



SHORT TERM RENTAL LICENSE APPLICATION AS PER BY-LAW 3650-2023

A short-term rental (STR) is defined as a dwelling unit, that in whole or in part, is rented or available with the intention of financial compensation for an occupancy period of 30 consecutive days or less, by way of a township license.

Short-term rental licenses must be renewed every year by **December 31st** and will be issued to the owner of the property only.

Application Process:

1. Review By-Law 3650-2023.
2. Contact the Township Planner to determine if a short-term rental business is allowed on the proposed property as per the current Zoning By-Law.
3. Review the pre-inspection checklist (attached) and ensure compliance.
4. Ensure all fines, penalties, or any other amounts owing to the Township, including outstanding property taxes and late payment charges are paid in full against all properties you own.
5. Complete the attached application and hand it in at the Reception desk at the Township office. Be sure to include your site plan, floor plan drawings, your Electrical Safety Authority Inspection Certificate (if applicable) as well as your Certificate of Insurance for \$5 million with Augusta Township named as an additional insured.
6. The Fire Chief and Chief Building Official (CBO) will contact you to arrange a time for necessary inspections.
7. Once Township staff are satisfied with the inspection results you will be notified, and you can come to the Township office and pay the \$500 license fee and pick up your license. NOTE: we accept cash, debit, cheque as well as e-transfer as long as it is sent at least 1 hour in advance of you coming to the office to pick up the license. It is to be emailed to **tax@augusta.ca** and please ensure it includes your full name and states that it is for an STR fee.

Contacts:

Melissa Banford, Planner	mbanford@augusta.ca	613-925-4231 x 104
Rob Bowman, Fire Chief	rbowman@augustafire.ca	613-925-4231 x 201
Karen Morrell, CBO	kmorrell@augusta.ca	613-925-4231 x 106
Steve Linn, Finance Coordinator	slinn@augusta.ca	613-925-4231 x 101

Attached:

- Short-term rental license application form
- By-Law 3650-2023 (Short-Term License By-Law)
- By-Law 3646-2023 (Nuisance/Noise By-Law)

BY-LAW 3650-2023
SCHEDULE A
PRE-INSPECTION CHECKLIST

The checklist below will help you prepare for your Short-Term Rental licensing inspection. The checklist outlines some of the basic requirements that need to be met in order to be licensed under the Township of Augusta By-Law No. 3650-2023. Please be advised that it is your responsibility to ensure all requirements under the applicable By-Laws are met.

All Short-Term Rentals must meet all applicable By-Law requirements prior to receiving a license.

Pre-inspection Checklist

ALL ROOMS FOR RENT:

- Walls and ceilings are reasonably smooth, free from defects and holes that would reduce their effectiveness in a fire situation.
- Floor surfaces are reasonably smooth and do not unnecessarily contribute to a potential accident, for example nail sticking up, floorboards loose, ripples in carpets, etc.
- Electrical outlets and switches have adequate covers and electrical fixtures, or lamps are provided.
- Operable window present for ventilation/light and equipped with a suitable insect screen.
- Access door provides privacy and operates freely without the use of a key to exit.

ELECTRICAL PANEL:

- Breakers are operational and the breaker panel is labelled.

FIRE SAFETY:

- All smoke alarms, either battery operated or hard wired, shall be interconnected, on every floor level and in every bedroom shall be in working order.
- Carbon monoxide detector alarms shall be in working order within each bedroom or outside hallway serving bedrooms.
- All smoke and carbon monoxide alarms shall be tested at least monthly, and batteries replaced semi-annually. All alarms must be replaced as per manufacturers recommendations, or at a minimum every 10 years for alarms and 5 for carbon monoxide alarms. Records of all maintenance must be maintained.
- Electrical cords are in good working condition.
- All escape routes are clear of obstructions and easily accessible.
- Clothes dryer lint trap and exhaust is clean and lint free.
- All extension cords are for temporary use only, used safely, not under carpets or across walking areas.
- Portable space heaters are a minimum of 3 feet away from combustible material.
- The furnace has been inspected and the filter replaced in the past year.
- The fireplace chimney has been WETT (Wood Energy Technical Transfer) inspected and cleaned in the past year.

