



Office Use Only

## Short Term Rental Renewal Application

### What you need to do:

- Fill out, sign, and submit a complete renewal application package including all supporting documents (as applicable). Only complete applications will be accepted. An application must be completed for each individual Short-Term Rental Property.
- Pay the Fee: The Fee for a Short-Term Rental Licence Renewal is \$275.00

### Supporting Documents Required:

- Copy of Liability Insurance with a minimum of two million dollars of general liability insurance per occurrence on the premises, which shall be specific to the operation of the short-term rental and total number of days the rental is permitted to be rented yearly.  
I.e. Class A, 365 days. Class B, 180 days. Class C, 365 days.
- Site Plan of the premises (only if a change occurred since the last application)
- Floor Plan – Site Plan & Floor Plan Checklist (only if a change occurred since the last application)
- Dedicated Responsible Person Consent and Acknowledgement Form

All costs incurred for obtaining any of the required renewal application documents will be the sole responsibility of the Applicant.

### Renewal Application Details:

#### Rental Property Information

Rental Address: \_\_\_\_\_ Current License No. \_\_\_\_\_

#### Housing Type:

	No. of Bedrooms	No. of guest rooms		No. of Bedrooms	No. of guest rooms
Single Detached	_____	_____	Fourplex	_____	_____
Semi-Detached	_____	_____	Apartment	_____	_____
Duplex	_____	_____	Townhouse	_____	_____
Triplex	_____	_____			

Please be aware that the maximum number of guest rooms to be rented is 4, regardless of if you are operating an Entire Unit Rental or Partial Unit Rental. Please also be aware that the maximum number of occupants permitted per guest room is 2, for a total of 8 occupants within the dwelling. Children under the age of 10 are excluded from this total.

#### Rental Type: (Choose one)

Class A, Principal Dwelling Unit Short-Term Rental (Partial Unit Rental) \_\_\_\_\_

Class B, Principal Dwelling Unit Short-Term Rental (Entire Unit Rental) \_\_\_\_\_

Class C, Non-Principal Dwelling Unit Short-Term Rental \_\_\_\_\_

#### Online Platforms

Where will you list your short-term rental? (check all that apply)

Airbnb \_\_\_\_\_ VRBO \_\_\_\_\_ Flipkey \_\_\_\_\_ Kijiji \_\_\_\_\_ Facebook \_\_\_\_\_



Customer Service Centre,  
200 McIntyre St. East, North Bay, ON P1B 8V6  
Phone: (705) 474-0400  
Email: [customerservice@northbay.ca](mailto:customerservice@northbay.ca)

**Property Owner Contact Information**

Property Owner Name(s): \_\_\_\_\_  
Corporation/Business Name (if applicable): \_\_\_\_\_  
Corporation Number (if applicable): \_\_\_\_\_  
Property Owner Address: \_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

Property Owner Name(s): \_\_\_\_\_  
Corporation/Business Name (if applicable): \_\_\_\_\_  
Corporation Number (if applicable): \_\_\_\_\_  
Property Owner Address: \_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

**Agent/Applicant’s Contact Information – if applicable.  Same as Property Owner**

Authorized Agent Name and Surname: \_\_\_\_\_  
Corporation/Business Name (if applicable): \_\_\_\_\_  
Corporation Number (if applicable): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

**Tenant/Applicant’s Contact Information – if applicable.**

Authorized Tenant Name and Surname: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

**Dedicated Responsible Person Contact Information**

Name: \_\_\_\_\_  
Corporation/Business Name (if applicable): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_  
Telephone Number: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

**Please note:**

Upon receipt of a completed application for a renewal of a licence, the Building Services Department may contact the applicant to schedule an inspection and may ensure relevant officers have carried out the inspections to satisfy the City that the premises complies with provisions of the Short-Term Rental By-law.



### Applicant Declaration

- I/We acknowledge that the municipal address, names and contact information of the associated owner, and/or authorized agent and/or dedicated responsible person will be posted on the City of North Bay’s website.
- I/We acknowledge that I must inform the City, in writing of any changes to the approved information contained within the licence application or any deviation to the approved site and/or floor plans within 7 days of such a change or deviation.
- I/We hereby declare that there has not been any change in ownership.
- I/We acknowledge that a STR licence expires 1 year after the date of the issuance of the licence and must be renewed prior to expiration.
- I acknowledge that I must provide a signed copy of Schedule ‘C’ – Dedicated Responsible Person Consent and Acknowledgement Form
- I acknowledge that a failure to respond to concerns from guests and/or neighbours within 60 minutes may result in ‘Demerit Points’ against the approved licence.
- I acknowledge that I have read, in its entirety Schedule ‘D’ – Demerit Point System

I/We, \_\_\_\_\_, the undersigned, declare or affirm as follows, that:

- a) the statements herein contained in the said application and attached documents are true;
- b) the statements herein contained in the said application and attached documents are made with a full knowledge of the circumstances connected with the same; and
- c) I have read the declaration and notice contained below.

The undersigned agrees that the issuance of a licence will be subject to approvals from such municipal or provincial authorities or agencies as the Issuer of Licences deems necessary. The issuance of the licence is not intended and shall not be construed as permission or consent by The Corporation of the City of North Bay for the holder of the licence to contravene or fail to observe or comply with any federal, provincial, or municipal legislation.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Personal information on this form is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for the purpose of determining eligibility for licensing. Questions about this collection of personal information should be directed to the City Clerk, 200 McIntyre Street East, North Bay, ON. (705) 474-0626, ext. 2510.



