

# Short-Term Accommodation Licensing Program Application Package



This package contains the necessary application forms to obtain a Short-Term Accommodation Licence in the Town of Collingwood in accordance with the [Short-Term Accommodation Licensing By-Law 2023-085](#) ("Licensing By-law 2023-085").

To apply, persons must submit a completed application package, along with the required documentation, and pay the applicable licensing fee.

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## How to apply:

1. **By e-mail** to [bylaw@collingwood.ca](mailto:bylaw@collingwood.ca) with the required documents attached. Payment of \$253.50 must be made by cash, cheque, debit, or credit card, following application submission. An application will not be reviewed until payment has been made.
2. **In-person** to Town Hall, located at 97 Hurontario Street, Collingwood. Payment can be made at Town Hall with cash, cheque, debit, or credit card.
3. **Mail** directed to the "By-law Services Division" at 97 Hurontario Street, PO Box 157, Collingwood, ON L9Y 3Z5, along with your cheque payment made out to "Town of Collingwood".
4. **Drop box** located at Town Hall (97 Hurontario Street) with the envelope marked, "Attn: By-law Services Division," along with your cheque payment made out to "Town of Collingwood".

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For more information, please visit: [www.collingwood.ca/stalicensing](http://www.collingwood.ca/stalicensing)

Questions? Contact us: 705-445-1030 | [service@collingwood.ca](mailto:service@collingwood.ca)

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## Notice of Collection:

Personal information contained in this application and attachments is collected under the authority of the Short-Term Accommodation Licensing By-law 2023-085. This information will be used for the purposes of administering, licensing, regulating, and governing short-term accommodations in accordance with applicable laws and regulations. Questions about this collection and use of your personal information may be directed to the Clerk of the Town of Collingwood at [clerk@collingwood.ca](mailto:clerk@collingwood.ca).

# Short-Term Accommodation Licence Application Process

## Step 1: Pre-Application

Before applying, applicant to review the applicable laws, licence requirements and the Licence Application Package to verify eligibility for a Short-Term Accommodation Licence.

- a) [Short-Term Accommodation Licensing By-law 2023-085](#)
- b) [Zoning By-Law 2010-040](#)
- c) [Property Standards By-Law 2016-040](#)
- d) [Building By-Law 2019-039](#)
- e) [Building Code Act, 1992, S.O. 1992, c. 23](#) (e.g., construct without a permit)
- f) [Ontario Fire Code](#)
- g) [Noise By-Law 2018-032](#)
- h) [Open Air Burning By-Law 2015-097](#)
- i) [County of Simcoe Solid Waste Management By-law 6256](#)

## Step 2: Complete Application Package

The applicant to complete the Short-Term Accommodation Licence Application Package and gather the required documentation to apply for a Short-Term Accommodation Licence.

## Step 3: Apply for Licence

The applicant to submit the Licence Application Package and required documentation and pay the applicable fees.

Please note, for the Program's first year, Class A Licensees will not be required to pay the \$1,250.00 licensing fee. However, applicants will still be responsible for paying \$253.50 to cover the cost of the zoning certificate (\$45), fire inspection (\$120), and property standards compliance letter (\$88.50), which are set out in the 2024 Fees and Service Charges By-law and required prior to review of an application.

STA licence applications are being accepted until a total of 200 licences have been issued. Once 200 licences have been issued, new applications will be placed on a wait list until the number of issued licences falls below the 200 limit per the Licensing By-law 2023-085.

## Step 4: Application Review

The application package and documentation will be reviewed, and staff will contact you with any questions. If the application is missing information or does not comply with the requirements, the applicant will be advised of the additions or amendments required and will be given five (5) days to update the application or provide any missing documentation. Failure to do so will require the submission of a new application.

