Short Term Accommodation and Bed & Breakfast Licensing Documentation Checklist

Before submitting your online STA application, please review the Short Term Accommodation and Bed & Breakfast Licensing Documentation Checklist to see what documents are required with your application.

Documents	Yes/no
Completed Application Form www.lincoln.ca/form/short-term-accommodation-license All STA applicants must complete the Town of Lincoln's online application form.	
Application Fee Required for all STA applications, the prescribed fee for a STA license is $550 for a one (1) year license or $650 for a two (2) year license. The renewal fee for all licenses provided the application details remain the same is $150. The application fee must be received when the application is submitted.	
Proof of Ownership Required for all STA applications, the proof of ownership may include: - a copy of the transfer/deed - a copy of the parcel register from the Land Registry Office - and/or such other evidence as may be required by the Town. The purpose of this requirement is to ensure that the Applicant owns the subject lands on which the STA is proposed.	
Proof of Identity, If Applicable Required if the Applicant is an individual, two pieces of government identification must be provided to prove principal residency at the time of application. The purpose of this requirement is to confirm the principal residence of the Owner of a STA. STAs are only permitted in the Principal Residence of the Owner in the Urban Areas within the Town.	
Proof of Authorization Form, If Applicable Form can be found here - www.lincoln.ca/STA Required where an Applicant is an Agent, an authorization and consent form signed by the Owner authorizing the Agent to act on the Owner's behalf. The purpose of this requirement is to ensure that the Owner has provided explicit permission for an Agent to submit an application to the Town for a STA License on their behalf.	
Proof of Lawfully Existing Corporation, If Applicable Required if the Applicant is a corporation, proof that the corporation is a lawfully existing corporation entitled to conduct business in Ontario, which may include: - A current copy of the articles of incorporation or other incorporating documents, duly certified by the proper government official or department in the Province of Ontario or of the Government of Canada, - A certified copy of an annual return which contains a list of all shareholders of the corporation - and/or such other evidence as may be required by the Town. If the Agent of the owner is a corporation, Town staff require confirmation that the corporation is lawfully existing.	

Responsible Person Form Form can be found here - www.lincoln.ca/STA Required for all STA applications, indicating the name and contact information of a local contact, who shall be an individual, who is no further than thirty (30) minutes away from the STA who is to be available to address complaints promptly as they arise. The purpose of this requirement is to ensure that there is a local contact available to attend an STA to address complaints or emergencies as they arise in a timely manner.	
Site Sketch Required for all STA applications, depicting the location of the STA, including: - Setbacks - Any proposed storage and refuse area(s) - Designated driveway(s), - Parking location for all spaces intended to be used for parking on the premises in accordance with the Zoning By-law, which is subject to approval by the Director prior to issuing a license. The purpose of providing a site sketch with the application is to ensure that the existing dwelling or accessory structure meets all zoning requirements, and that the property can accommodate all parking spaces required for the STA operation.	
Fire Safety Protocol, If Applicable Required for rentals that are to host four (4) or fewer guests to ensure that adequate fire safety devices are provided. A standard condition for all licenses will be to post the fire safety protocol in each rental near the entrance.	
Fire Safety Plan, If Applicable Required for rentals that are to host more than four (4) guests. This is a requirement under the *Fire Code*. Where required, a staff member from the Fire Department may need to conduct an inspection to confirm the provided information. All costs associated with a required inspection are in addition to the application fee and are the responsibility of the owner.	
Certificate of Insurance Required for all STA applications, proof of insurance: - For the use of the dwelling unit as a Short-Term Accommodation - Liability coverage of not less than $2 million - Property address - Named insured matching the applicant/owner, where applicable - Town of Lincoln listed as additional insured The purpose of this application requirement is to ensure that the operator has insurance for the commercial use of the dwelling as a STA. The purpose of insurance is to protect both the homeowner and guests while the property is rented.	
Niagara Escarpment Commission Approval, If Applicable Required where the property is located within the Niagara Escarpment Commission (NEC) Regulatory Control Area, a Development Permit authorizing the change in use prior to the issuance of a license, as applicable.	
Municipal Accommodation Tax (MAT) Registration Municipal Accommodation Tax (MAT) registration is also required to operate legally. To register, visit www.lincoln.ca/MAT	