



Hamilton

Planning and Economic Development Licensing and By-Law Services

330 Wentworth Street North

Hamilton, Ontario L8L 5W3

www.hamilton.ca

Phone: (905) 546-2782 Option 3

Email: licensing@hamilton.ca

HST# 88932 3218 RT0001

BUSINESS LICENCE APPLICATION

FOR OFFICE USE ONLY

LICENCE NUMBER

RECEIPT NUMBER

LICENCE FEE

PAYMENT TYPE

APPLICATION DATE

PAYER

RECEIVED BY

Required Information

Note: Required documents vary based on licence type. Please refer to **Business Reference Guide** for specific requirements

Additional Information may be required to process the application. Failure to submit information or complete departmental requirements can delay the processing of the application. **Operating a business without a licence may result in fines or penalties.**

<input type="checkbox"/> Corporate Profile or Master Business Licence	<input type="checkbox"/> Certificate of Insurance (vehicle or commercial)	<input type="checkbox"/> Police Clearance Certificate (less than 36 days old)	<input type="checkbox"/> Driving Abstract (less than 36 days old)
<input type="checkbox"/> Zoning Verification Certificate	<input type="checkbox"/> Scaled Plot Plan	<input type="checkbox"/> Vehicle Ownership	<input type="checkbox"/> Trade Questionnaire
<input type="checkbox"/> Certificate of Compliance	<input type="checkbox"/> Litter Control Plan	<input type="checkbox"/> Food Premise Questionnaire	<input type="checkbox"/> TSSA Inspection Certificate
<input type="checkbox"/> Government Issued Photo ID	<input type="checkbox"/> Premise Plan	<input type="checkbox"/> Safety Standard Certificate	<input type="checkbox"/> Detailed Site Plan

A Business is not permitted to open until all requirements have been met and the licence is issued

PLEASE PRINT CLEARLY

Licence Type: ☐ New Business ☐ Change of Ownership

If New Business - anticipated opening date:

Establishment Name (Operating As):

Street Address of Establishment:

Unit No:

Ward:

City:

Postal Code:

Existing Municipal Business
Licence Number (if applicable):

OWNER:

Last Name:

First Name:

Registered Corporation Name/Number:

Address:

City:

Province:

Postal Code:

Phone Number:

Alternate Number:

Email Address:

Date of Birth (DD-MMM-YY):

Partner Name (Last) (if Partnership):

Partner First Name:

Address:

City:

Province:

Postal Code:

Phone Number:

Alternate Number:

Email Address:

Date of Birth (DD-MMM-YY):

APPLICANT/LICENCE HOLDER: (If different than Owner)

Last Name:

First Name:

Address:

City:

Province:

Postal Code:

Phone Number:

Alternate Number:

Email Address:

Date of Birth (DD-MMM-YY):



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SHORT TERM RENTAL QUESTIONNAIRE

FOR OFFICE USE ONLY

LICENCE NUMBER:

RECEIVED BY

RECEIPT NUMBER

APPLICATION DATE

Details:

PLEASE PRINT CLEARLY

ENTIRE DWELLING

- ☐ Internal Secondary Dwelling Unit (SDU)
- ☐ Detached SDU
- ☐ Converted SDU

PARTIAL DWELLING

Owner

Renter

Property Owner/Condo Board Permission

Y/N

Applicant Information:

Applicant Name:

Name of Insurance Company:

Amount of Liability Insurance:

Policy Number:

Expiry Date:

Emergency Contact Info (person available 24 hours a day during rental periods):

Name:

Phone Number(s):

Email (if applicable):

List of Companies used to Advertise STR. Include link to current posting/ad for each.

1

2

3

Number of sleeping rooms available for STR

Number of off-street parking spaces available for STR

Applicant Principal Residence Address

In accordance with Schedule 32 Short-Term Rentals:

- ☐ I confirm that the short-term rental accommodation is located at my primary residence (where the individual is ordinarily resident, makes their home and conducts their daily affairs)

I, (please print name) _____ acknowledge it is my responsibility to notify the City of Hamilton in writing immediately of any changes in the information provided, during the course of this application, the period of a license and upon any renewal of a license and to ensure compliance with all City of Hamilton Licensing By-law 07-170, pertaining to this application.

