



**City of Temiskaming Shores**  
**Short Term Accommodation Licence Application Checklist**

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**A. Zoning**

- Does the STA use comply with the zone provisions of the By-law? **Yes** **No**
- Current Zoning: \_\_\_\_\_
- Required Amendment(s): \_\_\_\_\_

**B. Site Plan**

- Does the STA use comply with existing Site Plan Agreement(s)? **Yes** **No**
- Is a copy of the Agreement required and attached? **Yes** **No** **No Agreement**
- Required Approvals: \_\_\_\_\_

**C. STA Licence Application Form**

- Complete the “Short Term Accommodation Licence Application” Form

**D. Floor Plan**

- Proposed use of each room and it’s dimensions
- Location of all smoke alarms and fire extinguishers
- Location of all exits
- Location and dimensions of all windows

**E. Site Plan**

- Location and identification of all buildings and structures on property
- Location and dimensions of parking spaces
- Location and dimensions of driveway
- Location and dimensions of outdoor amenities

**F. Required Fees & Charges (including HST)**

- Application Fee: \$250 (two-year term)
- Inspection Fee: \$250 (non-refundable)
- Annual Fee: \$250 per licenced bedroom (entire fee payable upon issuance of the license)
- Appeal Fee: \$500 (non-refundable)
- Operate without a licence penalty: \$2,500

*Incomplete STA Licence applications will delay processing time. Where an application is determined not to satisfy the requirements of the STA Licensing By-law (2022-014), the Municipal Clerk may refuse the application/licence.*