

SHORT-TERM RENTAL FREQUENTLY ASKED QUESTIONS

What are short-term rentals?

The use of a Dwelling Unit or part of a Dwelling Unit for temporary overnight guest accommodation for a period of not more than 28 consecutive days.

Who is required to have a short-term licence in Stouffville?

Anyone who plans to operate a short-term rental in the Town.

Where in Stouffville are short-term rentals allowed?

Short-term rentals are allowed in residential dwelling units or part of a dwelling unit. They are not permitted in a hotel, motel, retirement home or Garden Suite as defined by the Town's Zoning By-law.

Why are short-term rentals licensed?

To help regulate and provide access to accommodations that are safe for the public.

Can I advertise and operate a short-term rental in my home in Stouffville?

Stouffville residents must obtain a licence to rent out their dwelling unit or part of their dwelling unit, for short periods of time (not more than 28 consecutive days). Yes! you can advertise along with a valid Town Licence Number.

When can I obtain a licence to have a short-term rental?

Application forms are available on-line.

How long does it take to process an application for a short-term rental licence?

Processing times can vary based on the information provided in the application form. Each application is reviewed to ensure the applicant meets the requirements of the Short-Term Rental Licensing By-law.

How do I apply for a licence?

You can apply by completing the application form on the Short-Term Rental page and submitting it to the Town of Stouffville by email, mail or via the drop box located at Town Offices; note that payment must be made for an application to be considered. You may also apply via the Permit Portal.

Are there any fire safety regulations I must follow to operate a short-term rental in my home?

All existing homes in Ontario, regardless if they are a short-term rental or not, are subject to the Ontario Fire Code.

Smoke alarms must be installed in each guest room and on each level of the home. Where homes were constructed or renovated without smoke alarms in each bedroom, these units are permitted to be battery-operated alarms. Carbon monoxide alarms must be installed outside all sleeping areas. A copy of the manufacturer's instructions each type of alarm must be left for renters in a conspicuous location. A type ABC fire extinguisher must be installed in the home. The minimum size for extinguishers is 5 pound. Note, 2½ pound extinguishers are not acceptable. Ensure address numbering is clearly posted at the property and visible from the street. This assists emergency responders to find the home in the event of an emergency.

What do I do if I have an issue with my neighbour's short-term rental?

Complaints can be made to the Town of Stouffville By-law Enforcement division by calling 905-640-1910 extension 2229.

What are some of the key issues related to short term rentals?

There are a number of issues related to Short-term rentals. These include public safety concerns (including excessive noise, late-hour activities, illegal parking, and littering), fire and building safety issues, the impact on private sewage disposal systems, impacts on affordable housing and competition with other traditional rental accommodation markets.

How are maximum occupancy limits defined, and what is the maximum occupancy?

If an entire dwelling unit is being rented out as a short-term rental, the maximum limit of guests shall be two (2) persons per guest room, up to a maximum of ten (10) guests permitted on the premises at any time.

If individual guest rooms are being rented out of a short-term rental, no more than two (2) rooms with a maximum of two (2) persons in each guest room will be rented simultaneously.

If there are short-term rental applications seeking to exceed these limits, they will be considered on a case-by-case basis by the Chief Fire Official and Chief Building Official to review the safety risks.

How long is my Short-Term Rental licence valid for?

A period of one year, expiring one year after the licence is approved.

