



## Short Term Accommodation (STA) Application for License

### Short Term Accommodation (STA) License Application Checklist

Please follow the checklist below and submit with your application. It will ensure that you are submitting a complete application package. Applications are not deemed complete until all supporting documentation has been received.

Items Required To Complete Application	YES	NO
Completed license application form		
Signed Affidavit (if owner/tenant occupied)		
Proof of property ownership, such as a land transfer deed or pin abstract from the Land Registry Office.		
Proof of septic tank capacity (pump record/past sewage system permit) if not on City services		
Proof of insurance (3rd party not permitted): <ul style="list-style-type: none"> <li>in an amount no less than \$2,000,000, and</li> <li>contains coverage for damage from fire, and</li> <li>does not prevent the use of an STA, and</li> <li>is cancellable by the applicant 's insurer with 30 days' notice.</li> </ul>		
Exterior photos of the rental home(s), taken square on if possible. One photo each to show the front, back and each side.		
Is the STA your permanent residence? Have you provided proof of ID showing address of residency (ex. driver's licence)? Or if there is a full-time occupant different from owner, has contact information been provided?		
Are meals of breakfast, lunch, and/or dinner being served <u>or</u> are you planning on serving?		
Floor plan drawing(s) with accurate dimensions showing each bedroom.		
<u>One</u> (1) site plan drawing showing the property boundaries and: <ul style="list-style-type: none"> <li>the location of the building(s) with the setback to each property boundary (front, back &amp; each side), and,</li> <li>the driveway access from the road to the parking area(s) , and</li> <li>the location &amp; dimensions of parking area(s) , and</li> <li>the location &amp; dimensions of outdoor amenity area(s) (pool deck/ patio/ gazebo/ etc.), and</li> <li>the location of any fencing, significant landscaping or other buffering.</li> </ul>		
Have you registered to remit Municipal Accommodation Tax with the City of Belleville <a href="https://www.belleville.ca/en/do-business/municipal-accommodation-tax.aspx">https://www.belleville.ca/en/do-business/municipal-accommodation-tax.aspx</a>		

#### \*\*AFFIDAVIT for Owner Occupied STA's

Date: \_\_\_\_\_ Address: \_\_\_\_\_

I certify that the property listed above is my principal residence and that I reside there while it is being used by guests as an STA, or

I certify that the property listed above is the principal residence of my tenant, and that they reside there while it is being used by guests as an STA

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