Signature of Applicant

Date of Submission

****Submission of this application does not constitute approval by the City of Hamilton and its Departments****

Notice of Collection: The City of Hamilton collects Personal Information as defined by the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56, as amended, under authority of sections 151 and 227 of the Municipal Act, 2001; S.O. 2001, c. 25, as amended, and the City of Hamilton Consolidated By-Law No. 07-170. Personal Information collected on this form will be used to issue, monitor, and regulate licensing, and perform record searches. As permitted or required by law, Personal Information may be shared with Public Health, Hamilton Fire, Building, Zoning or other applicable internal departments for comment or action as it relates to licensing or compliance with laws and bylaws, including external Provincial or Federal Government branches as requested. Personal Information will be de-identified and aggregated for program planning, and for statistical and reporting purposes. By providing your email address, you are consenting to receiving emails from the City of Hamilton and/or their agents/contractors for circulation of information related to the business community, business licensing or the location of the business. Questions about the collection of this personal information can be directed to Tiffany Gardner, Licensing & Bylaw Services, 330 Wentworth St N, 905-546-2424, Tiffany.Gardner@hamilton.ca. **Business Identifying Information:** As mandated by section 2(2.1) and (2.2) of the Municipal Freedom of Information and Protection of Privacy Act, the business information collected on this application form will be maintained as a business record. Information associated with an individual in a professional, business, or official capacity is not personal information. Business information may be publicly available. Providing false or incomplete information could result in the refusal of this application. **Risks of Using Electronic Communication Notice:** The City of Hamilton will use reasonable means to protect the security and confidentiality of information sent and received using electronic communication. However, due to risks such as accidental disclosure or interception by parties not intended to receive the information, we cannot guarantee the security and confidentiality of electronic communication and will not be liable for the improper disclosure of confidential information that is not the direct result of intentional misconduct of the City and/or its staff.

Revised February 2025

FIRE ESCAPE PLAN

PROCEDURES FOR SHORT TERM RENTAL OCCUPANTS

Be advised this is a "Fire Escape Plan" provided for the safety of the Short-Term Rental unit occupants. If the building is provided with a "Fire Safety Plan" it will be posted on each floor in common areas of the building. Building occupants shall review the fire safety plan for further occupant procedures if provided. All tenants are responsible for fire safety. This will require corrective action to be taken by the tenant and/or report the hazard to the building owner immediately.

IN CASE OF FIRE:

- A) CALMLY NOTIFY ALL OCCUPANTS OF A FIRE CONDITION.
 - B) LEAVE THE BUILDING IMMEDIATELY BY THE NEAREST AND SAFEST EXIT; CLOSING DOORS BEHIND YOU.
 - C) CALL THE FIRE DEPARTMENT FROM A SAFE LOCATION BY DIALING 911, GIVING YOUR NAME AND SAY THERE IS A FIRE AT:
-

IF YOU HEAR AN ALARM OR ARE NOTIFIED OF A FIRE:

- A) LEAVE THE BUILDING IMMEDIATELY BY THE NEAREST AND SAFEST EXIT, AND CLOSING ALL DOORS BEHIND YOU.
 - B) CALL THE FIRE DEPARTMENT FROM A SAFE LOCATION BY DIALING 911, GIVING YOUR NAME AND SAY THERE IS A FIRE AT:
-

EMERGENCY CONTACT:

Name: _____

Phone: _____

**A COPY OF THIS PLAN SHALL BE POSTED WITHIN EACH SHORT TERM
RENTAL OCCUPANCY**



SHORT-TERM RENTAL OPERATOR SELF-CERTIFICATION CHECKLIST

Licensing & By-law Services is responsible for promoting health, safety, and livability of the housing stock in the City of Hamilton. Inspections of short-term rentals are conducted to ensure they are safe and well maintained. The following checklist is a practical guide to what Licensing Compliance Officers will look for. Please review this guide and acknowledge your awareness of the items which will require compliance with applicable Provincial Legislation and City of Hamilton By-laws.

