



Short-Term Rental Accommodation and Bed & Breakfast Licence Application Checklist

Please ensure all information is accurate and complete before submitting your application through the [Cloudpermit Municipal Law Enforcement 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 Rental Accommodation Licensing By-law 2026-078:

Portal Application

Complete the application form found on the [Cloudpermit Municipal Law Enforcement 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.
- ☐ **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.
- ☐ **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 with an endorsement that covers a short-term rental being operated on the property.
- ☐ **Responsible Person Consent Form**
The designated responsible person must complete and sign the Responsible Person Consent Form.
- ☐ **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
STRA Licence	\$ 1,500.00
STRA Licence – Apartment or Condominium	\$ 1,250.00
Bed and Breakfast Licence	\$ 500.00
STRA Licence Renewal	\$ 1,250.00
STRA Licence – Apartment or Condominium Renewal	\$ 250.00
Bed and Breakfast Licence Renewal	\$ 200.00