



Short-Term Rental Guidelines

Short-term rentals (STRs) offer unique, alternative accommodations for tourists, larger groups, and medium-term occupants. It is important that as a host you are providing a safe environment for your guests while continuing to be a good neighbour. The application and guidelines aim to optimize the host and occupant experience and mitigate any potential negative impacts on your neighbourhood.

Step-by-step Application Guide for Hosts:

Step 1. Obtain application form online: saultstemarie.ca/str and complete in its entirety. Ensure to receive all approval listed in step 3 prior to submitting your application to the City Clerk's Office.

Step 2. Obtain all forms relating to Municipal Accommodation Tax (MAT), found online at saultstemarie.ca/mat.

Step 3. Obtain written approvals from the following departments **in the order listed below:**

- A. Building Division – will conduct an on-site inspection to ensure applicable Zoning, Property Standards and Ontario Building Code compliance. Additional fees required.
building@cityssm.on.ca or 705.759.5410
- B. Fire Services – will conduct an on-site inspection to ensure applicable Ontario Fire Code compliance. Additional fees required.
fire@cityssm.on.ca or 705.949.3333
- C. Finance Division – to confirm that Municipal Accommodation Tax (MAT) return form(s) have been completed. MAT return forms may be found here:
saultstemarie.ca/mat
MAT@cityssm.on.ca or 705.759.5278

Step 4. Once you have completed steps 1-3, submit your completed application to the City Clerk's Office at 99 Foster Drive. Application must include – signatures from the above three departments; letter of authorization from owner and/or management, if applicable; photocopy of operator's driver's licence or Ontario Photo card; copy of Certificate of Insurance naming The Corporation of The City of Sault Ste. Marie as an additional insured (minimum \$2 million and indicates short-term rentals included); current Level 2 Police background check performed on owner and application fee.

Appointments are required. Acceptable forms of payment include cash, debit or e-transfer. Email inquiries to shorttermrentals@cityssm.on.ca or 705-759-2684.

Application Deadlines

Licences are valid for 3 years. The renewal deadline is March 1.

Licensing Guidelines

The following licensing guidelines aim to provide additional resources to guests and neighbours so that potential problems may be avoided, and if problems do arise, they can be addressed:

1. Host should clearly post a set of 'house rules' for guests, including, but not limited to:
 - a. Clear communication of property boundaries and what amenities are available to guests, and what amenities are not
 - b. Reference pertinent information in local by-laws, such as the Noise By-law (By-law 4100) and Animal Care and Control By-law (By-law 19-117)
 - c. General information related to being a good neighbour, as per the City's 'Be a Good Neighbour Guide' available here: saultstemarie.ca/bylawenforcement
 - d. Rules around refuse disposal
2. Hosts should also provide their contact information, and information to contact the STR platform to immediate neighbours, so that in the event of an issue, the hosts and/or the STR platform may be contacted.
3. Hosts shall maintain properties and buildings in accordance with the property standards by-law (By-law 12-009)
4. Failure to adhere to the aforementioned requirements may result in the refusal or revocation of a STR licence.