EXTERIOR

EXTERIOR WALLS

- Soffit and fascia in good repair
- House number visible from public right of way
- Siding is weathertight and intact
- No openings for animal infestations

PAINT

- Wood surface weather protected
- No peeling, chipping, flaking or otherwise deteriorated paint

FOUNDATION

- Structurally sound
- Free from holes or gaps
- Proper grading

ROOF

- Free of leaks
- Structurally sound
- No loose or missing shingles
- Roof overhang free from deterioration

EXISTING GUTTERS AND DOWNSPOUTS

- Free from debris
- Properly attached, and drains away from structure

CHIMNEY

- Tuckpointing/mortar in good repair
- Stable, no bricking missing

PORCH/DECK(S)

Structurally sound and in good repair
Stairways with more than three (3) risers has handrails

STAIRS/STEPS

Securely attached, free from deterioration
Stairways with more than three (3) risers has handrails
Snow shoveled at all building exit doors

PREMISES AND ACCESSORY STRUCTURE

GARAGES/SHED

In good repair and structurally sound
Not open to trespass
Exterior surfaces weather protected and intact

FENCES

Well maintained, built to 10-142 Fence By-law
Wood surfaces weather-protected

YARD

Grass and weeds not exceeding 20 centimetres
Proper grading and ground cover
No litter, car parts, yard waste, construction waste, or other debris
Firewood neatly stacked and properly stored
Waste containers located in proper place

VEHICLES/PARKING

No parking on front yard
Parking only on approved surfaces in approved locations
No inoperable vehicles on-site
No improper vehicles, RVs, or illegal trailer parking

INTERIOR

WALLS AND CEILINGS

In good repair
No loose wallcoverings
Free from holes
No flaking, chipping, or peeling paint
Free from water damage

FLOORS

- In good repair
- No holes
- Structurally sound
- No trip hazards

HALLWAY/STAIRS

- Clear pathways
- Handrails/Guardrails securely attached
- Continuous guardrails required on open sides inches above grade
- Graspable handrails
- Floor covering intact and secured to stairs

SLEEPING ROOMS

- Proper egress window or door to the outside
- Floor spaces conforms to Ontario Building Code (OBC) regulation
- Minimum ceiling height as per OBC
- Proper light and ventilation
- Receptacles safe and in good condition

WINDOWS

- No broken/cracked glass
- Easily openable and remains open without the use of a prop
- Openable windows must have screens and be in good repair
- Weathertight
- Window frames and sashes must be free of cracked, chipped, peeling, chalking, or flaking paint and caulk

DOORS

- Fit frames, closes and latches securely
- Proper working hardware
- Weathertight and free from holes
- Exit and entrance doors have functioning locks
- Storm screen doors are maintained in good condition and functioning closers

KITCHEN

- Hot and cold running water with adequate pressure
- No loose or dripping faucets
- Drains function properly, free from obstructions
- Electrical appliances plugged directly into outlets without the use of extension cords or adapters

BATHROOM

Sink/Tub/Shower properly installed and maintained in good repair with caulking intact
Toilet properly installed with all components intact and properly secured, maintained and functioning
Light fixture working
No loose or leaking faucets
Mechanical venting working if present
Hot and cold running water with adequate pressure required to each fixture

ELECTRICAL, MECHANICAL AND PLUMBING

ELECTRICAL

Adequate service outlets
Fixtures intact and functioning properly
Extension cords do not present a hazard
Cover plates on all outlets, switches and junction boxes
All wiring properly installed and maintained

MECHANICAL

Heating facility must be properly installed and maintained
Maintain interior temperature of 20 Degrees Celsius from May 15th to September 15th
Temporary heating devices shall not be used as primary source of heat

PLUMBING

All plumbing lines must be installed and maintained to OBC
Hot and cold running water with adequate pressure required to each fixture
Waste line must be properly installed and vented ("S" traps not allowed)
No leaking faucets or pipes
All pipes must be free from defects and obstruction and properly secured

Rental Business Owners should note that Self Certification Checklist is not all inclusive. It is meant as a guide to assist in the preparation of inspection. Rental Business Owners are responsible to ensure that their properties are in compliance with all Municipal, Provincial and Federal standards.

DECLARATION

I, _____ am responsible as the Rental Business Owner/designate of the Rental Dwelling referred to in this Self-Certification, I have inspected the Rental dwelling and acknowledge the truthfulness of the answers. I am responsible as the Rental Business Owner for ensuring the Rental Dwelling is in compliance with all Municipal, Provincial and Federal legislation.

