



## **Short Term Accommodation Rentals Application Information Package**

The Township of Billings would like to thank you for offering your property as a rental unit that will provide accommodations for tourists/guests who are visiting the Township and the Island.

To assist in ensuring that yourself, the guests who are renting your property and your neighbours are safe and are understanding of what is required of themselves while you are renting your property, the Township produced and passed Bylaw #2022-49, also known as the Short-Term Accommodations Rentals Bylaw.

To be able to operate a Short-Term Accommodation Rental operation, the Township is requiring property owners to have a license for each property that is being used as a rental unit.

As per the bylaw, to be able to operate a STAR unit on your property, you are required to complete the enclosed application and provide the following documentation:

- a) Copies of 2 pieces of Government issued identification.
- b) Copy of the Transfer/Deed or Tax Bill proving evidence of ownership of the property.
- c) Copy of the Liability Insurance Policy that identifies that there is a minimum coverage of \$2 million per occurrence for property damage and bodily injury, and proof of that the insurer is aware that the property is being used as a Short-Term Accommodations Rental.
- d) Site Plan of the premises including Accessory Buildings, Recreational Buildings, Parking Plan and garbage storage location.
- e) Copy of completed STAR Inspection Form.
- f) Evidence from a licensed septic removal operator of the septic tank being pumped out and inspected within the last three years.
- g) Proof of a passed PHSD water test, if the property is not on the Township water system.

If you have any questions regarding the completion of the license application or the required documentation, please contact the Township office.

Regards

Arthur Moran  
Bylaw Enforcement Officer  
Billings Township



**THE CORPORATION of the TOWNSHIP of BILLINGS**  
**Short-Term Accommodation Rental**  
**License Application Form**  
**PROPERTY INFORMATION (PROPERTY TO BE LICENCED)**

Address: \_\_\_\_\_  
**OWNER (IF DIFFERENT FROM APPLICANT)**  
Owner's Name: \_\_\_\_\_  
Corporation or Partnership (if applicable): \_\_\_\_\_  
Applicant's Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Mobile Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**RENTAL AGENT/AGENCY**

Agent/Agency's Name: \_\_\_\_\_  
Corporation or Partnership (if applicable): \_\_\_\_\_  
Agency Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Mobile Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**LOCAL MANAGER (IF DIFFERENT THAN OWNER)**

Responsible Person's Name: \_\_\_\_\_  
Corporation or Partnership (if applicable)  
\_\_\_\_\_  
Agency Address: \_\_\_\_\_  
Telephone Number: \_\_\_\_\_  
Mobile Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**PURPOSE OF APPLICATION**

New STAR License \_\_\_\_\_ License Renewal \_\_\_\_\_

**PREMISES DETAILS**

Current Use of Premises: \_\_\_\_\_  
Proposed Number of Bedrooms in the dwelling: \_\_\_\_\_  
Total STAR Premises Occupant Load: \_\_\_\_\_

**ATTACHMENTS (THE FOLLOWING MUST ACCOMPANY THE APPLICATION)**

- i. Copy of the Transfer/Deed proving evidence of ownership

- ii. Copy of the Liability Insurance of not less than \$2 million per occurrence for property damage and bodily injury and proof of Short-Term Accommodations Rental coverage.
- iii. Site Plan of the premises including Accessory Buildings, Recreational Buildings, Parking Plan and garbage storage location)
- vi. Copy of Complete STA Inspection
- viii. Evidence from a licensed septic removal operator of the septic tank being pumped out and inspected within the last three years.

**DECLARATION OF APPLICANT**

I certify that:

The information contained in this application, attached schedules, attached plans and specifications, and other attached documentation is true to the best of my knowledge. If the owner is a corporation or partnership, I have the authority to bind the corporation or partnership.

