



Short-Term Accommodation Licensing Service

Application Checklist

Please ensure all information is accurate and complete before submitting your application through the [Cityview Public Portal](#). Applications will not be considered complete until all required documentation has been received. The following documents are mandatory for every Licence application, as outlined in the Short-Term Accommodation Licensing By-law 2024-078:

☐ **Portal Application**

Complete the application form found on the [Cityview Public Portal](#).

☐ **Proof of Property Ownership** *(if applicable)*

If the applicant is the property owner, provide a copy of a municipal tax notice issued within the last 12 months or proof of title.

☐ **Proof of Tenancy** *(if applicable)*

If the applicant is a tenant, provide a copy of a valid lease agreement for the premises.

☐ **Agent Authorization Form** *(if applicable)*

If the application is being completed on behalf of the property owner, the property owner must complete and sign the Agent Authorization Form.

☐ **Co-Owners Authorization Form** *(if applicable)*

If the property is co-owned, all property owners must complete and sign the Co-Owners Authorization Form.

☐ **Tenant Authorization Form** *(if applicable)*

If the property is leased, the property owner(s) must complete and sign the Tenant Authorization Form.

☐ **Proof of Corporation** *(if applicable)*

If the Premises is owned by a corporation as their principal residence, provide a copy of the Business Name Registration and/or the Articles of Incorporation as issued by the applicable provincial or federal Ministry. Additionally, provide a list containing the names of all shareholders of the Corporation.

☐ **Condominium Authorization Form** *(if applicable)*

If the property is under the authority of a condominium corporation, provide written consent from the condominium corporation to operate the short-term accommodation on the property.

☐ **Proof of Principal Residency**

Provide a copy of a government-issued ID (e.g., driver's licence) showing your current address to verify that the property is your principal residence.

☐ **Licensee Code of Conduct**

Review and sign the Licensee Code of Conduct.

☐ **Site Plan**

Provide a site plan showing buildings, structures, parking spaces, and other key features on the property. Please note that this site plan can be hand drawn.

☐ **Floor Plan**

Provide a floor plan that shows the layout of rooms and key features inside the premises including room uses, locations of smoke/carbon monoxide alarms, and fire exits. Please note that this drawing can be hand drawn.

☐ **Electrical Safety Confirmation**

Provide a letter or certificate from a licensed electrical contractor, issued within the previous 365 days, confirming that the premises complies with the Electrical Safety Code. To find a licensed electrical contractor, visit <https://esasafe.com/compliance/hiring-a-licensed-electrical-contractor/>.

☐ **Proof of Insurance**

Submit a copy of an insurance policy or a letter from your insurance company showing liability coverage of at least two million dollars (\$2M) per occurrence for property damage or bodily injury, and identifies that a short-term accommodation is being operated on the property.

☐ **Responsible Person Consent Form**

The designated responsible person must complete and sign the Responsible Person Consent Form.

☐ **Fire Safety Checklist**

Complete and submit the Fire Safety Checklist to confirm that your property complies with the Fire Code.

☐ **Property Standards Checklist**

Complete and submit the Property Standards Checklist to confirm that your property meets property maintenance standards.

☐ **Licence Fee**

The cost varies depending on the licence class. A \$500 application fee is due upon submission with the remaining balance payable before licence issuance.

Licence Class	Fees
Class A – Guest Room STA Licence	\$1,250
Class B – Principal Residence STA Licence	\$2,250
Class C – Additional Residential Unit STA Licence	\$2,500