## Step 5: Inspections

Once the application review has been completed, the applicant will be advised to contact the Fire Department and By-law Services Division for the on-site fire inspection and licensing and

property standards inspection. If the inspections reveal the premises does not comply with the requirements, a verbal or written notice/order may be issued to the property owner to remedy the issue(s). In the event that an Applicant fails to comply with the notice/order within ten (10) days after the compliance date, their application will be deemed incomplete, and a new application will need to be submitted.

## **Step 6: Licence Approval**

Upon compliance with the requirements and satisfactory fire and property standards inspections, staff will contact you to issue the Short-Term Accommodation Licence.

### **Who is Eligible?**

To be eligible for a “**Class A – Guest Room Short-Term Accommodation Licence**” under the Licensing By-Law 2023-085, the following requirements must be met:

1. The applicant must be the property owner or a tenant (with the owner’s authorization).
2. The applicant must be at least 18 years of age.
3. The short-term accommodation must be located in the applicant’s principal residence.
4. The short-term accommodation must be located in a single detached dwelling.
5. The short-term accommodation must not occupy the entire gross floor area of the single detached dwelling.
6. A maximum of three guest rooms are available for rent in the short-term accommodation. A maximum of two persons per guest room is permitted.
7. At least one bedroom is available in the short-term accommodation on a full-time basis for the exclusive use of the Licensee.
8. The Licensee must be on site at the short-term accommodation during the stay of a renter between 8:00 PM to 8:00 AM, except in the case of an emergency.
9. The short-term accommodation can be rented for a maximum of 30 days for any single stay. Any rental period greater than 30 days does not meet the definition of a short-term accommodation, and would fall outside the scope of the Licensing By-law 2023-085.
10. One parking space per guest room is required (in addition to the two spaces required for the main dwelling unit). Parking spaces shall have a minimum size of 2.8 metres (width) by 6.0 metres (length).
11. Compliance with all other requirements set out in the Town’s [Licensing By-Law 2023-085](#), [Zoning By-law 2010-040](#) and other applicable laws.

## Application Submission Requirements

*Please confirm all information is accurate and complete prior to submission.  
Applications are not considered complete until all documentation has been received.*

The following are required for every application of a Licence  
per the Licensing By-law 2023-085:

**Licence Application Form**

Applicant to complete the application form located on page 5 of this package.

**Proof of Age**

Applicant to provide a copy of a government issued photo I.D. with their date of birth, such as a driver's licence or passport, to prove they are at least 18 years of age.

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

Applicant to provide a copy of a municipal tax notice issued in the last 12 months or proof of title.

**Authorization by Additional Owner(s)** (if applicable)

If more than one person owns the subject property, both owners to complete and sign the form on page 8.

**Authorization for Tenants** (if applicable)

If the premises is leased, owner(s) to complete and sign the form on page 8 and applicant to provide a copy of the rental agreement between the owner(s) and the tenant(s) for a period equal to or greater than 365 days.

**Proof of Principal Residency**

Applicant to provide a copy of a government issued I.D. showing their address of residency, such as a driver's licence, to verify that the proposed short-term accommodation is the applicant's principal residence.

**Condominium Board Authorization** (if applicable)

If the premises is under the authority of a condominium corporation, applicant to provide a letter expressing consent from the condominium corporation that short-term accommodations are permitted.

**Licensee Code of Conduct**

Applicant to review and provide a signed copy of the Code of Conduct on page 9.

**Responsible Person Consent Form**

Responsible person to complete and sign the form on page 11.

**Site Plan Drawing**

A Site Plan is a scaled drawing that identifies buildings, structures, and other features in relation to a property. Note that this drawing can be hand drawn. See page 12 for a sample site plan and a list of items required on the drawing.

**Floor Plan Drawing**

A Floor Plan is a scaled drawing that identifies the layout and arrangement of rooms and spaces within a premises and key features required as part of the application process. Note that this drawing can be hand drawn. See page 13 for a sample floor plan and list of items required on the drawing.

**Pre-Inspection Checklist**

Applicant to complete the pre-inspection checklist on page 14 to confirm that the property meets the property standards and fire safety requirements prior to the inspections taking place.