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

**Application Fee: \$200.00**



## THE CORPORATION of the TOWNSHIP of BILLINGS

### License Inspection Checklist

Property Address: \_\_\_\_\_

Property Contact Name: \_\_\_\_\_

Phone/Email \_\_\_\_\_

Item	Item Inspected	Yes	No	NA
1	Are there smoke alarms less than 10 years old and properly installed?			
2	Are carbon monoxide detectors less than 10 years old and properly installed?			
3	Are carbon monoxide detectors and smoke detectors operable?			
4	Is there a fire safety/exit plan posted that identifies exits and fire extinguisher locations?			
5	Is there a window egress from each room?			
6	Are emergency exits identified?			
7	Are there fire extinguishers provided?			
8	Is there a visible and unobstructed civic address sign at the property entrance and is the entrance into the property accessible by emergency vehicles?			
9	Are there handrails, guards and a secure landing for stairs?			
10	Is the property a single dwelling?			
11	Is a copy of the passed water test from PHSD posted?			
12	Is there an ESA sticker on the electrical panel.			
13	Is there documentation of the most recent septic pump-out?			
14	Is the plumbing system free of visible leakage?			
15	Are there locks on exterior doors?			
16	Is there a WETT Inspection Certificate for wood burning appliances?			
17	Is there adequate interior and exterior lighting?			
18	Are all ceiling fans &/or HRV units secure and operational?			
19	Is there emergency contact information for owners or identified contacts posted?			
20	Does the property have adequate parking for the maximum number of renters allowed?			
21	Does the property have adequate storage for trash generated by renters?			

\_\_\_\_\_  
Fire Chief/Designate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Building Inspector/Designate

\_\_\_\_\_  
Date

\_\_\_\_\_  
CAO/Designate

\_\_\_\_\_  
Date

Fire Chief Comments:

Building Inspector Comments:

\*Disclaimer: The Township of Billings will not be held responsible against claims, demands, losses, costs, damages, actions, suits, or proceedings or injuries that arise out of or from structural defects that are not identified on the required Inspection Checklists used in the application process.



## **THE CORPORATION of the TOWNSHIP of BILLINGS**

### **RENTER CODE OF CONDUCT**

*(As enacted by the Township of Billings)*

#### **PREMISE OF THIS CODE**

The premise of this Code is that Short-Term Accommodation Rentals are located in the vicinity of other properties and that the residents/occupants of these properties have the right to enjoy their properties without being imposed upon by nuisance from others.

#### **OBJECTIVES OF THIS CODE**

The objective of this Code is to establish acceptable standards of behavior for renters and their guests, and to minimize any adverse social or environmental impacts on their neighbors and neighborhood; and the Renter acknowledges for themselves and on the behalf of others that they will be occupying a short-term rental accommodation in an area where others reside on a full-time basis.

#### **GUIDING PRINCIPLES**

The Guiding Principles for short term accommodation renters are:

- The premise that you are occupying is a home;
- Treat the premise as your own;
- Respect your neighbors; and,
- Leave it as you find it.

#### **MAXIMUM NUMBER OF RENTERS AND GUESTS**

The maximum number of occupants within a dwelling that is being operated as a Short-Term Accommodation Rental shall not exceed a total number based upon the number posted by the Owner. But, in no case shall there be more than 2 persons per bedroom, with exception of infants or a child with a disability requiring a parental accompaniment.

#### **NOISE AND RESIDENTIAL AMENITY**

No person shall make noise so as to cause a disturbance or conduct themselves in an antisocial behaviour. Examples of noise that is deemed to be a disturbance include:

- a) Loud music;
- b) Outdoor Speakers;
- c) Outdoor or backyard gatherings involving excessive noise;
- d) Fireworks; (To be used only on the following days: New Years Eve, Victoria Day and July 1.)
- e) Late or early hour disturbances;
- f) Exceeding occupancy limits; and,
- g) Yelling, shouting, chanting and loud conversations.

Please be advised that the Township of Billings Noise By-law is By-law No. 2021-12, is in effect 24 hours a day, 7 days a week.

Renters are not allowed to disturb neighbours or interfere with their enjoyment of their properties, or the public realm, at any time of the day or night. Failure to comply with the conditions of the Municipality's Noise By-law may result in the notification of the Ontario Provincial Police who may, upon attendance, issue a Notice of Offence, which carries with it a fine, upon conviction, for a first offence. Bylaw Infractions will be assessed to the Person/Property Owner.

#### **CAMP FIRES/OPEN AIR FIRES**

The Township recognizes that part of the enjoyment of the vacation experience may be wanting to have a camp fire/open air fire for a purpose other than cooking or warmth.

The use of camp fires/open air fires must comply with the provisions of Township Bylaw 2020-16 Open Air Burning bylaw.

#### **FUNCTIONS AND PARTIES**

Short term accommodation renters are not to host functions or parties as occupancy limits apply to the house and property in accordance with the licence.

#### **ACCESS AND PARKING**

Property includes parking on a per bedroom basis. Permitted parking should be the only area used for parking.

#### **RECYCLING AND GARBAGE**

Please dispose all garbage and recycling to designated garbage area. Ensure that garbage and recycling is sealed shut and not overflowing