with By-Law 2025-037, Short-Term Rental Accommodations must be licensed with the Municipality of Central Elgin. This guide will provide all the information required to apply for a Short-Term Rental Accommodations License.

Definitions

Under By-Law 2025-037, a **Short-Term Rental** is defined as:

all or part of a legally established dwelling that operates or offers a place of temporary residence, lodging or occupancy by way of a rental agreement or commercial transaction to the public for a period of less twenty-eight (28) consecutive days and includes but is not limited to bed and breakfast establishments, inns, hostels, rooming houses and boarding houses but does not include hotels, trailer parks, campgrounds and motels



SUMMARY

HIGHLIGHTS OF THE SHORT-TERM RENTAL LICENSING PROGRAM

This section provides a summary of the short-term rental licensing program and is not intended to replace By-Law 2025-037. The full By-law can be found at centralelgin.org/STR and Staff are available to provide clarification if required by contacting the Program Administrative Assistant.

Application and Licensing Fees

There is a one-time Application fee of \$300.00 per Short-Term Rental unit paid at the time of initial application. There is also an annual licensing fee as part of the program. Payment of the licensing fee is due once your application is approved by the Municipality. The licensing fee is \$650.00 per Short-Term Rental unit.

Occupancy Limits

Short-Term Rental accommodations must comply with set occupancy limits, which are based on two (2) persons per legal bedroom. The number of non-occupying guests permitted at a short term rental premises must not be in an excessive amount to such an extent that it results in conflicts with the residential neighborhood, including but not limited to parking in areas where it is otherwise prohibited, and noise resulting in a nuisance to the surrounding area.

*Children aged 12 and under at the time of the rental shall not be included in the occupancy calculation.

Insurance Requirements

Short-Term Rental owners must provide proof of insurance which includes a liability limit of no less than two million dollars (\$2,000,000.00) per occurrence for property damage and bodily injury and identifies that a Short-Term Rental is being operated on the premises.

Fire Inspection

Short-Term Rental owners must provide a written inspection approved by the Municipality's Fire Chief or designate dated within the prior two (2) year period stating that the property is in compliance with the Fire Protection and Prevention Act, 1997, S.O. 1997, c.4, as amended, and its regulations and include a statement of the maximum occupancy permitted.

Parking Requirements

Short-Term Rental owners must provide a Parking Management Plan with their license application that identifies the number of parking spaces available for guests of the Short-Term Rental Property. For those Short-Term Rental Properties that do not have sufficient parking based on occupancy, the Municipality may in its sole and absolute discretion make available overnight parking passes in some specified locations.

Garbage/Recycling Requirements

All Short-Term Rentals must be kept in a clean and sanitary condition with adequate measures for the storage and disposal of garbage and waste, and the location of waste containers must be indicated in the submitted Site Plan. Adequate measures for the storage and disposal of waste can include a self-enclosed building, structure, or container that is located outside of the Short-Term Rental, which is of a sufficient size to store the garbage and waste generated at the Short-Term Rental. Garbage and recycling bins may not be left outside before sunset the day before the scheduled collection.

Third-Party Monitoring Contract

A third-party compliance monitoring system will be in place beginning in September 2025. The compliance monitoring system will provide services like address identification of Short-Term Rental properties, a 24/7 hotline for Short-Term Rental complaints, and ongoing communication with a Short-Term Rental's Responsible Person to address complaints or issues that arise in relation to their accommodation.