Name:

Check One: Rental Business Owner
 Delegate

Signature:

Date:

If signed by an individual other than the Rental Business Owner of the dwelling in question, an authorization from the Rental Business Owner indicating authority for the designate/agent to submit this document must be included.



STRONG
for **YOU**

FIRE SAFETY – SHORT TERM RENTAL

STATUTORY DECLARATION

Hamilton Fire Department is committed to promoting health, safety, and livability rental dwelling housing stock in the City of Hamilton. This form is a statutory declaration that the property is in compliance and will be maintained in compliance with the *Fire Protection and Prevention Act* and any regulations made thereunder including the Fire Code.

Declaration by Applicant

IN THE MATTER Of an Application for a short-term rental license with the City of Hamilton,

I, _____ (name of Applicant), owner/operator of the following Short-Term Rental _____ (insert address), do solemnly declare that, the Short-Term Rental at the above address, being the unit and building, complies with all requirements of Ontario Regulation 213/07 (Fire Code) and Ontario Regulation 332/12 (Building Code) including without limitation the following:

FIRE SAFETY

GENERAL

- Storage of flammable and combustible liquids are stored in conformance with Ontario Regulation 213/07 (Fire Code)
- Means of egress, access to exits and exits are not blocked by debris, storage, trash, snow, ice, or other combustibles and obstructions
- All life safety systems (including smoke and carbon monoxide alarms) are installed, maintained and operational
- Fire Extinguishers are installed and maintained in conformance with the Fire Code where necessary
- A fire escape plan (as required under the City's Business Licensing By-law #07-170) and a floor plan are posted in a conspicuous location in the Short-Term Rental on each floor that is used by Short-Term Rental tenants.
- Where the building is required to have an approved Fire Safety Plan as outlined in the Fire Code, copies of the plan shall be made available to all short-term renters.

EXTERIOR

EXITS AND FIRE ESCAPES

- Are provided with access to a public thoroughfare (laneway or street)
- Are provided with illumination (exterior lighting, exterior sensor light etc.)
- Are maintained in good repair and free of obstructions
- Are maintained free of ice and snow

CHIMNEY AND SOLID FUEL BURNING APPLIANCE (FIRE PLACE)

- If your Short-Term Rental is provided with an operational solid fuel burning appliance (fire place) and renters are permitted to use it:
 - The chimney shall have no signs of structural deficiency or decay
 - A Level 1 Basic Visual Inspection has been completed by a Wood Energy Technology Transfer (WETT) Inspector. This type of inspection is of the readily accessible parts of a wood burning system. Its purpose is to determine whether the system meets current standards and regulations such as those in the appliance or venting installation manual, the Ontario Building Code and CSA B365. (A WETT inspection report shall be made available upon request)
 - The chimney, flue and flue pipe shall be inspected annually to identify any dangerous conditions.
 - The chimney, flue and flue pipe shall be cleaned as often as necessary to keep them free from accumulations of combustible deposits
 - Instructions for the safe operation and use of the solid fuel burning appliance are posted and provided to renters.
- If the above requirements regarding the fireplace are NOT met, then the fireplace **shall not be made available to tenants** and a legible sign shall be affixed to the front of the appliance to inform renters that the use of the appliance is restricted and not be used.

EXTERIOR WALLS

- Combustible materials are not stored against external walls or structures

INTERIOR

SECONDARY DWELLINGS UNITS

- Meet the Zoning By-law and are recognized by the City of Hamilton through the issuance of a building permit and undergo inspections to confirm compliance with the City's Property Standards By-law (10-221), Ontario Building Code Act, 1992, SO 1992, c23; and Electricity Act, 1998, S.O. 1998, c. 15, Sched. A.
- All fire separation walls and ceilings between the secondary dwelling unit and the remainder of the building are maintained in good repair/condition (no holes or damage)
- All fire separation doors close and latch
- All fire separation door self-closers work as intended

OWNER OCCUPIED SPACES

- Are fully fire separated from secondary dwelling units, exits and other areas of the building in conformance with the Building Code.