## Short-Term Rental Licensing Application Authorization

### 1. Consent of the owner(s) to the use and disclosure of personal information

I/We, \_\_\_\_\_, am/are the owner(s) of the land that is the subject of this application and I/we authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the *Municipal Freedom of Information and Protection of Privacy Act* for the purposes of processing this application.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

If **ALL** Owner(s) of the Property cannot be present when the application is submitted, **ALL** Owner(s) must complete Sections 2 and 3, to authorize an Agent to make this application on their behalf.

### 2. Consent of the owner(s) for agent to make the application

I/We, \_\_\_\_\_, am/are the owner(s) of the land that is subject of this application and I/we authorize \_\_\_\_\_ to make this application on my /our behalf.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

### 3. Consent of the owner(s) for agent to provide personal information

I/We, \_\_\_\_\_, am/are the owner (s) of the land that is the subject of this application and for the purpose of the *Municipal Freedom of Information and Protection of Privacy Act*;  
I/We authorize \_\_\_\_\_ as my/our agent for this application, to provide any of my /our personal information that will be included in this application or collected during the processing of the application.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

### 4. Consent of the agent to the use and disclosure of personal information

I/We, \_\_\_\_\_, am/are the agent(s) of the land that is the subject of this application and I/we authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the *Municipal Freedom of Information and Protection of Privacy Act* for the purposes of processing this application.

Signature of Agent: \_\_\_\_\_ Date: \_\_\_\_\_

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## Short-Term Rental Licensing Owner (s) Authorization Form (For Tenant)

**Note:** This form is only required if a tenant is applying for a Short-Term Rental Licence.

### 1. Consent of the owner(s) to the use and disclosure of personal information

I/We, \_\_\_\_\_, am/are the owner(s) of the land that is the subject of this application and I/we authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the *Municipal Freedom of Information and Protection of Privacy Act* for the purposes of processing this application.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

If **ALL** Owner(s) of the Property cannot be present when the application is submitted, **ALL** Owner(s) must complete Sections 2 and 3, to authorize an Agent to make this application on their behalf.

### 2. Consent of the owner(s) for tenant to make the application

I/We, \_\_\_\_\_, am/are the owner(s) of the land that is subject of this application and I/we authorize \_\_\_\_\_ to make this application on my /our behalf.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

### 3. Consent of the owner(s) for tenant to provide personal information

I/We, \_\_\_\_\_, am/are the owner (s)of the land that is the subject of this application and for the purpose of the *Municipal Freedom of Information and Protection of Privacy Act*;  
I/We authorize \_\_\_\_\_ as my/our tenant, to provide any of my /our personal information that will be included in this application or collected during the processing of the application.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_  
Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

### 4. Consent of the tenant to the use and disclosure of personal information

I/We, \_\_\_\_\_, am/are the tenant(s) of the land that is the subject of this application and I/we authorize and consent to the use by or the disclosure to any person or public body of any personal information that is collected under the *Municipal Freedom of Information and Protection of Privacy Act* for the purposes of processing this application.

Signature of Tenant: \_\_\_\_\_ Date: \_\_\_\_\_

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**Schedule C**

**Dedicated Responsible Person Consent and Acknowledgement Form**

**Note:** This form is required even if the 'Applicant' of the short-term rental is also the 'Dedicated Responsible Person'.

As the 'Owner(s)' or 'Agent' of the land being subject to this Application, I/we do hereby authorize and appoint the following person as the 'Dedicated Responsible Person' for this Short-Term Rental premises.

Name of Dedicated Responsible Person: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_ Telephone  
Number: (\_\_\_\_) \_\_\_\_\_ Email Address: \_\_\_\_\_

**Consent to Release Personal Information:**

I hereby consent to the use of the personal information provided above by The City of North Bay and that my name, phone number(s) and email address will be recorded on the STR licence at the premises and posted on the City of North Bay's Short-Term Rental webpage in accordance with the Short-Term Rental By-law.

**Acknowledgement:**

In consideration of acceptance of this 'Dedicated Responsible Person' Consent and Acknowledgment Form, I, my heirs, next of kin, executors, administrators and assigns HEREBY RELEASE, WAIVE AND FOREVER DISCHARGE The City of North Bay and its employees FROM ANY AND ALL claims, demands, damages, costs, expenses, actions and cause of action, whether in law or equity in respect of death, injury, loss or damage to myself or property, arising or to arise by reason of my capacity as the 'Dedicated Responsible Person'.

I hereby confirm that the information I have entered on this form is correct and true.

Owner: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(please print)

Owner: \_\_\_\_\_ Signature \_\_\_\_\_ Date: \_\_\_\_\_  
(please print)

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As the Dedicated Responsible Person, I acknowledge that a failure to respond to concerns from guests and/or neighbours may result in 'Demerit Points' against the approved licence;

and I further acknowledge that I have read, in its entirety Schedule 'D' – Demerit Point System

Dedicated Responsible Person: \_\_\_\_\_  
(please print)

Signature \_\_\_\_\_ Date: \_\_\_\_\_

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