

## APPLICATION FOR OWNER OCCUPIED SHORT-TERM RENTAL (OOSTR) LICENCE



Initial Application Fee: \$500.00 NON-REFUNDABLE

Renewal Fee: \$250.00 NON-REFUNDABLE

Owner's Name:

Owner's Address:

Postal Code:

Owner's Telephone Number:

Owner's E-Mail:

OOSTR Establishment Name  
(name used for advertising purposes):

Number of Bedrooms :

Location of ADU:      Main Floor      Basement      Upper Floor      Detached Additional Dwelling Unit

Number of Parking Spaces :

Where there is a detached ADU, is there a clearance of 1 metre on the subject property to the entrance?  
Yes      No

Is the property located a minimum of 150 metres from an existing licensed OOSTR?  
Yes      No

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### BY-LAW 2025-33 REQUIRES THE APPLICANT TO PROVIDE

Proof of ownership (*copy of the deed or land transfer documents and Notice of Assessment*)

Proof of Principal Residence (*Most recent Income Tax Assessment showing name and address*)

Copy of Driver's License

Proof of Insurance \$2,000,000.00 in commercial liability

**As per schedule B to By-Law 2021-57, as amended by By-Law 2025-33, an Applicant for an Owner Occupied Short-Term Rental Establishment Licence shall submit the following:**

a) Confirmation from the Fire Chief dated within the previous sixty (60) days stating the Additional Dwelling Unit is in compliance with the Fire Protection Act, and the policies of the Niagara Falls Fire Department respecting an Owner Occupied Short-Term Rental Establishment;

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- b) If the Additional Dwelling Unit is on private water supply and/or sewage disposal, a certificate from the Medical Officer of Health dated within sixty (60) days stating that the premises has services adequate for the Owner Occupied Short-Term Rental Establishment; The Medical Officer of Health is no longer responsible for private sewage systems. Private sewage systems are inspected by Private Sewage System Inspectors in the Planning & Development Services department with the Niagara Region.
- c) A site plan and floor plans outlining the portion of the premises to be used as an Owner Occupied Short-Term Rental Establishment and demonstrating the premises, including parking and number of beds
- d) Conforms with the City's Zoning B-law (including correct zone, parking and separation requirements, etc.)
- e) Has an established legal self-contained additional dwelling unit.  
Please provide a Building Permit number:
- f) Has an occupancy permit. Please provide Occupancy Permit number:
- g) Certificate from the Electrical Safety Authority dates within the previous 2 years stating the premises are in compliance with the Electrical Safety Code

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## DECLARATION

I, \_\_\_\_\_, hereby certify and understand that all information contained on this application form is true and I understand that making a false statement in this application could result in the refusal of the Issuer to issue a licence or result in a suspension or revocation of a licence at a later date.

I agree that the Clerk may make such inquiries and seek and obtain such information or records as the Clerk should see fit as relevant to the processing of the application and whether or not such licence should be granted or issued, including requiring the owner to be interviewed by such Clerk.

I agree that the City, the Clerk, the Medical Officer of Health, and any person or persons making inquiries on behalf of the City or at its request or by circulation relevant to the processing of the application, shall have the right at any time to inspect the premises for that purpose, and the owner will cooperate in every way in ensuring that such inspection, and entry on the premises for that purpose, shall be facilitated and completed to the satisfaction of the Clerk.

All particulars with respect to ownership information are complete and there have been no omissions, incomplete information or misleading information.

I certify the above information to be true and complete to the best of my knowledge, information and belief.

DATE:

SIGNATURE:

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### IMPORTANT NOTICE FOR NEW APPLICANTS

The acceptance of an Owner Occupied Short-Term Rental application by the City of Niagara Falls does not constitute approval of the application. The application may be denied if the property is located within 150 meters of a licensed Owner Occupied Short-Term Rental or exceeds the limit of 100 licenses.

Licensing is an ongoing process. Please be aware that a license application for within 150 meters of your property may have been submitted and is being processed. An Owner Occupied Short-Term Rental application is not approved until a license is issued. The allocation of the 100 permitted licenses will be based on when the license is issued (not when the application is submitted).

**A building permit will be required for new additional dwelling units, additions, or significant alteration or renovation to an existing building. Please contact the Building Department for more information.**

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### For office use only:

Application received on:

Application No.:

Licence No.:

Date Issued:

### For office use only:

#### ZONING APPROVAL

DATE:

SIGNATURE:

#### BUILDING DEPARTMENT APPROVAL

DATE:

SIGNATURE:

#### FIRE DEPARTMENT APPROVAL AS APPLICABLE

DATE:

SIGNATURE:

#### MUNICIPAL ENFORCEMENT APPROVAL

DATE:

SIGNATURE: