



The Corporation of the Town of Fort Erie

1 Municipal Centre Drive
Fort Erie ON., L2A 2S6
Web: www.forterie.ca

Phone: 905-871-1600 ext. 2543
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Email: astouffer@forterie.ca

Please return your completed application in person to the Coordinator-Community Liaison and Business Licencing at Town Hall with the applicable fee.

APPLICATION FOR SHORT-TERM RENTAL LICENCE

BY-LAW NO. 113-2019

New Operator (Fee \$300)

License Renewal (Fee \$300) LICENCE # _____

1. SHORT-TERM RENTAL INFORMATION

Location Address:	Unit # <small>(if applicable)</small>
Town/Postal Code:	Number of Legal Parking Spaces:
Is this application for: <input type="checkbox"/> Whole house rental use (please indicate the number of bedrooms _____) or <input type="checkbox"/> Bedroom rental use only (please indicate the number of bedrooms _____) Total Occupant Load _____ (total occupant load is total number of persons unit can accommodate)	

2. OWNER/CORPORATION INFORMATION (please provide information for up to two property owners if needed)

Name of Owner:	Name of additional Owner: <small>(if applicable)</small>
Mailing Address:	Mailing Address:
City: Province/State:	City: Province/State:
Postal Code:	Postal Code:
Telephone Number:	Telephone Number:
Cell Number:	Cell Number:
Email:	Email:

3. APPLICANT/OPERATOR INFORMATION (if applicable, please provide information for up to two applicants if needed)

Name of Applicant/Operator:	Name of additional Applicant/Operator:
Mailing Address:	Mailing Address:
City: Province/State:	City: Province/State:
Postal Code:	Postal Code:
Telephone Number:	Telephone Number:
Cell Phone Number:	Cell Phone Number:
Email:	Email:

4. RESPONSIBLE LOCAL CONTACT PERSON (person who acts as the primary contact when the owner/operator is unavailable, and can access and address issues related to the short term rental 24/7 and within one hour of contact)

Name:
Mailing Address:
City: Province/State: Postal Code:
Telephone Number: Cell Phone Number: Email:

The individual named above as the Responsible Local Contact Person has given consent to the use of his/her information for the explained purpose and on the Town of Fort Erie's website.

5. ADDITIONAL INFORMATION

Are you aware of any outstanding Fire Orders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you aware of any Property Orders?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are you aware of any Building Permits?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

6. DOCUMENT CHECKLIST

Please attach all applicable documents with your completed application:

- Copy of transfer/deed for ownership confirmation
- Copy of a certificate of insurance to confirm coverage of rental property and an acknowledgement that the property is used as a rental property (minimum liability coverage \$2M)
- Completed Fire Safety or Fire Evacuation Plan (*Fire safety plan is required for occupant load of 11 or more occupants, Fire Evacuation Plan is required for 10 or less occupants. Please see web site for examples of each type of plan*)
- Owner Consent Form (if applicable)
- Acknowledgement by the Region of Niagara that the dwelling has a functioning septic system as of the date of the first rental application (if applicable). (Region Contact 905-980-6000 ext. 3358)
- A copy of a certificate of proof that the well water is safe to drink (if applicable).

I/We the registered owner(s)/applicant of the above mentioned property:

- Swear all of the information in the completed application for a Short-Term Rental licence is true.
- Consent to the Town posting the above noted address and licence number on the Town's Short-Term Rental website.
- Agree to notify the Town of Fort Erie, in writing of any change at the above noted Short-Term rental premises as it related to the licence or rules of the licence.
- Understand that I/we are subject to paying all fines that are incurred by the Short-Term Rental.
- Will operate the Short-Term rental in accordance with all Town By-laws and requirements of any other government agency or legislation.
- Will ensure that all garbage will be stored in garbage cans with lids.
- Have advised abutting property boundary neighbours of the operation of the Short-Term Rental at the above noted address.
- Agree to provide renters with a copy of the Town of Fort Erie's Guest Rules and a copy must remain on-site at all times.
- Agree that renters will be advised that no outside sleeping and or sleeping accommodations is permitted on the Short-Term rental premises.
- Understand that the Short-Term rental licences is not transferable.
- Understand that the issued licence must be posted in a prominent place on the Short-Term rental premises.

7. OWNER/APPLICANT DECLARATION

I/We _____ hereby apply for the following licence and declare that the information in this application is accurate and complete. I/We agree to observe and comply with all regulations pursuant to By-law No. 113-2019 and any amendments thereto, which pertain to the licence for which I/We have made an application and understand that the licence may be revoked if the short-term rental operation is not in compliance with this by-law. I/We shall be committed to cooperating with neighbours and Town staff in ensuring minimal impact on the neighbourhood as a result of the short-term rental operation.

Signature(s):		Receipt No.
Print Name(s):	Date:	Date of Receipt
FOR INTERNAL USE ONLY	Decision: <input type="checkbox"/> Approved <input type="checkbox"/> Refused (non-compliant) <input type="checkbox"/> No outstanding amount owed to Town by owner(s)	Licence Inspector Signature:

AUTHORIZATION TO ACT ON BEHALF OF THE OWNER

Must be completed if Applicant is not the registered Owner of the Short Term Rental Property

I/We, being the registered owner(s) of the lands subject of this application hereby authorize

_____ *(Name of Person)*

of the Town/City of _____ *(Town, City or Township)*

in the Regional Municipality of _____ *(Region, County or District)*

to make application on my/our behalf to the Town of Fort Erie for a Short Term Rental Licence in accordance with Part IV. Licenses of the Municipal Act, 2001, as amended.

