



## APPLICATION TO LICENSE SHORT TERM RENTALS

Licensing period beginning January 2022

NEW

RENEWAL

RENEWAL - New Owner

<b>PROPERTY ADDRESS</b>
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TYPE Room/Term	Total # of Bedrooms within structure	# of Bedrooms to be licensed
Single Detached Dwelling - 3 Month Term		
Single Detached Dwelling – 5 Month Term		

TERM	MONTHS
Chosen Months - 3 or 5 Months (eg. June, July, August)	

REGISTERED OWNER(S)	PHONE NO. (*required)	EMAIL (*required)

PROPERTY OWNER(S) MAILING ADDRESS				
NO. & STREET	BOX/APT	CITY	PROVINCE/STATE	PC/ZIP CODE

PROPERTY MANAGER(S)/LOCAL CONTACT, if applicable	PHONE NO. (*required)	EMAIL (*required)
<b>Property Manager (required to available to attend to the Short Term Rental at all times within a period of no greater than thirty (30) minutes from the time of contact)</b>		

<b>CHECKLIST</b> <b>Provide to Municipality in person or by email</b>	
Proof of commercial insurance (minimum of \$2 million liability coverage covering the chosen 3 months that the rental is active).	
Application License Fee of \$750/3 Month Term or \$1000/5 Month Term	
A site plan showing the locations of all buildings and structures on site including parking layout.	
A floor plan of the Short Term Rental showing all bedrooms and sleeping accommodations and indicating the maximum capacity based on the provisions of by-law 2022-36.	
A listing of all websites or any other places that the Short Term Rental will be listed for rent.	
Proof that the septic system is an adequate size based on the intended number of guests. This shall be in the form of a copy of the septic permit.	
A plan of how the Licensee plans to make renters aware of local by-laws and their obligations under by-law 2022-36.	
A waste collection plan. The Licensee must detail how they will ensure that garbage is collected and placed for pick up in accordance with section 5.5 of by-law 2022-36.	

I/We do declare that all of the information submitted with this application is true and understand that it will take up to 15 business days for this application to be processed. All applicable by-laws, and requirements, have been read and are understood, pertaining to the operation of a Short-Term Rental.

I/We further give permission for Fire Inspectors, By-law Enforcement Officers, and Building Inspectors to enter the residence for the purpose of inspecting for compliance with municipal by-laws and regulations.

**RENEWAL APPLICATIONS**

I/We confirm that the floor plans and site plan on file for this Short Term Rental still are accurate and no changes have been made to the room layouts.

\_\_\_\_\_  
SIGNATURE of REGISTERED OWNER

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE of REGISTERED OWNER

\_\_\_\_\_  
DATE

Applications and attachments are to be submitted to the Director of Community Services, Greg Kirton [greg.kirton@eastferris.ca](mailto:greg.kirton@eastferris.ca) or in person to:

Greg Kirton, Director of Community Services  
Municipality of East Ferris  
390 Hwy 94  
Corbeil, ON P0H 1K0