



Short-term Rental Operator - Application Guide



Introduction

This application guide will provide Short-term Rental (STR) operators with an overview of the City of Kingston Short-term Rental Licensing Program. The guide includes detailed steps for the application process and a comprehensive list of licence conditions. By-Law Number 2021-10: means A By-law to Licence and Regulate Short-term Rentals in the City of Kingston, also referred to as the “Short-term Rental Licensing By-Law”.

Licensing & Enforcement Services

Mailing Address: 216 Ontario Street, Kingston, ON, K7L 2Z3

Phone: (613)-546-4291 Ext. 3150 **E-mail:** LicensingApplications@cityofkingston.ca

Located at: 1211 John Counter Boulevard, Kingston, ON

Background

Council approved **By-Law 2021-10** which deals with licensing, regulating and governing Short-term Rentals. Regulatory framework came into effect June 1, 2021 after reviewing best regulatory practices with other municipalities, assessing industry standards and consultation with public engagement sessions with our stakeholders.

Mandate

- To license and regulate Short-term rental properties that provide a healthy variety of accommodation options to support Kingston's tourism industry;
- To ensure health and safety standards are achieved, and respond to health, safety and nuisance concerns related to noise, garbage, parking and security;
- To allow residents to use their properties to earn additional income to offset their housing costs;
- To encourage compliance and accountability;
- To protect the existing inventory of long-term rental housing

Key Definitions

By-Law Number 2021-10: means a By-Law to License and Regulate Short-term Rentals in the City of Kingston, also referred to as the "Short-term Rental Licensing By-Law".

Short-term Rental: means all or part of a Dwelling Unit used to provide sleeping accommodations for a period equal to or less than thirty (30) consecutive days in exchange for payment, and includes a Bed & Breakfast.

Dwelling Unit: means a suite operated as a housekeeping unit, used, or intended to be used by one or more persons usually containing cooking, eating, living, sleeping and sanitary facilities.

Licensing & Enforcement Services

Mailing Address: 216 Ontario Street, Kingston, ON, K7L 2Z3

Phone: (613)-546-4291 Ext. 3150 **E-mail:** LicensingApplications@cityofkingston.ca

Located at: 1211 John Counter Boulevard, Kingston, ON

Licence: means a licence issued under this By-Law

Market: means to offer, promote, canvass, solicit, advertise, or facilitate a Short-term Rental accommodation, and includes placing, posting or erecting advertisements, either physically or online and “**Marketing**” has the correspondence meaning.

Operator: means any person who operates or permits the operation of a Short-term Rental.

Person: means an individual, a corporation, a partnership, a sole proprietorship, or an association.

Snapshot Regulations:

- Short-term Rentals shall have no more than three (3) rooms individually rented and sleeping accommodations for a maximum of four (4) individuals; does not apply to a Short-term Rental that consists of an entire single-detached dwelling unit under a single booking.
- Single Detached Dwelling (One suite)** - Entire House (single booking) or 3 bedrooms individually rented to maximum 4 persons
- Single with secondary suite, Semi, Duplex, Row House or Multi-Unit Building** (Maximum 4 Persons)- Entire Dwelling Unit or maximum of 3 bedrooms individually rented
- An operator shall not hold more than one Licence and shall not operate or permit to the operation of more than two Short-term Rentals at any time.
- Municipal Accommodation Tax of five percent (5%) shall be required for all Short-term Rentals.
- Smoke alarms must be installed on all levels of the home, outside all sleeping areas, between the sleeping area and the remainder of the home and maintained in operating condition in accordance with the manufacturer's instructions.
- If the home has a fuel burning appliance or fireplace or connected garage, carbon monoxide alarms must be installed adjacent to each sleeping area, and maintained in operating condition in accordance with the manufacturer's instructions.