- All portable fire extinguishers with a minimum 2A-10BC rating shall be made available, with one visibly mounted on each floor area, and one in the kitchen. All extinguishers shall be inspected and tagged annually.
- Any bedroom door with an automatic door closer must ensure that the door properly closes and latches properly.
- Valid burn permit issued by Augusta Fire Rescue.
- Electrical panels shall be labelled and only be serviced by a licensed electrician.
- Sprinkler systems shall be inspected annually if applicable.
- Fire alarm systems shall be inspected annually if applicable.
- Establish rules for smokers. If you permit smoking inside, use large, sturdy ashtrays that can't be easily tipped over. Ashtrays should be emptied into a metal container, not the garbage can.
- If you use candles, keep them away from anything that can burn and place them in a safe, sturdy glass holder. Place them where they cannot be knocked over and blow them out when leaving the room.

LICENCING REQUIREMENTS:

- A copy of the Township approved floor plan with all exits marked on it posted in a conspicuous area (The plan is not to be posted in a binder or folder).
- Daily register/guest form is current.

MEANS OF EGRESS/EXITS:

- A safe continuous and unobstructed passage is provided from the interior of the dwelling to the outside at street or grade level is provided.

PARKING AREAS:

- Kept in good repair and free clutter (including the garage if used for parking)

POOL AREAS:

- Gates is self-closing and self-latching.
- Gates have locks.
- Pool is fenced in.
- In accordance with the Pool & Fence By-Law.

STAIRS, PORCHES, AND BALCONIES:

- All steps, handrails, guards, and landings are in reasonably good repair and will not likely create a hazard (i.e., Free of holes, cracks and other defects which may constitute an accident hazard).
- Stair treads or risers are in good condition.
- Stairwell is clear of clutter and provides for an unobstructed passage.
- Interior stairs with two or more risers have a handrail.
- Exterior stairs with three or more risers have a handrail.

UTILITY AREAS:

- Area around the furnace is free of clutter, waste combustibles, and flammable liquid.
- Hot water tank is free of rust and other visible defects and has a downspout pressure relief valve extending to 6" above the floor.

WASHROOMS FOR GUEST USAGE:

- Is separate from the owner's washroom.
- A water toilet basin and tub or shower have been provided and are reasonably clean and in good condition.
- Fixtures are reasonably clean, impervious to water and capable of performing their intended function.
- Floors, walls, and ceilings are reasonably smooth and clean (i.e., Free from mold and mildew).
- Operable windows are provided for ventilation; or where no window is present an exhaust fan and electrical fixture has been provided.

**BY-LAW 3650-2023
SCHEDULE B
APPLICATION TO LICENSE SHORT TERM RENTALS
Licensing period beginning January 2024**

NEW

RENEWAL

RENEWAL – NEW OWNER

Note: For a renewal application, your operation must have been licensed the previous year.

PROPERTY ADDRESS	HOUSE NAME (if applicable)

TYPE	Total # of Bedrooms within structure	# of Bedrooms to be licensed
Owner Occupied		
Residential Unit		
Seasonal Dwelling		
Suite		

Please refer to the Short-Term Rental By-Law for further guidelines and restrictions.

REGISTERED OWNER(S)	PHONE NO. (*required)	EMAIL (*required)

Property Manager(s) are required to be available to attend to the short-term rental at all times within a period of no greater than one-hour (60) minutes from the time of contact.

PROPERTY MANAGER(S) LOCAL CONTACTS (if applicable)	PHONE NO. (*required)	EMAIL (*required)

Mailing Address

NO. & STREET	BOX/RR/SS/APT	CITY	PROVINCE/STATE	PC/ZIP CODE

APPLICATION TO LICENSE SHORT TERM RENTALS

Township Water	Swimming Pool	Year Built	Owned	# of Full Time Occupants
<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	

Note: If a property is leased, a signed statement from the property owner giving permission for the property to operate as a short-term rental must be provided.