COMMON SPACES

- Where two or more dwelling units are located in a building and share common areas (i.e.: exits, storage, laundry rooms, lobby areas etc.), these spaces/areas are fire separated in conformance with the Building Code.

EXITS

- Are free of combustibles and obstructions
- Are fire separated from the remainder of the building in conformance with the Building Code where necessary

SERVICE EQUIPMENT AND SPACES

- Heating, ventilating and air conditioning equipment is in good repair and fully operational

SMOKE ALARMS

- Smoke alarms installed are fully operational, maintained and tested in conformance with:
 - the Fire Code
 - manufacturer's specifications/instructions
- Each level of the dwelling (not including crawl spaces and uninhabitable attics) is provided with a working smoke alarm.
- Smoke alarms are located outside sleeping areas/rooms

CARBON MONOXIDE ALARMS

- if my Short-Term Rental has any fuel-burning appliances (i.e. furnaces, stoves or fireplaces) OR an attached garage, then I declare that a carbon monoxide alarm is near all sleeping areas in the home
- if my Short-Term Rental requires a Carbon Monoxide Alarm, then I declare that they are fully operational, maintained and tested in conformance with:
 - the Fire Code
 - manufacturer's specifications/instructions

STATUTORY DECLARATION

I have reviewed the above checklist and declare that my Short-Term Rental is in compliance with the checklist.

I agree to be in compliance, at all times, with all federal, provincial and municipal laws, including but not limited to, the *Fire Protection and Prevention Act* and any regulations made thereunder including the Fire Code.

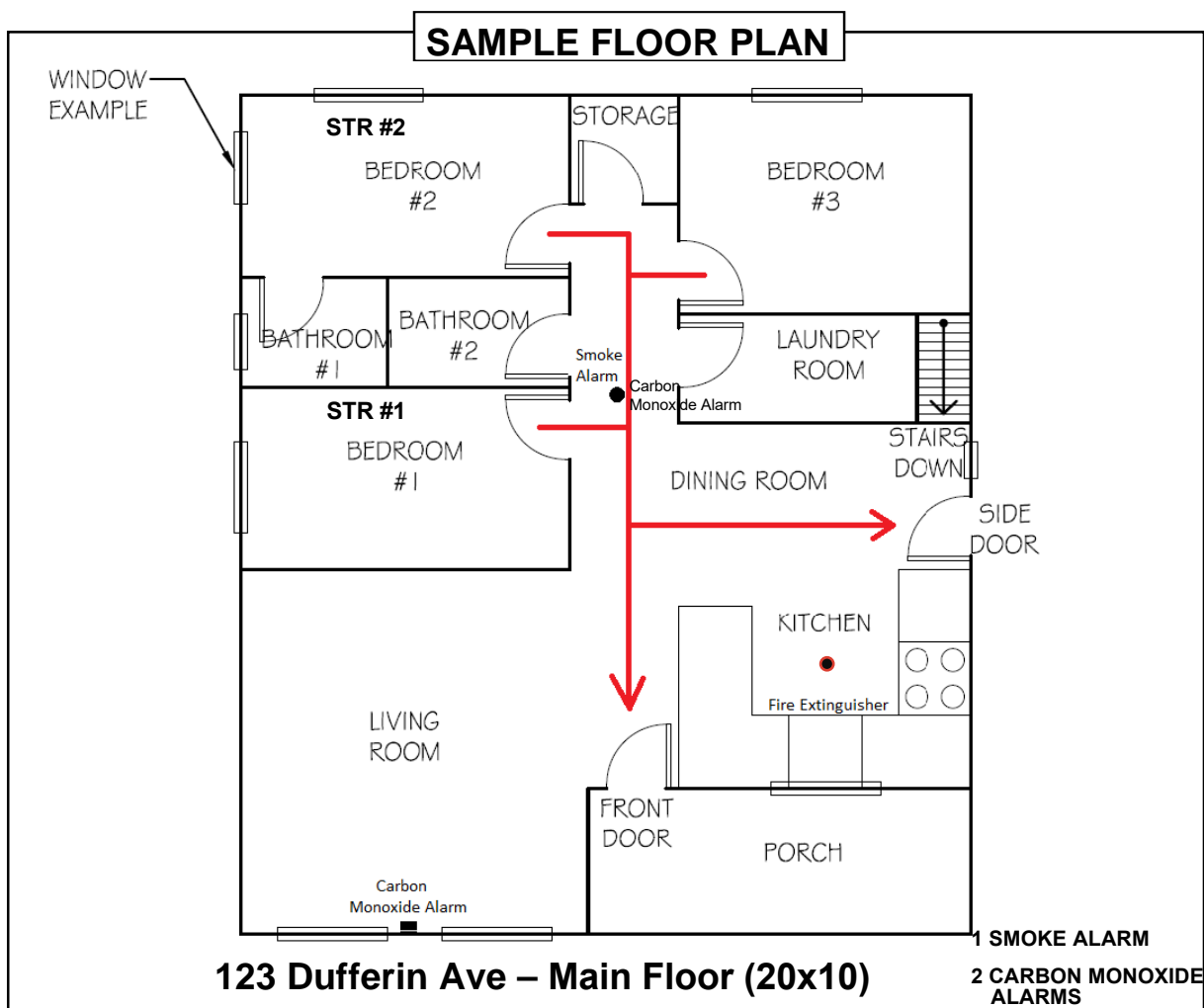
I make this solemn Declaration conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

