Step-by-Step Guide for Short-Term Accommodation and Bed and Breakfast Licensing and Municipal Accommodation Tax

STEP 1

1. The Applicant submits a complete application either in person or by email.

2. Both Short-Term Rental licenses and Bed and Breakfast licenses shall be submitted on or before March 31st.

3. The application would have to be a complete submission of all required documentation before officers would review for approval.

4. A complete application for **Short-Term Rental** would include:
    - Completed application including the following:
    - Owner and Applicant (if applicable) contact information.
    - Floor Plans of the entire dwelling, outlining:
        - Labeling rooms within the dwelling.
        - The location/labeling of rental guest rooms.
        - Depicting dimensions for each guest room.
        - The location/labeling of guest occupied rooms.
        - Indicating for each guest room the proposed total occupancy.
    - Parking Management Plan, outlining:
        - Indicating property dimensions
        - Location of dwelling and structures and the measurements from all property lines.
        - Location(s) of driveway(s) and dimensions of length and width.
        - Location of pathway(s)
        - Location of recycling and garbage receptacles.
    - Electrical System Safety Assessment from an electrical contractor holding a current license, that is dated within 12 months of when the application is submitted. Indicating the property complies with the Electrical Safety Code of Ontario.
    - Certificate of insurance that indicates:

- The policy is current and will be valid within the time frame of the license.
- General Liability insurance for no less then 2 million ($2,000,000)
- The policy must indicate that the policy does not prevent the applicant using the property as a Short-Term Rental Accommodation.
- Confirmation the insurer can only cancel with the maximum of 60 days notice.

- Fire Safety Checklist completed by a City Fire Inspector
- Fire Safety Instructions to be placed in the unit, outlining instructions to be taken in an emergency
- Payment of current licensing fee

5. A complete application for **Bed and Breakfast** would include:
   - Completed application current licensing fee.
   - Owner and Applicant (if applicable) contact information.
   - Indicating the property is owner occupied.
   - Floor Plans of the entire dwelling, outlining:
     - Labeling rooms within the dwelling.
     - The location/labeling of rental guest rooms.
     - Depicting dimensions for each guest room.
     - The location/labeling of owner-occupied rooms.
     - Indicating for each guest room the proposed total occupancy.
     - Location and dimensions of parking spaces on the subject property.
     - Indicating the total number of parking spaces on the subject property.
   - Certificate of insurance that indicates:
     - The policy is current and will be valid within the time frame of the license.
     - General Liability insurance for no less then 2 million ($2,000,000)
     - The policy must indicate that the policy does not prevent the applicant
   - The property must be located in the permitted zone, outlined in the City's Zoning By-law.
   - Indicating compliance with Ontario Building Code, Ontario Fire Code, Ontario Health Protection and Promotion Act and the City's By-laws.

6. If the application is a renewal and it is past the expiration date, the license is no longer valid and the owner/applicant would have to applied for a new Short-Term Rental Licence or Bed and Breakfast Licence.

7. Officers will contact Finance to ensure property is not in arrears.

8. Once reviewed and if there are any missing documents or information found the Officer would contact the owner/applicant informing them of the required documents and or items. A compliance date would be given for the submittal of items required.

9. If all documents are present, Officers will schedule an inspection to confirm compliance with City by-laws.

10. On inspection, officers will confirm floor plans, parking plans, fire safety instructions, to ensure the location collaborates what is submitted on the application.

11. If the applications meet all requirements, Officers will approve and issue the license.

12. At time of issuance, an individual license number will be assigned for a Short-Term license, and an individual number will be assigned for a Bed and Breakfast license.

STEP 2

After the License is Issued – the MAT (Municipal Accommodation Tax)

1. For the newly licensed, ORHMA then sends a detailed 'welcome' email with instructions as to how to register on their portal site. Any questions relating to reporting or remitting MAT, logging into the **reporting portal** must be directed to ORHMA at (905) 361-0268 or (800) 668-8906.

2. For returning licensees, licensees don't need to do anything differently than before- they should be aware of how to report and remit but ORHMA will update their license number if applicable.

3. Accommodators are required to report information similar to this:
   - Number of rooms
   - Number of available nights
   - Number of exempted nights
   - Number of nights booked
   - This is to be including HST if they are an HST registrant
   - Total MAT applicable revenue (gets calculated in portal)

4. Reporting and remitting of amounts must be reported and remitted by the 15th of the month after their quarter ends (i.e. Jan-Mar is due Apr 15) for STRs and B&Bs to ORHMA only.

5. Hotels and Motels are required to report and remit monthly.

6. There is a requirement to report even if there is nothing to remit or if the establishment was seasonally closed.

7. Reporting and remitting is required electronically through the portal, but if an exception is required, please contact ORHMA. The City in NO cases directly accepts payments from accommodators.

8. Interest will be applicable on past due amounts.