**Electrical Safety Assessment**

A copy of a certificate from a licensed electrician dated within the previous ninety (90) days of making the application stating the premises is in compliance with the Electrical Safety Code. More information on [Electrical Safety Assessments](https://esasafe.com/home-renovation-buying-and-selling/electrical-system-safety-assessment/) at <https://esasafe.com/home-renovation-buying-and-selling/electrical-system-safety-assessment/>.

**Proof of Insurance**

A copy of an insurance policy or a letter from your insurance company which provides proof of a liability limit of no less than 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.

**Pay Applicable Fee**

There is no licensing fee for Class A Licences for the first year, however applicants must pay \$253.50. This will cover the zoning certificate (\$45), fire inspection (\$120) and property standards inspection compliance letter (\$88.50) as per the 2024 Fees and Service Charges By-law.

# Short-Term Accommodation Licensing Program: Licence Application Form

Application Type:	<input type="checkbox"/> New	<input type="checkbox"/> Existing – Licence # _____
Applicant Type:	<input type="checkbox"/> Owner	<input type="checkbox"/> Tenant

<b>1 Property Information</b> <i>(property to be licensed)</i>	
Address (Street Number and Name):	
Unit/Suite Number (if applicable):	Postal Code:
Business Name (if applicable):	
Is this property your principal residence?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Number of guest rooms to be rented (maximum three rooms):	
Maximum number of renters and guests (up to six persons over the age of 13):	
Maximum number of parking spaces available in the parking area (note: one space per guest room, in addition to the two spaces required for the main dwelling unit – minimum parking space size is 2.8m by 6.0m):	

<b>2 Applicant Information</b> <i>(operator to be licensed)</i>	
First Name:	Last Name:
Address (Street Number and Name):	
Unit/Suite Number (if applicable):	City:
Province:	Postal Code:
E-mail Address:	
Telephone Number:	

<b>3</b>	<b>Owner Information</b> <i>(if applicable)</i> If the applicant is not the property owner, or if there is more than one owner of the property, complete with the owner's information.	
<i>First Name:</i>		<i>Last Name:</i>
<i>Address (Street Number and Name):</i>		
<i>Unit/Suite Number (if applicable):</i>		<i>City:</i>
<i>Province:</i>		<i>Postal Code:</i>
<i>E-mail Address:</i>		
<i>Telephone Number:</i>		

<b>4</b>	<b>Responsible Person Information</b> The applicant must appoint a person who can be readily contacted within 30 minutes and respond to a complaint or contravention, including attending the short-term accommodation within 60 minutes.	
Who is the Responsible Person?		<input type="checkbox"/> Applicant <input type="checkbox"/> Property Owner <input type="checkbox"/> Other (complete information below)
<i>First Name:</i>		<i>Last Name:</i>
<i>Address (Street Number and Name):</i>		
<i>Unit/Suite Number (if applicable):</i>		<i>City:</i>
<i>Province:</i>		<i>Postal Code:</i>
<i>E-mail Address:</i>		
<i>Telephone Number:</i>		

**5 Declaration** *(to be completed by the applicant)*

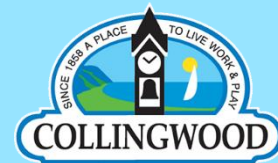
By signing and submitting this form, I, the applicant confirm that:

- The information contained in this application and other attached documentation is true and complete to the best of my knowledge;
- I am an individual, not a corporation;
- The property provided on this application form to be licensed as a short-term accommodation is my principal residence and is used and held for the primary purpose of being a residential property;
- The proposed short-term accommodation will comply with all applicable laws;
- I understand and acknowledge that submission of the application under the Short-term Accommodation Licensing By-law 2023-085 does not guarantee that a licence will be issued under the By-law, and that the licences will not be issued until all requirements of the By-law are fulfilled to the satisfaction of the Licensing Officer; and
- I understand and acknowledge that in the event that the Short-Term Accommodation Licence is issued for the proposed property, I hereby authorize the Town to include information relating to the short-term accommodation on the Town of Collingwood website for public access.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