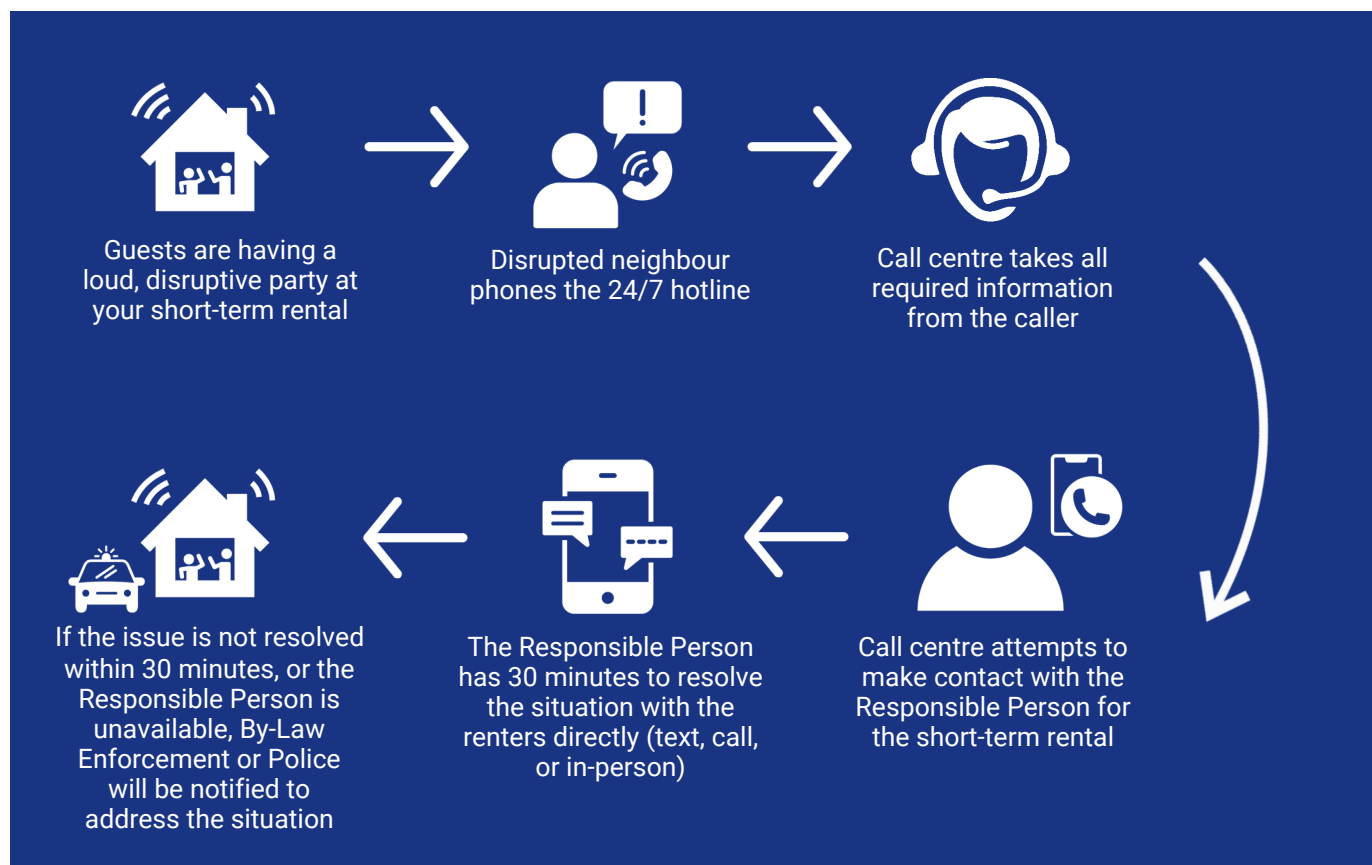


Responsible Person(s)

Short-Term Rental owners must designate a Responsible Person, which means the Owner, Operator, or an agent assigned by the Owner or Licensee of the Short-Term Rental dwelling to ensure that the Short-Term Rental is operated in accordance with the provisions of By-law 2025-037, the Licenses, and Applicable Law.

The Responsible Person must be available to respond to concerns regarding the Short-Term Rental by telephone within a period of no greater than thirty (30) minutes from the time of contact by the Municipality or Municipal Agent (e.g., Third-Party Compliance System). Failure to do so may result in By-Law Enforcement responding and issuing tickets for by-law violations.

Example Scenario to Demonstrate the Responsible Person Notification Process



WHEN TO APPLY

License Requirements

A Short-Term Rental License must be obtained before advertising, booking, or operating a short-term rental within the Municipality of Central Elgin. If you plan to operate a Short-Term Rental, it is recommended that you submit a Short-Term Rental License Application at least three weeks in advance of when you want to list/advertise or operate. Advertising or operating a Short-Term Rental without a License may result in by-law enforcement and fines, as outlined in the Short-Term Rental Accommodations Licensing By-Law (2025-037).



