

# Short Term Rental Accommodation Business License Application



**Submit the Completed Application and Licensing Fee to:**

Municipal Law and Licensing Clerk  
37 Lindsay Street South,  
Lindsay, ON K9V 2L9  
(705) 324-9411 ext. 1238

Note: The licensing fee must be collected prior to Agency Approval. **Licensing fee is Non-Refundable.**

Please fill out the printed application and submit it, along with payment and all required supporting documents, to the Municipal Law and Licensing Clerk (address and contact information listed above).

**Please select the box below to indicate which License you would like to obtain: \***

Hosted 6 Months (October 31 to April 30) \$150

Un-Hosted 6 Months (October 31 to April 30)  
\$750

Hosted 6 Months (May 1 to October 31) \$150

Un-Hosted 6 Months (May 1 to October 31)  
\$750

Hosted 1 Year (April 1 to March 31) \$300

Un-Hosted 1 Year (April 1 to March 31) \$1,500

**Address of Short Term Rental: \***

**Name of Property Owner: \***

**Home Address: \***

**City/Town: \***

**Postal Code: \***

**Email: \***

**Phone #: \***

**Name of Responsible Person: \***

**Home Address: \***

**City/Town: \***

**Postal Code: \***

**Email: \***

**Phone #: \***

**Does the property have any outstanding corrective orders or non-compliance issues under any Federal, Provincial or Municipal Acts, Regulations or By-laws? \***

Yes

No

**If you checked yes, please specify: \***

**Does the property have a dock encroachment agreement through the Municipality? \***

Yes

No

**If you checked yes, please provide the dock number: \***



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**Please Submit the Following Documentation with the Completed Application Form**

1. Short Term Rental Licence fee as per the fees By-law and as outlined above
2. Signed Declaration of applicable By-laws and regulations (included in form)
3. Proof of property ownership
4. Copy of property owner's drivers license
5. Proof of general liability insurance of \$2,000,000.00 (minimum)
6. Site diagram and floor plan to scale and dimension to include the following:
  - The location of all buildings and structures on the property
  - The location of wells, and all components of sewage systems
  - The use of each room
  - The location of smoke and carbon monoxide alarms, and early warning devices
  - The location of fire extinguishers
  - The location of records of tests and maintenance of smoke and carbon monoxide alarms, early warning devices and fire extinguishers
  - The location of all gas and electric appliances
  - The location of all entrances/exits to and from the buildings
  - The exterior decks and related site amenities including dimensioned parking spaces, and other buildings or structures on the property.

**Please submit your proof of ownership along with your application.**

**Please submit a copy of the property owner's drivers license along with your application.**

**Please submit your proof of insurance along with your application.**

**Please submit your site diagram (with all of the information listed above) along with your application.**

The personal information on this form is being collected pursuant to the Municipal Freedom of Information and Protection of Privacy Act and the Municipal Act, for the purpose of processing this application. Questions about this collection should be directed to the City Clerk or Deputy Clerk at [clerks@kawarthalakes.ca](mailto:clerks@kawarthalakes.ca)

**I hereby declare that I will comply with the following (all must be checked to proceed with the application): \***

That the electrical panel and all connecting circuits and wiring are in good working order

- That the wood burning appliances have been inspected by a certified WETT Site Basic Inspector Wood Energy Technical Transfer (WETT) report within the last five years
- That an annual inspection has been completed, indicating that the chimney, flue pipes etc. have been inspected, cleaned and are safe to be utilized
- That an annual inspection has been completed indicating that the heating ventilation air conditioning (HVAC) systems have been serviced or inspected by an HVAC Technician

That an annual record of testing and maintenance for all smoke and carbon monoxide alarms will be maintained

By-Law to Regulate Noise in the City of Kawartha Lakes, being By-law 2019-124, as amended

By-Law to Regulate Times During Which Fires May Be Set in the Open Air, Precautions to be Observed by Persons Setting Fires and for the Setting of Fees for Fire Permits in the City of Kawartha Lakes, being By-Law 2016-110, as amended

By-Law to Require the Owners of Yards within Kawartha Lakes to Clean and Clear Them, being By-Law 2014-026, as amended

By-Law to Regulate Parking in the City of Kawartha Lakes, being By-Law 2012-173, as amended

By-Law to Regulate Animals in the City of Kawartha Lakes, being By-Law 2021-072, as amended

By-Law Respecting the Sale and Setting Off of Fireworks within the City of Kawartha Lakes, being By-law 2007-236, as amended

By-Law to Regulate and Govern the Standards for Maintaining and Occupying Property within Kawartha Lakes, being By-Law 2016-112, as amended

### **Declaration**

I, the undersigned, do solemnly declare that all information provided in and with this application is factual and correct and agree to abide by and adhere to all relevant by-laws, rules and regulations, matters and things as are, or may be enacted by the City of Kawartha Lakes, and to any applicable federal or provincial legislation or regulation in effect, enacted, or amended, from time to time, and make this solemn declaration conscientiously knowing that it is of the same force and effect as if made under oath. I also hereby agree to authorise the City of Kawartha Lakes to release any information which is deemed pertinent in the granting of this application.

**Signature of Applicant \***

**Date of Signature \***

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### **Indemnification Agreement**

I, the undersigned, agree that I shall at all times indemnify and save harmless the Corporation of the City of Kawartha Lakes, its employees and Members of Council from and against any and all manner of claims, demands, losses, actions and other proceedings whatsoever made or brought against, suffered by, or imposed on the City in respect of any loss, damage or injury to any person or property, which are occasioned by or attributable to the issuance of this license or operation of the business.

**Signature of Applicant \***

**Date of Signature \***

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### **Appeals**

In Accordance with the City of Kawartha Lakes Short Term Rental Accommodation Business By-Law, the application submitted by the applicant or owner of the Short Term Rental premises may be denied. If the applicant or owner of the Short Term Rental premises disagrees with the denial of the application a Notice of Appeal may be submitted to the Municipal By-Law Appeals Committee in writing within fourteen (14) days of the denial, suspension or revocation.

The Notice of Appeal must include the non-refundable appeal **administration fee of \$400.00** as set by the Fees By-Law as amended.

**Please note:** The Short Term Rental Accommodation Business remains un-licensed during the appeal period and un-licensed use will be considered a violation of the Short Term Rental Accommodation Business By-Law and legal action, demerit points and additional costs may be incurred.

Correspondence requesting the Appeal may be submitted to the Municipal By-Law Appeals Committee the following address:

The Corporation of the City of Kawartha Lakes  
Municipal Law Enforcement & Licensing  
37 Lindsay Street South  
Lindsay, Ontario, K9V 2L9

**Check the below box to acknowledge that you have read and understand the Appeals section as outlined above: \***

I have read and understand the Appeals section of the form as outlined above

# Thank You for Your Application

Staff will review your submission and follow up with you with any questions or requests for additional information. The application fee is non-refundable. When the application review is completed you will be notified in writing of the final status. If the application is approved, you will receive a physical copy of the business license and be issued a license reference number.

Should you have any questions throughout the process, please contact the Municipal Law Enforcement and Licensing office by calling 705-324-9411 ext. 1238 or by email to [str@kawarthalakes.ca](mailto:str@kawarthalakes.ca)