

used by guests as an STA

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	ILS	140
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		ı
Proof of insurance (3rd party not permitted):		
• in an amount no less than \$2,000,000, and		i
 contains coverage for damage from fire, and 		i
does not prevent the use of an STA, and		i
is cancellable by the applicant 's insurer with 30 days' notice.		
Exterior photos of the rental home(s), taken square on if possible. One photo each to show the front,		ı
back and each side.		
Is the STA your permanent residence? Have you provided proof of ID showing address of residency (ex.		i
driver's licence)? Or if there is a full-time occupant different from owner, has contact information been		i
provided?		
Are meals of breakfast, lunch, and/or dinner being served or are you planning on serving?		
Floor plan drawing(s) with accurate dimensions showing each bedroom.		<u></u>
One (1) site plan drawing showing the property boundaries and:		ı
 the location of the building(s) with the setback to each property boundary (front, back & 		i
each side), and,		i
 the driveway access from the road to the parking area(s), and 		i
 the location & dimensions of parking area(s), and 		i
 the location & dimensions of outdoor amenity area(s) (pool deck/ patio/ gazebo/ etc.), and 		Ì
 the location of any fencing, significant landscaping or other buffering. 		1
Have you registered to remit Municipal Accommodation Tax with the City of Belleville		i
https://www.belleville.ca/en/do-business/municipal-accommodation-tax.aspx		i
		ı
**AFFIDAVIT for Owner Occupied STA's		

Print Name:	
Signature:	Date:



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A. Property Information (Property to be	Licensed)		
Street Address		Unit Number	
Ward		Postal Code	
Number of Rented Bedrooms		Maximum Number of Occupants Over the Age of 10	
□ Yes, currently serve or plan to serve breakfast, lunch and/or dinner		Have you notified the Hastings Prince Edward Public Health	
□ No food service offered		Unit (HPEPH) □ Yes □ No	
Capacity of Septic Tank (Attach pump record/	'sewage system permit) if not on City se	ervices	
B. Owner Information			
Last Name First Name		Corporation or Partnership	
Street Address		Unit Number	
City		Province Postal Code	
Contact Number	E-Mail	,	
C. Agent/Property Manager Information	1*		
Last Name/Company Name		First Name	
Street Address		Unit Number	
City		Province Postal Code	
Contact Number	E-Mail		
D. Purpose of Application			
□ New STA		□ Whole Home STA	
☐ License Renewal - Previous license #		☐ Owner/Tenant Occupied STA	
E. Declaration of Applicant			
Applicant is: ☐ Owner ☐ Agent			
I,(Print Name)	certify that the information contained	in this application and the attached information is true to	
, ,	Corporation or Partnership, I have the a	authority to bind the Corporation or Partnership. The	
applicant acknowledges that City Officials ma	ay enter the property for the purpose of	of administration and/or enforcement of this	
application.			
Signature:	Date:	ate:	
ELECTRONIC SIGNATURE DISCLAIMER: If you intend to elect application form, you are agreeing that your electronic signal		arefully before signing. By signing your name electronically on this	

Personal information contained in this application & attachments is collected under the authority of the Municipal Freedom of Information and Privacy Protection Act and will be used for Short Term Accommodation information collection as well as administration and enforcement by the Short Term Accommodation Licensing By -law. Questions about the collection of personal information may be addressed to the City of Belleville Clerk's Office.

NOTES:

- *Whole-home STA's whose owners live more than a one-hour travel distance away must appoint an agent who is available 24/7 and who are able to attend the property within one hour.
- **Owner/Tenant occupied STA's must submit the Affidavit with their application.
- When forwarding supporting documentation digitally, documents must be sent as attachments. Zip files/Dropboxes/Google Drive documents will not be accepted