Office Use Only	
Approved By:	
Date Approved:	
Licence #:	



# Short-Term Accommodation Licensing Program: Owner Authorization Form

*This form is required if the Applicant is not the registered property owner (tenant) and/or if more than one person owns the subject property.*

Licensed Premises Municipal Address:	
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I/We, \_\_\_\_\_  
*(Owner's Name(s))*

being the registered owner(s) of the lands subject of this application hereby authorize

\_\_\_\_\_  
*(Applicant's Name)*

to submit a Short-Term Accommodation Licence Application for this property pursuant to the Short-Term Accommodation Licensing By-Law 2023-085, along with any additional required documentation, to the Town of Collingwood on my/our behalf.

I/We hereby certify that I/we have reviewed the completed the Short-Term Accommodation Licence Application, supporting documentation and declarations, confirm them to be true and correct, and agree to be bound thereby. I/We further declare that I/we understand it is my/our responsibility to ensure that this property is at all times in compliance with all applicable laws.

I/We understand that it is an offence pursuant to the Short-Term Accommodation By-Law 2023-085, to provide false or misleading information to the Town when applying for a Short-Term Accommodation Licence, renewing a licence, or at any other time. I/We further understand that the Town may revoke or suspend a licence issued because false or incorrect information was provided to the Town.

\_\_\_\_\_  
Name of Owner

\_\_\_\_\_  
Name of Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

## Short-Term Accommodation Licensing Program: Licensee Code of Conduct

*This form should be completed and signed by the Applicant/Licensee.*

Licensed Premises Municipal Address:	
Name of Licensee:	

1. The Premises identified above shall be operated in accordance with the [Short-Term Accommodation Licensing By-Law 2023-085](#) and all other Applicable Laws.
2. The Licensee shall ensure that a copy of the Renter's Code of Conduct and a copy of the Licence are posted inside the Premises and visible for inspection by the Renters and Guests at all times.
3. Nothing herein allows the Licensee to rent part of any Premises other than those identified on the Licence, based on the submitted documentation and site and floor plan.
4. The Licensee will be held responsible for contraventions of any Town By-laws or other Applicable Laws by Persons found using the Premises, and may be subject to demerit points, penalties, fines, or other enforcement measures.
5. Entry and inspection by any Officer or their designate and any accompanied authorities or Agent of the Town may occur as outlined in the By-law and for the purposes of:
  - (a) carrying out any inspection;
  - (b) determining compliance with any Town By-law;
  - (c) verifying complaints received under a By-law;
  - (d) verifying compliance with an order issued or Licence; or
  - (e) requiring a matter or thing be done.
6. The Licensee is responsible for renewing a Licence by forwarding any required application and supporting documents as set out in the By-law prior to the expiry date of the Licence.
7. The Licensee is responsible for informing the Town in writing of any changes to the approved information contained within the Licence application or any deviation to the approved plans within seven (7) days of such change or deviation.

8. The submission of false or misleading information to the Town may void an application, cause the current Licence to be revoked or cause a Licensee to be subject to further enforcement measures.
9. All Licensees are responsible for compliance with all Town of Collingwood By-laws and all other Applicable Laws, including, but not limited to, the Noise By-law, Open Air Burning By-law, Parking By-law, etc.
10. All short-term accommodations must have operating smoke alarms in accordance with the provisions of the Ontario Fire Code. In short-term accommodations which have a fuel-fired appliance or solid fuel-fired appliance installed or an attached storage garage, the Licensee must ensure that the Building is equipped with carbon monoxide alarms installed outside of the sleeping areas in accordance with the provisions of the Ontario Fire Code. Further, the Licensee must regularly test the alarms to ensure that they are operational. No person shall disable a smoke and/or carbon monoxide alarm.

