



## OWNER OCCUPIED SHORT-TERM RENTAL (OOSTR) CHECKLIST

**Read relevant By-laws**

**Pre-check with Planning Department for zoning requirements**

**Do you have a legally established self contained additional dwelling unit?**

**Do you have your ADU Building Permit Number and Occupancy  
Permit Number?**

**Where there is a detached ADU, is there a clearance of 1 metre on the  
subject property to the entrance?**

**Is your property located a minimum of 150 metres from an already established  
OOSTR (*property line to property line*)?**

**SUBMIT AN APPLICATION WITH THE FOLLOWING:**

**Fee of \$500.00**

**Proof of Ownership (*Deed or Land Transfer Documents*)**

**Proof of Principal Residence (*Income Tax Notice of Assessment*)**

**Proof of Insurance - \$2,000,000.00**

**Copy of Standard Agreement – Renters Code, Noise By-law**

**Certificate from Electrical Safety Authority**

**Site plan (*Including Parking Spaces*)**

**Floor plan (*Including Number of Beds*)**

**Parking management plan**

**Register with the Finance Department for the Municipal Accommodation Tax**