

Short-Term Rental Accommodations Licensing Program Application Checklist

All applicants must submit the following supporting documents as part of the Short-Term Rental Accommodations License Application. Please use the check boxes below to confirm you have assembled the required information.

- ☐ Payment of the Application Fee where applicable
- ☐ The name and contact information for the registered owner of the property
- ☐ Exterior photographs showing the front, back, and sides of the property
- ☐ Identification and contact information for the Responsible Person
(Outlined in Section 4.4 (e) of By-Law 2025-037)
- ☐ A Site Plan and Floor Plan of the STR unit – showing waste container(s)
(Outlined in Section 4.4 (f) and (k) of By-Law 2025-037)
- ☐ Proof of fire inspection via Central Elgin Fire Rescue Services
(Outlined in Section 4.4 (h) of By-Law 2025-037)
- ☐ A Building Code compliance attestation
(Outlined in Section 4.4 (i) of By-Law 2025-037)
- ☐ A Parking Management Plan
(Outlined in Section 4.4 (g) of By-Law 2025-037)
- ☐ A Certificate of Insurance in the amount of Two Million Dollars
(Outlined in Section 4.4 (j) of By-Law 2025-037)