I, \_\_\_\_\_  
*(Applicant's Name)*

having read the above, and the terms of the Short-Term Accommodation Licensing By-law 2023-085 and Licence, undertake to provide Renter(s) with a copy of the Renter's Code of Conduct and to require signatures, as necessary. I also understand that any breach of this acknowledgement, provisions of the Short-Term Accommodation Licensing By-law 2023-085, or any other Applicable Laws may result in the suspension or revocation of the Short-Term Accommodation Licence for the Premises.

\_\_\_\_\_  
Signature of Licensee

\_\_\_\_\_  
Date

## Short-Term Accommodation Licensing Program: Responsible Person Consent Form

*This form must be completed by the responsible person and is required even if the Applicant/Licensee of the short-term accommodation is also the responsible person.*

As required by section 7.1.1. of the [Licensing By-Law 2023-085](#), the Licensee of the short-term accommodation shall ensure that there is a Responsible Person who can be readily contacted within thirty (30) minutes and respond to an emergency or contravention of any Town by-law, including attendance on site of the premises within sixty (60) minutes of being notified of the occurrence by way of telephone or e-mail.

The By-law defines a “Responsible Person” as the Owner or an Agent assigned by the Owner or Licensee to ensure the short-term accommodation is operated in accordance with the provisions of the Licensing By-law, the Licence, and other Applicable Laws.

Licensed Premises Municipal Address:	
Responsible Person’s Name:	
Responsible Person’s Telephone Number:	
Responsible Person’s E-mail Address:	

### Responsible Person Consent

I \_\_\_\_\_ (*Responsible Person’s Name*)  
certify and acknowledge that I have been appointed by the Licensee as the “Responsible  
Person” in accordance with the licensing requirements to operate a short-term  
accommodation at \_\_\_\_\_

\_\_\_\_\_ (*Address*), Collingwood, Ontario.

I understand and consent that my name, telephone number, and e-mail address will be published on the Town of Collingwood website and made available to the general public. I further confirm that when contacted by telephone or e-mail by a member of the public, the Town of Collingwood, an enforcement officer/agency or the Ontario Provincial Police, I will be available to attend the short-term accommodation within one (1) hour of being contacted to ensure its operation is in compliance with the licence and applicable municipal and provincial law.