I/We do declare that all the information submitted with this application is true and understand that it will take a minimum of two (2) weeks for this application to be processed. All application By-Laws, and requirements, have been read and are understood, pertaining to the operation of a short-term rental.

I/We further give permission for Fire and By-Law Inspectors, and if required, Building Inspectors and the Leeds, Grenville, and Lanark District Health Unit, to enter the residence for the purpose of inspecting for compliance with the Township’s By-Laws and regulations.

I/We confirm that the Renter Code of Conduct will be posted and/or made available to each Renter.

RENEWAL APPLICATIONS

I/We confirm that the floor plans and site plan on file for this short-term rental are still accurate and no changes have been made to the room layouts.

SIGNATURE OF REGISTERED OWNER

DATE

SIGNATURE OF REGISTERED OWNER

DATE

APPLICATION TO LICENSE SHORT TERM RENTALS

FOR INTERNAL USE ONLY

Submission Date	
Inspection Date (By-Law & Fire)	
Amount Paid	\$
Tender	<input type="checkbox"/> Cheque <input type="checkbox"/> Cash <input type="checkbox"/> Debit <input type="checkbox"/> e-Transfer
Township Representative:	

CHECKLIST

<input type="checkbox"/> YES <input type="checkbox"/> NO	Signed Application
<input type="checkbox"/> YES <input type="checkbox"/> NO	Acknowledgement Form [See Schedule D of By-Law 3650-2023]
<input type="checkbox"/> YES <input type="checkbox"/> NO	Authorization Form (if applicable) [See Schedule E or F of By-Law 3650-2023]
<input type="checkbox"/> YES <input type="checkbox"/> NO	Site Plan (drawn to scale showing all required parking spaces) [See s.5(g) of By-Law 3650-2023]
<input type="checkbox"/> YES <input type="checkbox"/> NO	Floor Plan(s) - All Floors in dwelling [See s.5(f) of By-Law 3650-2023]
<input type="checkbox"/> YES <input type="checkbox"/> NO	Certificate of Insurance for 5 million with Township named as Additional Insured [See s.5(e) of By-Law 3650-2023]
<input type="checkbox"/> YES <input type="checkbox"/> NO	Signed Good Neighbour Agreement
<input type="checkbox"/> YES <input type="checkbox"/> NO	Electrical Safety Authority Inspection Certificate (if applicable) [See s.4.4 of By-Law 3650-2023]
<input type="checkbox"/> YES <input type="checkbox"/> NO	Statement of Owner's Consent (if property is leased)
<input type="checkbox"/> YES <input type="checkbox"/> NO	Renter Code of Conduct
<input type="checkbox"/> YES <input type="checkbox"/> NO	All fines and property taxes have been paid

PRELIMINARY PLANNING & BUILDING REVIEW

Date:	
Zoning:	
Notes:	
Staff Person:	

BY-LAW 3650-2023
SCHEDULE C
SHORT-TERM RENTAL GOOD NEIGHBOUR AGREEMENT

This agreement made this _____ day of _____ 20_____.

Regarding Short Term Rental License # _____

WHEREAS _____ (the “Licensee”):

- Wishes to demonstrate to The Township of Augusta and the Residents of Augusta their effort to be a responsible short-term rental accommodation operator within the Township;
- Recognizes their role as a responsible operator and neighbour within the community and agrees to work with the Township and its departments to resolve all concerns;
- Wishes to promote The Township of Augusta as a vibrant, safe, and attractive community for the enjoyment of everyone, including residents, visitors, businesses, and their workers;
- Recognizes that non-compliance with the Short-Term Rental Good Neighbour Agreement may be brought to the attention of the Township and may trigger an enforcement investigation and/or revocation of license;
- Recognizes that short-term rental operators have a civic responsibility to address the conduct of their patrons; and other Township By-Laws that require certain standards of conduct and maintenance, apply to their properties used for short-term rental accommodations;
- Recognizes that should the Licensee’s license be suspended or cancelled and any short-term rental accommodation bookings and/or nuisance incidents pertaining to the operation of a short-term rental accommodation continue to occur and remain unresolved, the Township may exercise its power to pursue additional enforcement action including increasing fines and/or legal injunctive action;

AND WHEREAS the Township wishes to:

- Commend the Licensee for their recognition of their civic responsibilities, and commitment to fostering a good working relationship with the Township and the Licensee’s neighbours.
- Demonstrate its commitment to early resolution of disputes with the Licensee in relation to this Agreement whenever possible.

