



Municipality of Wawa  
Short-Term Rental Accommodation  
Licensing Package

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## WAWA SHORT-TERM RENTAL ACCOMMODATION LICENSE PACKAGE

A Short-Term Rental Accommodation (STR) means a dwelling unit used to provide temporary accommodation for not more than 29 consecutive days and does not include a hotel or motel unless otherwise prohibited by by-law of the Municipality of Wawa. Short-Term Rentals (STRs) allow for residents to offer a place of accommodation or temporary residence through online platforms like Airbnb, VRBO, Kijiji etc.

The Short-Term Rental Accommodation Licensing Program was initiated by the Municipality of Wawa to address community concerns and to ensure all rentals operate safely in accordance with the Short-Term Rental By-law 3704-24, the Ontario Fire Code, the Ontario Building Code and Municipal By-laws. Council passed By-law 3704-24 on April 16th, 2024 to regulate STRs within the Municipality of Wawa. Residents and property owners who wish to rent their property for a period of 29 days or less are required to obtain a licence.

Electronic copies of the Wawa Short-Term Rental Accommodation License Package can be found on [www.wawa.cc](http://www.wawa.cc) and hard copies can be obtained from the Municipal Office (40 Broadway Ave.)

For more information or to view the By-Law, please visit [www.wawa.cc](http://www.wawa.cc).

### **Submit completed Application and Licensing Fee to:**

Kevin Sabourin, Chief Building Official  
Municipality of Wawa  
[ksabourin@wawa.cc](mailto:ksabourin@wawa.cc)

## Application Checklist

A copy of all the following documents must be included at time of application submission:

- Application Form (Form A)**
- Application Fee**
- Signed Declaration Form by Owner**
- Proof of Ownership (Deed, Tax Bill or other acceptable documentation)**
  - All owner/applicant (and corporate information) completed in full.
- Corporate Ownership (if the owner is a corporation)**
  - Certificate of Status or Corporate Profile Report (Provincial Corporation).
  - Certificate of Compliance or Corporate Profile Report (Federal Corporation).
- Proof of Identification**
  - A copy of photo identification must be provided.
- Owner Authorization (Form B) (if the applicant is not the owner)**
  - Authorization for the applicant to apply on the owner's behalf.
- Floor Plans – each floor, including basements, must have the following:**
  - Accurate measurements and labeling of ALL rooms, hallways, common spaces, entrances/exits, windows, smoke/CO alarms, fire extinguishers.
  - Licenced Occupancy will be based on number of guestrooms (bedrooms) shown on the floor plans with a maximum of 2 persons per guestroom (bedroom).
  - NOTE: exception from the maximum occupancy of 2 persons per guestroom (bedroom) will be granted for children of the renter, under the age of 12, where the Municipality will permit no more than three (3) persons per guestroom (bedroom).
- Site Plan, Parking & Storage Plan – must include the following:**
  - A drawing with measurements of all lot, structures, well, septic system, garages, driveways and other parking areas on the property.
  - Must depict the location of garbage/recycling storage.
- Algoma Health Unit Inspection**
  - If the property is not connected to Municipal Water and Sewer services, a septic system inspection report must be included.
- Insurance Declaration (Form C)**

**Incomplete applications will not be processed.**

# Short Term Rental Accommodation License Form A

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## Owner Information:

Owners Name:	
Business Name (if applicable):	
Corporate Number (if applicable):	
Mailing Address:	
Unit:	
City:	
Province:	
Postal Code:	
Phone:	
E-mail:	

## Applicant: (if different from owner)

*(Owner Authorization Form (Form B) must be completed)*

Applicant Name:	
Mailing Address:	
Unit:	
City:	
Province:	
Postal Code:	
Phone:	
E-Mail:	

**Note:** *The contact person must be someone who can be readily contacted within sixty (60) minutes and respond to an emergency or contravention of any Municipal/Provincial By-law in person at the property location.*

## Property Information:

Rental Address:	
Unit #	
City:	
Province:	
Postal Code:	