\_\_\_\_\_  
Signature of Responsible Person

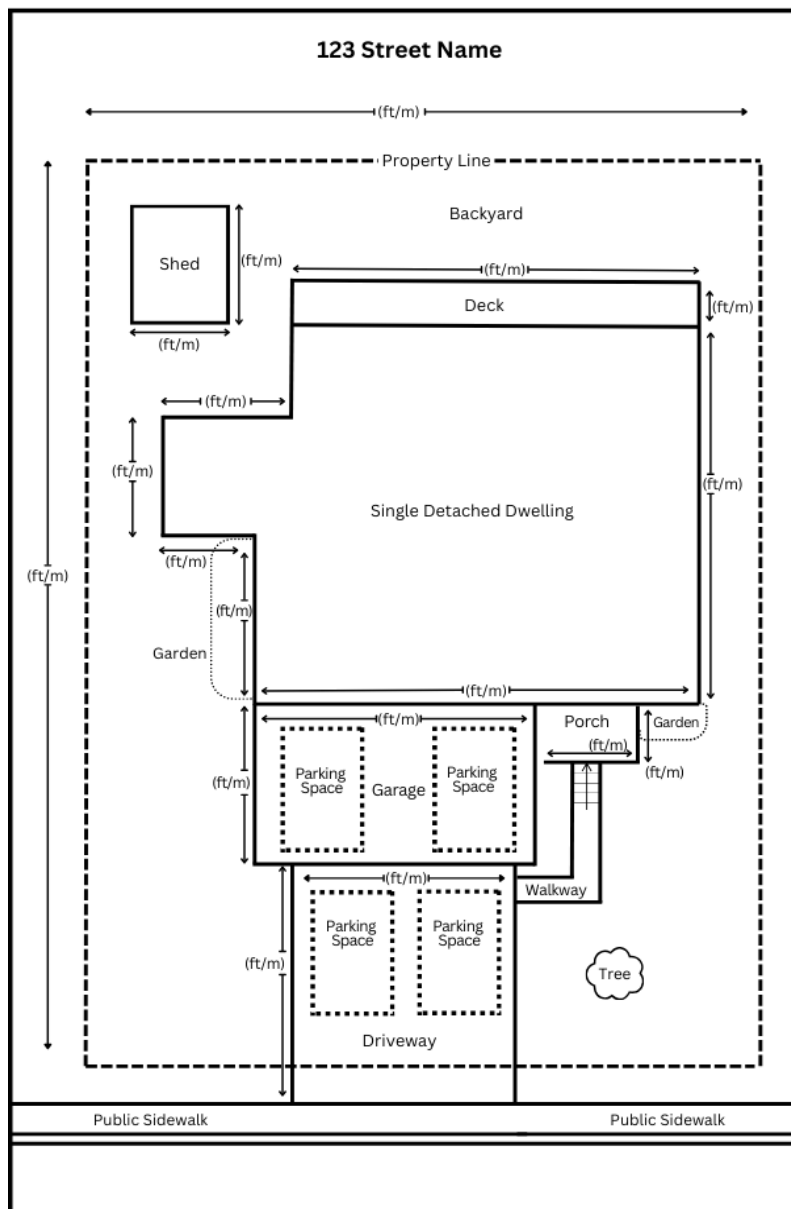
\_\_\_\_\_  
Date

# Short-Term Accommodation Licensing Program: Sample Site Plan Drawing

A site plan must be submitted with every short-term accommodation application per the [Licensing By-Law 2023-085](#). Note: this can be hand drawn.

## Requirements for site plan drawings:

- Municipal address of property
- Property lines with dimensions
- Location and dimensions of all buildings, structures, and related site amenities on the property, including the exterior decks that are appurtenant to the premises
- Use of all buildings and structures (e.g., house, garage, shed, etc.) on the property
- Location and dimensions of parking spaces and the parking area. Note: one parking space per guest room is required (in addition to the two spaces required for the main dwelling unit) and the minimum parking space size is 2.8 metres (width) by 6.0 metres (length).

