



Checklist - B&B Application

	COMPLETED
Read By-laws 2018-91, 2021-57 and 2021-99	<input type="checkbox"/>
Pre-Check with Planning Department for zoning approval	<input type="checkbox"/>
Submit Application with the following;	<input type="checkbox"/>
Fee of \$500.00	<input type="checkbox"/>
Proof of Ownership	<input type="checkbox"/>
Copy of Driver's Licence	<input type="checkbox"/>
Proof of Insurance - \$2,000.000	<input type="checkbox"/>
Copy of Standard Agreement - Renter's Code, Noise By-Law	<input type="checkbox"/>
Certificate from the Electrical Safety Authority	<input type="checkbox"/>
Site Plan	<input type="checkbox"/>
Floor Plan	<input type="checkbox"/>
Parking Management Plan	<input type="checkbox"/>
Apply for a Change of Use Permit from Building Department	<input type="checkbox"/>
Register with Finance Department for the MAT (Municipal Accommodation Tax)	<input type="checkbox"/>