<input type="radio"/> Initial Application <input type="radio"/> Renewal - STR License # _____	Number of Bedrooms Available for Guest Use: _____
Housing Type <input type="radio"/> House (single/semi-detached) <input type="radio"/> Duplex/Triplex/Fourplex <input type="radio"/> Townhouse <input type="radio"/> Apartment <input type="radio"/> Accessory Building (e.g. coach house) <input type="radio"/> Other: _____	Is the applicant an authorized agent or registered owner of the property? <input type="radio"/> Registered Owner <input type="radio"/> Authorized Agent  *An authorization form is required from the owner and/or management
What part of the property will be rented? <input type="radio"/> Entire building or unit (e.g. personal bedroom, bathroom, kitchen, and entrance) <input type="radio"/> Rooms within the building (e.g. personal bedroom, but shared bathroom, kitchen and entrance)	

### License Fee: *(for office use only)*

Type	Fee	Receipt No.	Date of Application
Owner Occupied – Initial Fee	\$250.00		
Unoccupied by Owner – Initial Fee	\$350.00		
Bed and Breakfast – Initial Fee	\$250.00		

**Note:** Annual license renewals are in the Wawa Schedule of Fees By-Law. The fee is subject to change and the schedule of fees by-law is the prevailing rate.

*\*The licensing fee must be collected prior to approval. Licensing fee is non-refundable.*

## Declaration Form B

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I hereby declare that I am the applicant for this application form, and the owner(s) of the property currently (or intend to) operate this address as a Short-Term Rental Accommodation. I, the undersigned, do solemnly declare that all information provided in and with this application is factual and correct and agree to abide by and adhere to all relevant by-laws, rules and regulations, matters and things as are, or may be enacted by the Municipality of Wawa, and to any applicable federal or provincial legislation or regulation in effect, enacted, or amended, from time to time, and make this solemn declaration conscientiously knowing that it is of the same force and effect as if made under oath. I also hereby agree to authorize the Municipality of Wawa to release any information which is deemed pertinent in the granting of this application.

I further declare that I understand it is my responsibility to ensure that this property is at all times in compliance with all applicable law, including but not limited to the Building Code Act, 1992, the Fire Protection and Prevention Act, 1997, the Electricity Act, 1998, and any regulations made under them.

Without limiting these obligations, I also specifically declare the following regulation requirements:

- Smoke alarms are installed, tested and maintained as required by the Ontario Building Code and the Ontario Fire Code respectively.
- Carbon monoxide alarms are installed, tested and maintained as required by the Ontario Building Code and the Ontario Fire Code respectively.
- In accordance with the Ontario Fire Code, tenants have been instructed to notify the landlord if smoke alarms or carbon monoxide alarms have been disconnected, are not operating, or have been impaired.
- ABC fire extinguishers are located on each floor of the dwelling unit (preferably at exits), as required by the Bylaw to regulate and Licence Short-Term Rental Accommodations.
- That the electrical panel and all connecting circuits and wiring are in good working order.
- That wood burning appliances have been inspected by a certified WETT Site Basic Inspector.
- That an annual inspection has been completed indicating that the heating ventilation air conditioning (HVAC) systems have been serviced or inspected by an HVAC Technician.
- That an annual record of testing and maintenance for all smoke and carbon monoxide alarms will be maintained.
- That an escape plan has been posted for renters, and exits are clearly marked

I understand that it is an offence pursuant to By-law 3704-24 to provide false or misleading information to the Municipality when applying for a Short-Term Rental Accommodation License, renewing a license or at any other time. I further understand that the Municipality

may revoke or suspend a license issued because false or misleading information was provided to the Municipality.

I \_\_\_\_\_ shall defend, indemnify and save harmless The Corporation of the Municipality of Wawa, its officers, Council members, partners, agents and employees from an against any and all claims of any nature, actions, causes of action, losses, expenses, fines, costs (including legal costs), interest or damages of every nature and kind whatsoever, including but not limited to bodily injury and to damage to or destruction of tangible property including loss of revenue or incurred expense arising directly or indirectly from use, management, and operation of the STR property as set out in this Short Term Rental Accommodation Registration and Renewal application.