NOW THEREFORE in conjunction with and in consideration of obtaining, continuing to hold, or renewing a short-term rental license, the Licensee covenants and agrees with the Township to comply with the regulations set out in By-Law No. 3650-2023.

IN WITNESS WHEREOF the parties have executed this agreement in the

Township of Augusta, Province of Ontario, this _____ day of

_____, 20_____.

The Licensee

Township of Augusta Representative

BY-LAW 3650-2023
SCHEDULE D
ACKNOWLEDGEMENT
Short Term Rentals

Short Term Rental Address: _____

I/We _____ understand that:

- (1) I/we are **not** permitted to rent rooms and/or advertise on any website until the License is issued.
- (2) Nothing herein allows a Licensee to rent rooms other than those identified on the license and approved on the floor plans submitted with the application.
- (3) The Licensee may be held responsible for behavioral contraventions by tenants and guests with the Township's Noise and Public Nuisance By-Law and Good Neighbour Agreement.
- (4) License fees are **due by December 31st each year**.
- (5) The Licensee is responsible for forwarding a copy of the Certificate of Insurance, as per Section 5 (e) of By-Law No. 3650-2023 on an annual basis.
Expiry date of policy _____.
- (6) The Licensee is responsible for renewing the one (1) year license upon expiry.
- (7) The Licensee shall be responsible for informing the Township in writing of any changes to the approved information contained within the application or any deviation to the approved plans within seven (7) days of such change or deviation.
- (8) The submission of false or misleading information will void the application and any license issued on such an application may be revoked.
- (9) The Township By-Law Enforcement Officer, Building Inspector and Fire Chief or designate is empowered, upon presentation of proper credentials, to enter onto land at any reasonable time to inspect any building, structure or property for the purposes of carrying out an inspection to determine whether the By-Law or a notice or an order issued is being complied with.

I/We understand that any breach of this acknowledgement, provisions of By-Law No. 3650-2023 as amended, any other Township By-Laws or regulations may result in the Short-Term Rental License being revoked or suspended.

I/We have read and signed, per applicable: By-Law No. 3650-2023
Renter Code of Conduct
Good Neighbour Agreement

Signature(s):

Licensee

Witness

Dated this _____ day of _____, 20 _____.

**BY-LAW 3650-2023
SCHEDULE E
AUTHORIZATION
Short Term Rentals**

Short Term Rental Address: _____

I/We _____
(registered owners)

Hereby authorize _____ of
(name)

(company name)

(address)

(email address)

to operate my/our short-term rental of a _____ room, _____
(#) (type of rental)

Registered Property Owner(s):

Print Signature Witness

Print Signature Witness

Print Signature Witness

Dated this _____ day of _____, 20_____.

Management Company:

I undertake to operate the above-mentioned short-term rental in accordance with all of the Township of Augusta's By-Laws, in particular By-Law 3650-2023.

Print Signature Witness

Dated this _____ day of _____, 20_____.

**BY-LAW 3650-2023
SCHEDULE F
LEASE STATEMENT
Short-Term Rentals**

Short Term Rental Address: _____

I/We _____
(registered owners)

Hereby authorize _____ of
(name)

(company name)

(address)

(email address)

to operate my/our short-term rental of a _____ room, _____
(#) (type of rental)

Registered Property Owner(s):

Print Signature Witness

Print Signature Witness

Print Signature Witness

Dated this _____ day of _____, 20_____.

Leasee:

I undertake to operate the above-mentioned short-term rental in accordance with all of the Township of Augusta's By-Laws, the Renter Code of Conduct and the Good Neighbour Agreement, in accordance with By-Law No. 3650-2023.

Print Signature Witness

Dated this _____ day of _____, 20_____