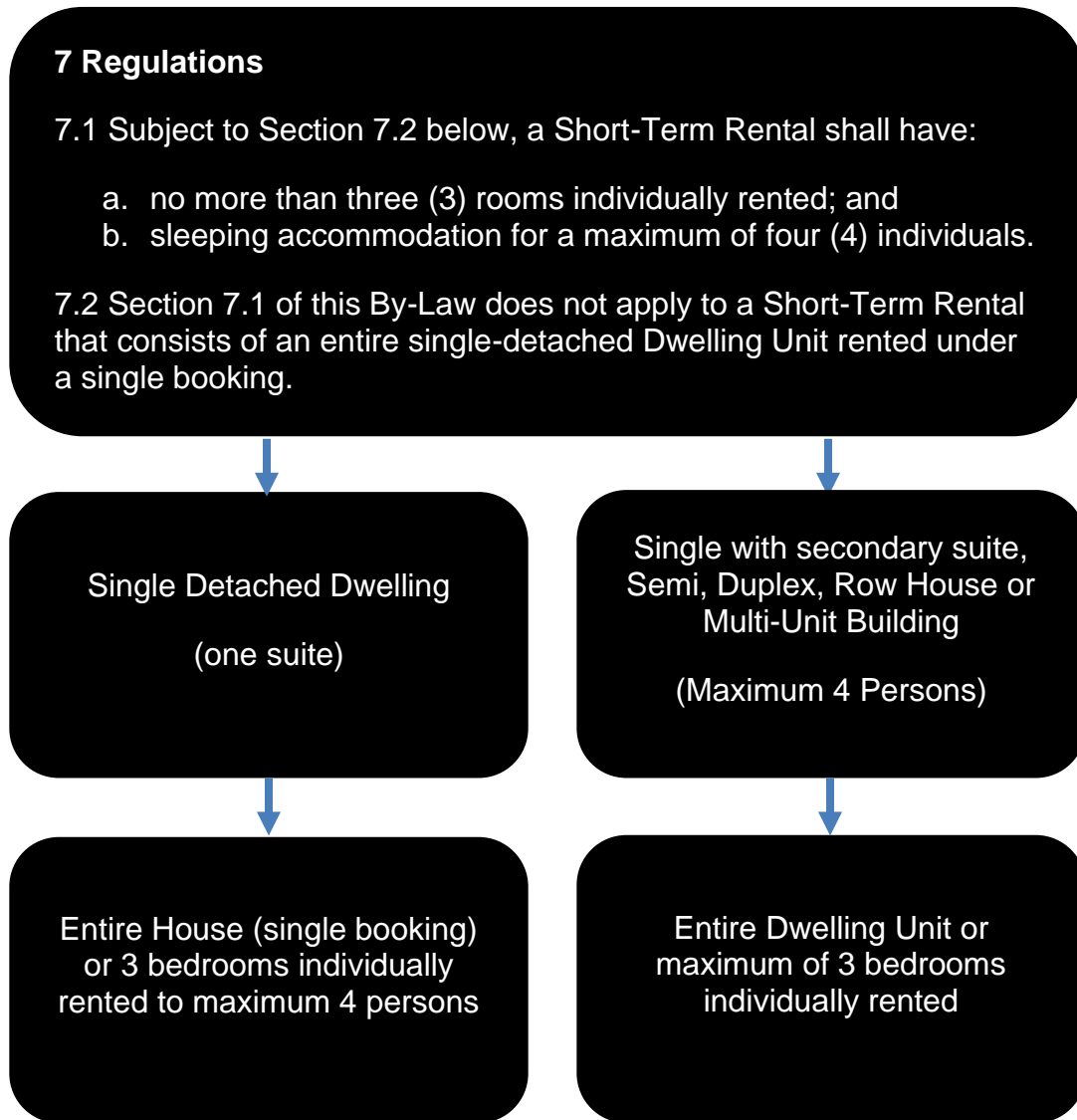
Licensing & Enforcement Services

Mailing Address: 216 Ontario Street, Kingston, ON, K7L 2Z3

Phone: (613)-546-4291 Ext. 3150 **E-mail:** LicensingApplications@cityofkingston.ca

Located at: 1211 John Counter Boulevard, Kingston, ON

Flow Chart: Short-term Rental



Licensing & Enforcement Services

Mailing Address: 216 Ontario Street, Kingston, ON, K7L 2Z3

Phone: (613)-546-4291 Ext. 3150 **E-mail:** LicensingApplications@cityofkingston.ca

Located at: 1211 John Counter Boulevard, Kingston, ON

Application Process:

1. Gather Supporting Documentation

The following info will be required to submit your application. Ensure you have the required documentation before starting the process.