Applicant's Name (Print): \_\_\_\_\_

Applicant's Signature: \_\_\_\_\_

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

Owner's Name (Print): \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

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

**Note:** *Without limitation, this application is subject to zoning and fire prevention approval. You may be contacted by these departments if further information is required during the application review process. Application fees are non-refundable.*

\* **Collection Notice:** *To the extent that the foregoing information constitutes personal information as defined in the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, chapter M.56 as amended, the information is subject to provisions of that Act and will be used for the purposes indicated or implied by this form. Questions about the collection of personal information should be directed to [info@wawa.cc](mailto:info@wawa.cc) or 705-856-2244 ext. 223.*

For further information regarding these requirements, please visit the following websites and applicable legislation:

<b>Ontario Fire Code:</b>	<a href="#">O. Reg. 213/07: FIRE CODE (ontario.ca)</a>
<b>Ontario Building Code:</b>	<a href="#">O. Reg. 159/12: BUILDING CODE (ontario.ca)</a>

**Additional Resources:**

Smoke Alarms:	<a href="#">Fire safety at home   ontario.ca</a>
Carbon Monoxide Alarms:	<a href="#">Carbon monoxide safety   ontario.ca</a>

*\*These resources are for information purposes only and do not constitute legal advice. For specific questions relating to your property, please consult a professional.*

## Owner Authorization Form C

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Rental Address:	
Unit#	
City:	
Postal Code:	
Phone Number:	
E-mail:	

I hereby authorize \_\_\_\_\_ (applicant name) to submit a Short-Term Rental Accommodation License application pursuant to By-law 3704-24, for the above-noted address, along with any required supporting documentation, to the Municipality of Wawa, on my behalf.

I hereby certify that I have reviewed the completed Short-Term Rental Accommodation License application, supporting documentation and declarations, confirm them to be true and correct, and agree to be bound thereby. I understand that it is an offence pursuant to By-law 3704-24 to provide false or misleading information to the Municipality when applying for a Short-Term Rental Accommodation License, renewing a license or at any other time. I further understand that the Municipality may revoke or suspend a license issued because false or misleading information was provided to the Municipality.

Owner's Name (Print): \_\_\_\_\_

Owner's Signature: \_\_\_\_\_

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

## Insurance Declaration Form D

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Rental Address:	
Unit#	
City:	
Postal Code:	
Phone Number:	
E-mail:	

### Declaration

I, as the applicant, solemnly declare, that I have confirmed that the property is insured for liability insurance of no less than \$2,000,000 per occurrence for property damage and bodily injury, personal injury, property damage including loss of use thereof, contractual liability, non-owned automobile and contain a cross liability, severability of insured clause.

That the insurance identifies that a Short-Term Rental Accommodation is being operated on the property on which the Short-Term Rental unit/units is situated, and that this coverage will remain valid for the entire duration that the above-listed property is rented with a valid rental license obtained from the Municipality. The Municipality shall be added as an additional insured.

I, as the applicant, agree to provide to the Municipality satisfactory proof of such insurance, at any time, upon request. Should the insurance at any time be cancelled or otherwise become void, in whole or in part, I agree to notify the Municipality immediately, and acknowledge that the license may be revoked or suspended as a result.

Owner's Name (Print):

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Owner's Signature:

Date:

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## Example of a Floor Plan



### Floor Plans to include:

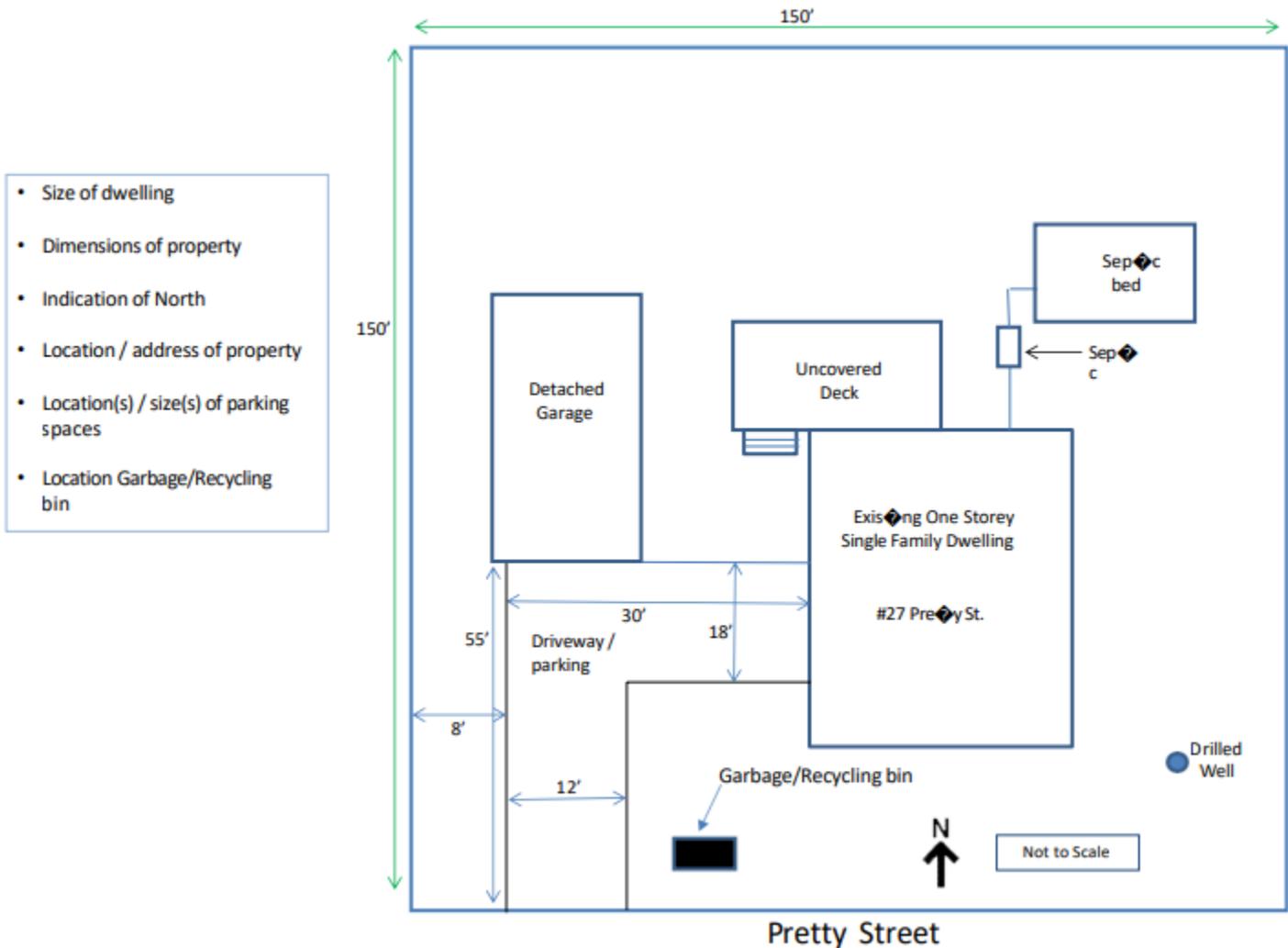
- Accurate measurements and labeling of ALL rooms, hallways, common spaces
- Entrances/exits, windows
- Smoke/CO detectors, fire extinguishers

### Occupancy limits:

- Licensed Occupancy will be based on number of guestrooms (bedrooms) shown on the floor plans with a maximum of 2 persons per guestroom (bedroom).
- NOTE: exception from the maximum occupancy of 2 persons per guestroom (bedroom) will be granted for children of the renter, under the age of 12, where the Town will permit no more than three (3) persons per guestroom (bedroom).

**Note:** Floor plans are required for every storey of the premises including basements.

## Example of a Site Plan (including Parking & Storage Plan)



### Site Plan, Parking & Storage Plan include:

- A drawing with measurements of all lot, structures, well, septic system, garages, driveways and other parking areas on the property
- Must depict the location of garbage/recycling storage

For more information regarding the Short-Term Rental License, please contact:

Kevin Sabourin, Chief Building Official  
Municipality of Wawa  
705-856-2244 ext. 228  
[ksabourin@wawa.cc](mailto:ksabourin@wawa.cc)