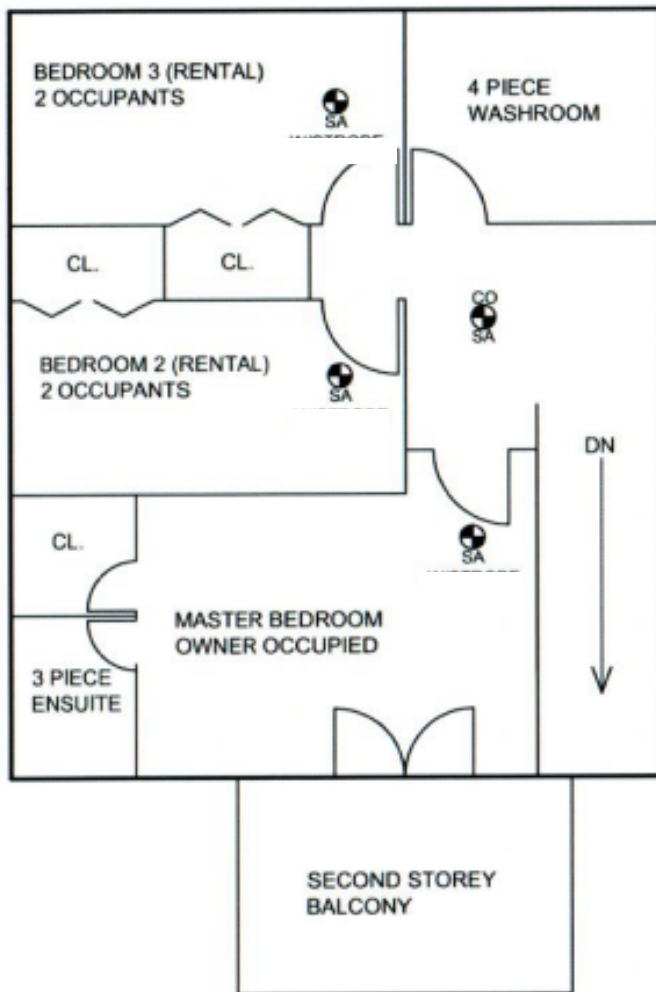
What documents are required for a Short-Term Rental licence?

The following documents are required:

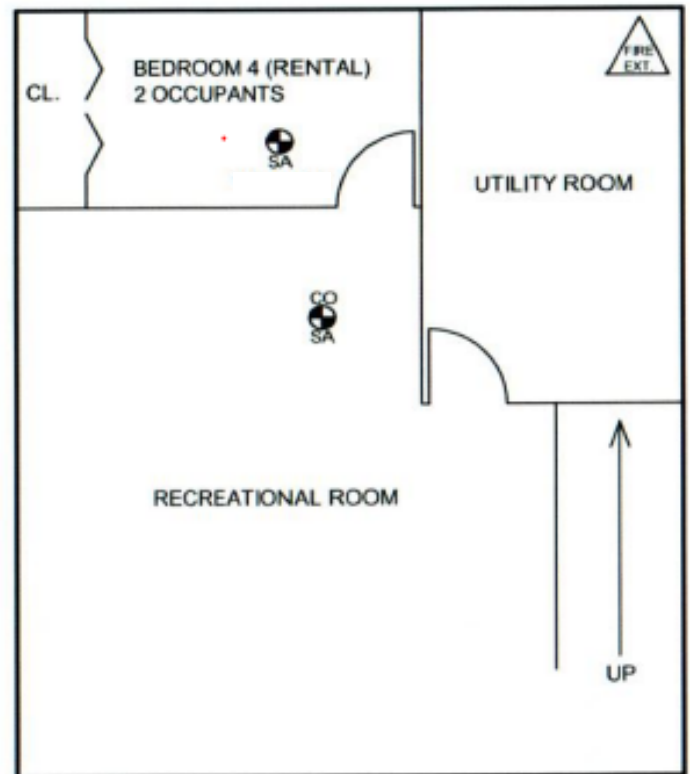
- Completed Short-Term Rental Application Form
- Fee per the Town's Fees & Charges By-law
- Proof that applicant is at least eighteen (18) years of age
- Proof that applicant is a citizen of Canada, a permanent resident or in possession of a valid employment authorization issued by the Government of Canada
- Certificate of general liability insurance in the amount of \$2,000,000.

- Sketch of floor plans identifying all rooms and common areas, and location of smoke alarms, carbon monoxide alarms, and fire extinguishers. Fire extinguisher minimum size is 2A:10BC (5 pound ABC extinguisher)
- Site plan of the property showing site dimensions with the location of all buildings, structures and parking
- Consent of the owner of the property (if an applicant is a tenant)

EXAMPLE FLOOR PLAN






SECOND FLOOR



BASEMENT

LEGEND:

-  Carbon monoxide detector/Smoke alarm
-  Smoke alarm with strobe light function
-  Fire extinguisher

Sample Site Plan