HOW TO APPLY

Step 1: Complete the Short-Term Rental Licensing Application Form and Pay the Application Fee where Applicable

The Licence Application Form can be found online at centralelgin.org/STR. In order for an application to be complete, you will need to provide several additional documents and pay the Application Fee when applicable. The required documents are outlined in the Application Checklist also found on the Municipal website. Any drawings required for the application (i.e., Site Plan, Parking Management Plan) can be done by the Applicant using a computer or drawn by hand, as long as they are legible and all required information is included.

Step 2: Review

Once your application is complete (including all required documents), your application package will be reviewed by Staff. Staff will not review incomplete applications. Staff may reach out with additional questions, document requests, or inspection requests (if deemed necessary).

Step 3: Results

Approval or feedback on your application will be provided once your application package is complete and reviewed by Staff.

Step 4: Licensing Fee Payment and Issuance

Once you receive confirmation that your application has been approved, payment of the Licensing Fee will be required to finalize the application process. A notice of application approval does not mean your Short-Term Rental is licensed. A Short-Term Rental License will not be issued until the Licensing Fee payment is received by the Municipality. Once your payment is received, you will receive a Licensing Package, which includes your Licence and licence number.

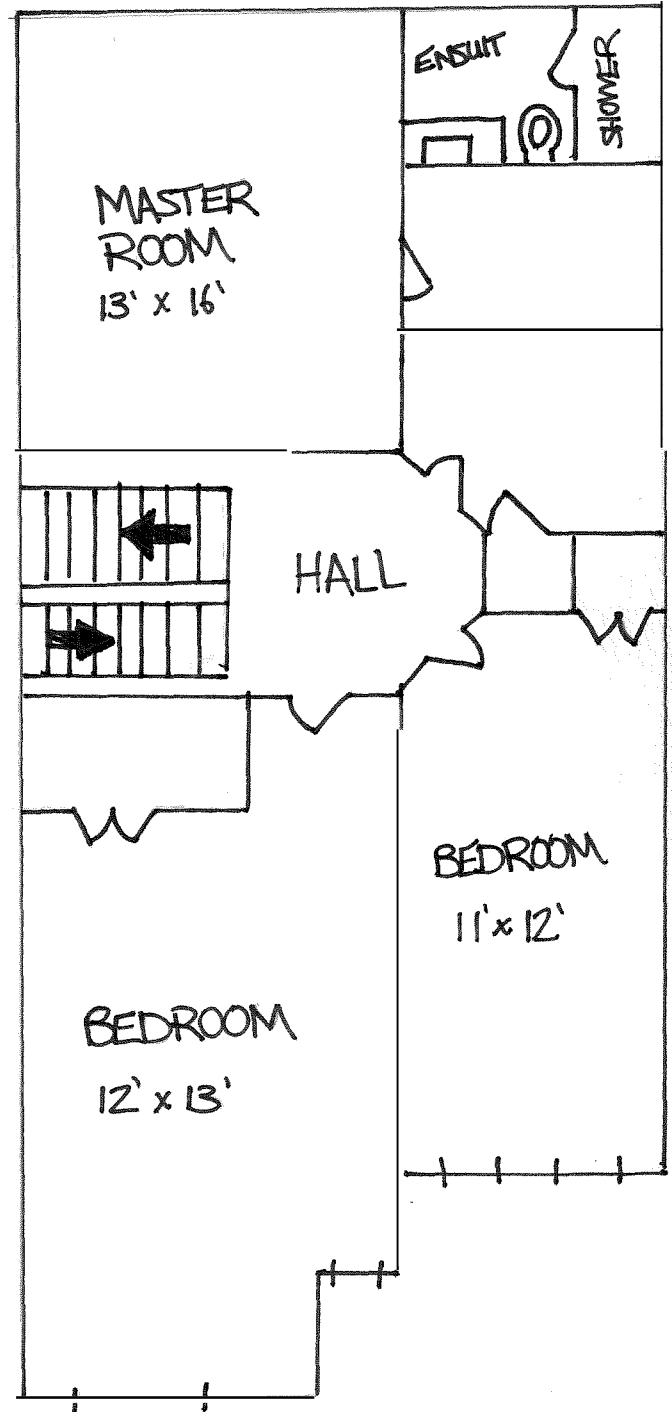
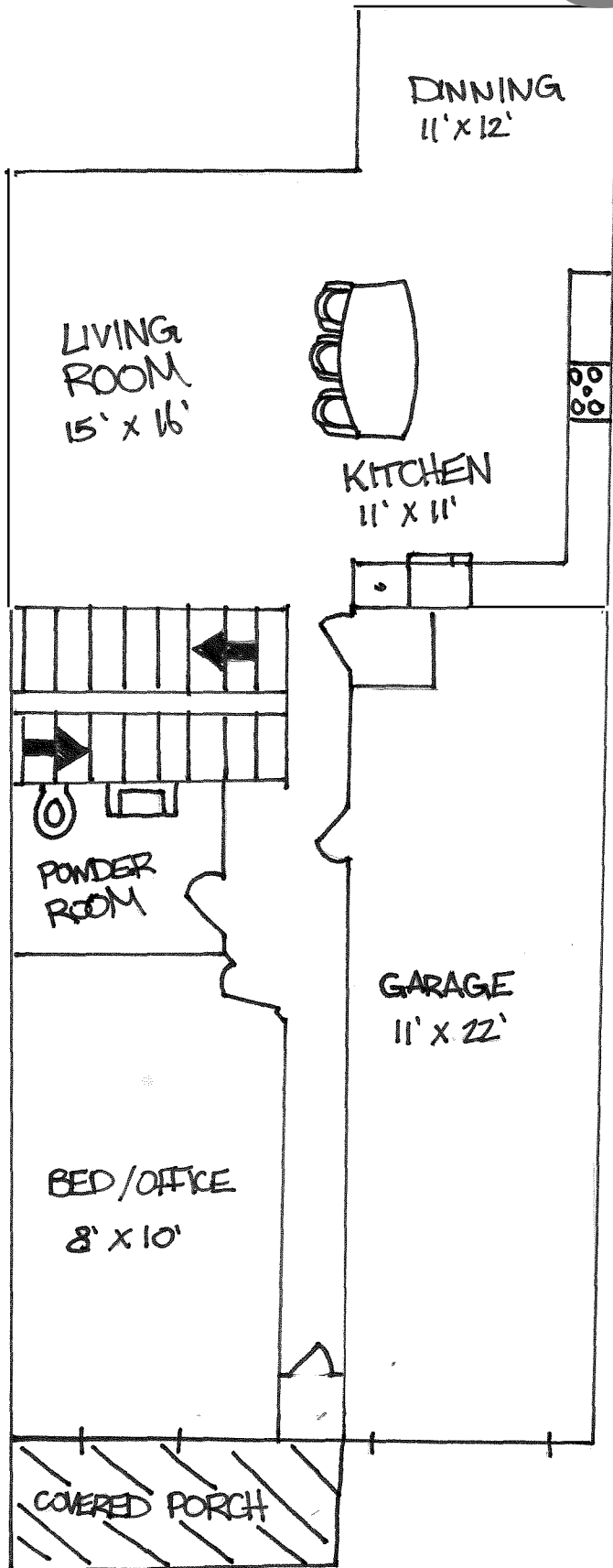
SAMPLE APPLICATION PACKAGE

The following pages contain sample documents that are required as part of a Short-Term Rental Licensing Application package. Application packages and supporting documents will vary depending on the unit being used as a short-term rental. Therefore, the following sample application package is to be **used as a reference only**. If you have any questions while completing your application package, please contact licensing staff directly at STR@centralelgin.org

Floor Plan - 123 FAKE STREET

SAMPLE

1st Floor Plan



2ND Floor Plan

PROPERTY LINE 62'

PRIVACY FENCE

HOT
TUB

46'2"

41'6"

HOUSE

25'5"

GARAGE

15'5"

PORCH

FRONT GARDEN

Recycling
Bin

Garbage
Bin

ASPHALT DRIVEWAY

(4 CARS)