Dated at the Town/City of _____ *(Town, City or Township)*

in the Regional Municipality of _____ *(Region, County or District)*

This _____ day of _____ 20_____.

Owner signature

Witness signature

Owner signature

Witness signature

SHORT-TERM RENTAL OPERATOR INFORMATION

BUILDING AND FIRE SAFETY

As the operator of a short-term rental, it is imperative that you consider the safety of all guests by ensuring that appropriate safety measures have been established. These include:

- Providing guests with the contact information of your designated 24/7 local contact in the event of an emergency
- Posting of a Fire Evacuation Plan on the back of each bedroom door if occupant load is 10 or less, completing and making available a Fire Safety Plan in an accessible area if occupant load is 11 or more.
- The home must be equipped with working smoke alarms on each level of the home as well as outside of all sleeping areas.
- Portable fire extinguishers no smaller than size 2A10BC, mounted in an easily accessible location, on each level of the home.
- Carbon monoxide alarms are required outside of each sleeping area, if the home contains a fuel-fired appliance, an attached garage or if there is a wood-burning stove or fireplace.
- Maintaining all smoke alarms, carbon monoxide alarms and portable fire extinguishers in working order. Performing the required inspections and tests on the equipment and retaining related records.
- Ensuring that all bedroom windows are free of obstruction and that there is an escape route available in each bedroom

For further information, please consult The Ontario Fire Code O.Reg 213/07 as amended.

RECREATIONAL OPEN-AIR BURNING As the operator of a short-term rental, you must ensure that your guests conduct recreational open air burnings in a safe and considerate manner. This can be encouraged by providing guests with an existing open burning device or fire burn area to which open air burning can be confined. The dimensions of this device or area must be no larger than 2 feet (61 cm.) by 2 feet (61 cm.) by 2 feet (61 cm.) or 8 cubic feet (0.26 cubic metres) in size. Open burning devices shall be designed of a non-combustible material, adhere to the size description, and shall be installed in accordance with the Manufacturer's recommendation. To protect adjacent properties from fire hazards, open burning devices or fire burn areas should be installed in a location that provides for a minimum distance of 13 feet (4 m.) in all directions from adjacent properties, and a minimum of 10 feet (3 m.) from permanent combustible structures or objects.

Providing guests with appropriate burn materials to carry out recreational open air burns will help to increase burn safety. Appropriate burn materials include commercially produced charcoal, briquettes or clean, dry seasoned wood, but do not include painted wood, pressure treated wood or creosote treated wood. The dimensions of the wood to be burned must not exceed the dimensions of the open burning device or fire burn area, such that the wood is completely confined to described extents. Ensuring that an extinguishing agent of sufficient size and capability is made readily accessible to guests will also promote safe burning practices. Short-term rental guests should be made aware of relevant recreational open air burning regulations and the specific role that they play when conducting recreational open air burns. This role includes:

- Attending, controlling, and supervising the fire at all times, and ensuring that the fire is extinguished before vacating and;
- Conducting burns in permissive weather, where wind speeds do not exceed 20 km per hour, it is not rainy or foggy, and a smog alert has not be declared.

Should the occupant of the short-term rental fail to extinguish a recreational open air burning or a prohibited open air burning when ordered to do so by the Fire Chief, the Fire Chief may take action to have the fire extinguished. As a result, the owner of the short-term rental will be responsible for

any and all costs incurred by the Town of Fort Erie Fire Department in its efforts to extinguish the fire. Please reference Town By-Law No. 167-03.

As the operator of a short-term rental, it is imperative that you consider the safety of all guests by ensuring that appropriate safety measures have been established. These include:

PARKING It is recommended that operators of short-term rentals inform guests of permitted vehicle parking spaces. Vehicle parking shall be restricted to the property, and where permitted, on-street in spaces located adjacent to the property. Please reference Town By-Law No. 2000-89.

ADVERTISING As a short-term rental operator, you are to only advertise the operation with a valid license and post a paper copy of your license in the operation. Allow only one confirmed reservation at a time and upon advertising, state the number of parking spaces that are available to guests, representing the maximum number of vehicles permitted by paying guests.

INSURANCE It is recommended that operators and/or owners of short-term rentals disclose their operation to their respective insurance provider, in addition to ensuring that their policy is updated to include damage and/or liability insurance for the operation.

NOISE AND NUISANCE Under By-Law No. 30-09, no owner shall emit, cause or permit the emission from the owner's property of unreasonable noise or noise that is likely to disturb the inhabitants of the Town of Fort Erie. In this respect, it is important that you educate your guests about noise and nuisance regulations which include:

- Not making, causing or permitting an unreasonable noise or noise that is likely to disturb an inhabitant of the Town of Fort Erie, such as noise caused by bells, horns, sirens, radio, television, and other electronic devices, yelling, shouting, swearing, and persistently by domestic pets and;
- Not attracting and/or feeding animals domesticated or otherwise in such a way that it causes damage or otherwise creates a nuisance or disturbance to another person or another person's property.

GARBAGE AND RECYCLABLES COLLECTION As a short-term rental operator, it is your duty to inform your guests of the rental's garbage and recyclables collection date and timing, as scheduled by the Niagara Region. Guests should be educated about collectible materials and the nature of their disposal. Please reference Niagara Region's Waste Management By-Law No. 2017-56.

TENT USE Operators of short-term rentals are to inform their guests that no outside sleeping accommodation is permitted on the short-term rental property.

NOTE: Failure to comply with the provided information and by-laws could result in fines or the revocation of your license. A "Short-term Rental Guest Rules" document has been provided for your use and reference.