

# Short Term Rental Accommodation Business License and Renewal 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. 1328

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

Payment can be made through this application or you can print the application and submit it, along with all supporting documents and payment to the Municipal Law and Licensing Clerk.

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

☐ Hosted 6 months October 31 to April 30 \$200

☐ Un-hosted 6 months October 31 to April 30 \$875

☐ Hosted 6 months May 1 to October 31 \$200

☐ Un-hosted 6 months May 1 to October 31 \$875

☐ Hosted 1 year April 1 to March 31 \$400

☐ Un-hosted 1 year April 1 to March 31 \$1,750

☐ Appeal Fee \$409

**Are you renewing an existing Short Term Rental License? \***

☐ Yes

☐ No

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

**Website or Social Media Address/URL for Short Term Rental:**

**Name of Property Owner: \***

**Home Address: \***

**City/Town: \***

**Postal Code: \***

**Email: \***

**Phone #: \***

The Responsible Person is someone who can be readily contacted within thirty (30) minutes and respond to an emergency or contravention of any City of Kawartha Lakes By-law, including contact and/or attendance on site of the Premises within sixty (60) minutes of being notified of the occurrence.

**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: \***

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 principle 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).



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

**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 (a title deed or a recent City of Kawartha Lakes tax bill is acceptable)
4. Copy of property owner's drivers license
5. Proof of general liability insurance of \$2,000,000.00 (minimum)
6. If the property is owned by a business or corporation please provide a Corporate Profile Report
7. Site diagram and floor plan to scale and dimension that includes 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
  - The location of all windows

[View an example of a Site Plan Drawing here](#) (accessible version available upon request).

**Please submit your proof of ownership here \***

**Please submit a copy of the property owner's drivers license here \***

**Please submit your proof of insurance here \***

**Please submit your interior site diagram (with all of the information listed above) here \***

**Please submit your exterior site diagram (with all of the information listed above) here \***

**If the property is owned by a business or corporation, please submit your Corporate Profile Report here**

**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.

**I acknowledge that: \***

- ☐ I shall not operate my short-term rental accommodation business during the application process. Operations may commence once I have been issued a valid Short-Term Rental License.

**Signature of Applicant \***

**Date of Signature \***

## 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** 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 at 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

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# Payment

**Note:** The application licensing Fee must be collected prior to Agency Approval and is **non-refundable**.

Online payment is available below.

Printed applications, along with supporting documentation and payment can also be made at the Municipal Law Enforcement office. Please note this office does not accept cash. Payment methods include debit, credit, or cheque payable to the City of Kawartha Lakes.

# Thank You for Your Application or Renewal

Please note that when your completed STR business application is received it goes through a number of steps:

- Staff may contact you to discuss the application details and confirm receipt. The application status will be **pending**.
- Applications that are missing documents/information may increase review and circulation time periods causing the application process and status to change to **on hold** until the required information is submitted. For example, information that will impact and delay the STR business license application process may simply be missing details such as who the responsible person will be, or ownership details. Also the application status will be changed to **on hold**, if the applicant requires septic system work or a building permit for compliance with the Building Code Act or for other regulation compliance.
- Next the business application is circulated for evaluation to municipal staff and external agencies for feedback. A fully complete application may be processed within four to six weeks (intake timing may reduce this time period). The circulation process automatically changes the status of your STR business license application to **on hold**.
- Upon completion of circulation, the demerit points will be reviewed and locations with existing points of seven or greater may impact the issuance of an STR license and the application could be denied. A denied status will be communicated directly to the applicant with appeal information.
- In the final stage, staff conduct a review and if the processes are complete the application will be approved, the status will be changed to **L-Active** and the applicant will be notified by email or phone call advising of the application approval.

Status changes are generally communicated to the applicant. However if you want to discuss your application, have not been contacted and wish to verify your status please contact the Municipal Law and Licensing Clerk by calling 705-324-9411 ext. 1328 or emailing [str@kawarthalakes.ca](mailto:str@kawarthalakes.ca). The Municipal Law Enforcement and Licensing office is also open to the public, feel free to visit in person at 37 Lindsay Street South, Lindsay, ON K9V 2L9.