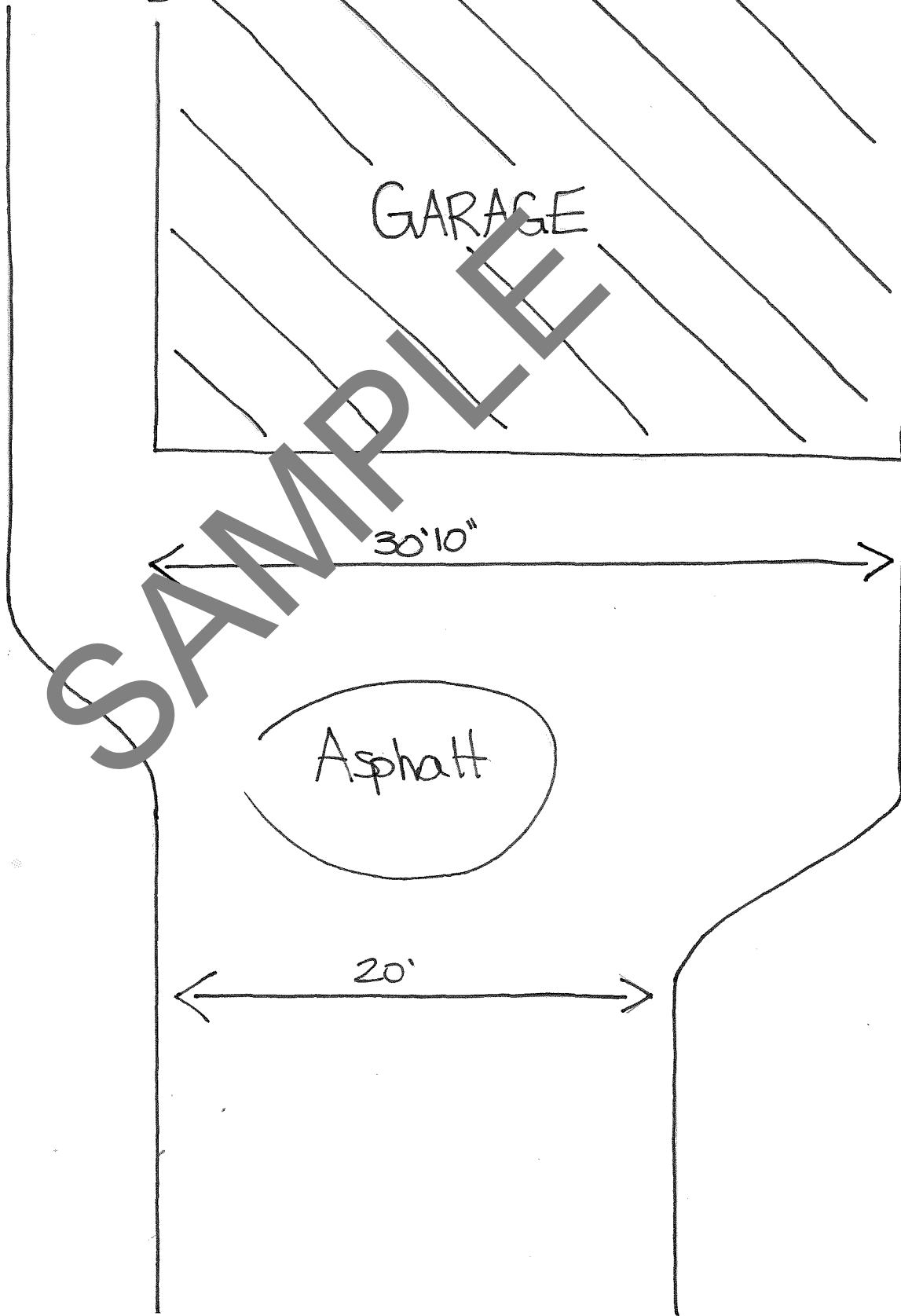
TREE

SITE PLAN - 123 FAKE STREET

PARKING MANAGEMENT PLAN

STR Occupancy : 10 people

Parking Spaces : 5 Spots (All in Asphalt Driveway)





CONTACT INFORMATION

If you have any questions about the licensing program or the licensing application process, please contact:

STR Licensing Program
Administrative Assistant
STR@centralelgin.org
519-631-4860 ext. 7269

centralelgin.org/STR