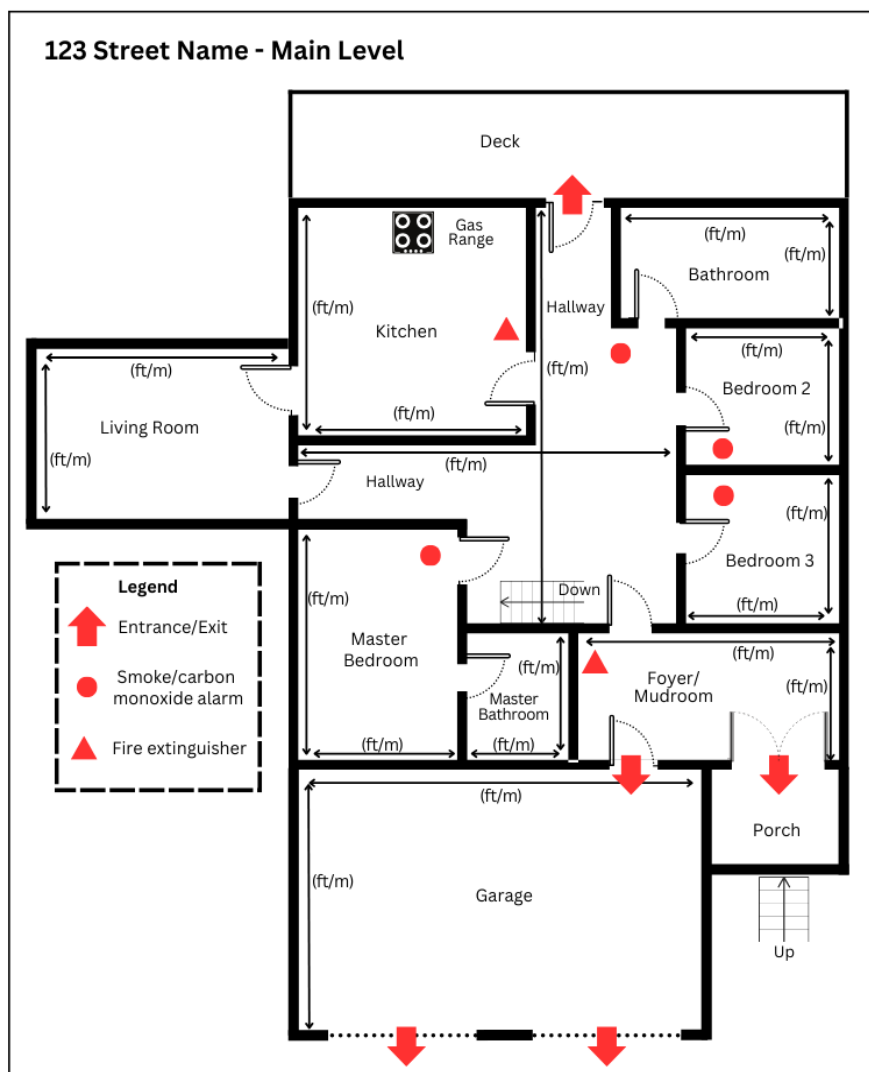


# Short-Term Accommodation Licensing Program: Sample Floor Plan Drawing

A floor plan must be submitted with every short-term accommodation application per the [Licensing By-Law 2023-085](#). Note: this can be hand drawn.

## Requirements for floor plan drawings:

- Municipal address of property
- Layout and dimensions of all rooms and spaces on each storey/floor including basement (if applicable)
- Use of each room (e.g., guest room, kitchen, living room, hallway, etc.)
- Number of persons per guest room (maximum 2)
- Location of smoke and carbon monoxide alarms and early warning devices
- Location of fire extinguishers
- Location of all gas and electric appliances
- Location of all fireplaces and fuel-burning appliances
- All entrances/exits to and from the buildings and fire escape routes



## Short-Term Accommodation Licensing Program: Pre-Inspection Checklist

As part of the licence application process, you must successfully pass a fire inspection as well as a licensing and property standards inspection to confirm the subject property complies with the [Fire Protection and Prevention Act, 1997](#), the Ontario [Fire Code](#) and the Town's [Licensing By-Law 2023-085](#) and [Property Standards By-law 2016-040](#).

Please review the applicable laws and complete the pre-inspection checklist below to prepare your property for the required inspections. After your licence application is submitted and reviewed, you will be contacted to arrange an inspection. Note: In the event a re-inspection is necessary, this fee will be charged to the applicant in the amount set out in the Fees and Service Charges By-law.

- Working **smoke alarms** are on every level of the home and outside all sleeping areas. These should be tested annually and before every new guest.
- Working **carbon monoxide alarms** are outside all sleeping areas if you have an attached garage and/or fuel burning appliances. These should be tested annually and before every new guest.
- A **Guest Register** must be maintained and indicates the renters' and guests' names, addresses, telephone numbers, number of renters and guests, length of stay, and confirmation that the smoke and carbon monoxide alarms have been checked and are in working condition after each renter leaves. This guest register must be maintained and provided within 24 hours upon request.
- A class ABC **fire extinguisher** must be provided in any cooking area, and a class BC or better on each floor.
- Annual **HVAC** inspection & servicing report.
- Solid fuel burning appliance(s)** are maintained & serviced by a qualified chimney sweep.
- All **windows** and **doors** are maintained and in good repair.
- The interior and exterior of all **exits** are free of obstruction.
- The **property** meets the minimum standards for maintenance and occupancy as set out in the [Property Standards By-law 2016-040](#).