SOLEMNLY DECLARED BEFORE ME)
at the City/Town of _____,)
in the Province of Ontario,)
(or _____ (*specify if outside*)
of Ontario)) this ____ day of)
_____(month), _____ (year).)
_____) _____
A Commissioner, etc., Province of) [*name of Applicant*]
Ontario)
(_____ (*specify if outside of*)
Ontario))
or Notary Public)

FLOOR PLAN GUIDE FOR SHORT TERM RENTAL LICENCE APPLICATION SUBMISSIONS

When providing associated floors plans for a Short Term Rental Licence application, please ensure the following requirements are met:

1. All floor plans if hand drawn must be completed in pen, with a ruler and be legible. Be advised digitally created floor plans are preferred but not required;
2. Every floor/unit (including unfinished/unoccupied basements) in the building must be on a separate page and include the address of property, the floor and/or unit number (e.g.123 Dufferin Ave – Main floor - Unit #1);
3. For larger buildings (including high-rise and low-rise residential buildings) floor plans provided shall include all corridors leading to exits or exit stairwells.
4. Each room must be clearly shown and labeled and numbered (e.g. Bedroom #1, living room, kitchen, Bathroom #1);
5. Square footage of the unit in which the short-term rental(s) are located
6. Which bedrooms in the unit will be used as short-term rentals (labeled and numbered e.g. STR #1, STR #2)
7. All windows, doors, stairs (internal and external), and all other forms of egress must be clearly shown and labeled, and;
8. All external structures attached to the building must be clearly shown and labeled (e.g.. deck, front porch).
9. The number and location of smoke alarms and carbon-monoxide detectors
10. Evacuation routes and fire safety equipment



Please note: Floor plans are required to be submitted at the time of application. If the floor plans do not meet the requirements above, new plans may be required to be submitted

REQUIREMENTS FOR SHORT-TERM RENTAL

GUEST INFORMATION PACKAGE

SCHEDULE 32 BY-LAW NO. 07-170

4.14

Every Operator shall provide the guest who made the reservation with an information package for each rental period:

- (a) Electronically at the time of booking; and
- (b) Within the residential unit, in a printed document that is visible and accessible to all guests.

4.15

The information package prescribed above shall include:

- a) contact information for the Operator or person who is available to receive communications from any guest during the rental period;
- b) instructions for use of the 9-1-1 emergency system;
- c) the name and address of the nearest two (2) hospitals or emergency medical services providing emergency care;
- d) non-emergency contact information for Hamilton Police Service;
- e) a floor plan for the residential unit indicating emergency evacuation routes and the location of safety equipment;
- f) notice to guests of the presence of any system onsite that is making video or audio recordings or photographs;
- g) instructions for solid waste disposal, to include information on the applicable waste collection day and instruction for composting and recycling;
- h) instruction for legal parking onsite and in the vicinity of the property, as applicable; and
- i) copy of the applicable Operator licence, occupancy limits and any conditions imposed on the licence.