- Applicant Identification (one of the following):
 - Valid Government Identification Card
 - Ontario Driver's Licence
 - Passport
 - Ontario Photo Identification Card
- Proof of Property Ownership (one of the following):
 - Proof of Title
 - Property Tax Bill
 - MPAC Assessment
 - Utilities Invoice
- Letter from the Property Owner: giving permission for the Dwelling Unit to be used as a Short-term Rental (if the applicant is the Authorized Agent representing the Property Owner).
- Letter from the Multiple Unit Dwelling Owners: giving permission for the Dwelling Unit to be used as a Short-term Rental, where applicable
- Articles of Incorporation: that includes names of members that consist of the Board of Directors, Chief Administrative Officer and/or Executive Directors where applicable under business ownership structure.

2. Submit Application

Sign up/log in to [MyKingston](#) to complete your application online and ensure we can fulfill your request effectively. Require an alternate format? Email ContactUs@CityofKingston.ca or call 613-546-0000.

Licensing & Enforcement Services

Mailing Address: 216 Ontario Street, Kingston, ON, K7L 2Z3

Phone: (613)-546-4291 Ext. 3150 **E-mail:** LicensingApplications@cityofkingston.ca

Located at: 1211 John Counter Boulevard, Kingston, ON

The Licensing Department will review your completed application package and begin the circulation process.

3. Application Reviewed

The application will be reviewed by the following:

- Licensing Agent
- City Planning Department
- City Building Services
- Kingston Fire and Rescue
- Kingston, Frontenac and Lennox & Addington Public Health
- Property Standards Division
- Ministry of the Environment, Conservation and Parks

These agencies may contact the applicant directly if additional information is required.

4. Application Outcome

The application is approved or denied based on the reports and reviews from the assigned agencies (compliance or outstanding deficiencies).

- **If approved** - the licence fee paid will be administered and the licence will be issued.
- **If denied** - the applicant has 15 days to appeal this decision to the Appeals Committee.

5. Payment of Licence

Payment methods include:

- Over the phone by Visa, MasterCard or Amex
- In-person at 1211 John Counter Boulevard by Visa, MasterCard, Amex, Debit, Cheque or Cash

Licensing & Enforcement Services

Mailing Address: 216 Ontario Street, Kingston, ON, K7L 2Z3

Phone: (613)-546-4291 Ext. 3150 **E-mail:** LicensingApplications@cityofkingston.ca

Located at: 1211 John Counter Boulevard, Kingston, ON

6. Licence Issued

Once the Licensing fee is paid, the Licence will be issued. The operator is now licensed to run their Short-term Rental and comply with the conditions outlined in the By-Law.

Licence Conditions for Short-term Rental Operators

- No person shall market or permit the marketing of a Short-term Rental without holding a valid licence issued under the provisions of By-Law Number 2021-10.
- No person shall operate or permit to be operated a Short-term Rental without holding a valid Licence issued under the provisions of By-Law Number 2021-10.
- A licence under By-Law Number 2021-10 is valid for one (1) year from April 1 to March 31 of each year and must be renewed each year to remain valid.
- A licence that is not renewed is expired.
- Operators shall notify the Licensing Division, in writing, within 14 days of any change to the information or documentation initially submitted.
- Operators shall ensure guests are adhering to the regulations contained in the Zoning By-Law and the City's Parking By-Law Number 2010-128.
- Short-term Rentals shall have no more than three (3) rooms individually rented and sleeping accommodation for a maximum of four (4) individuals; this does not apply to a Short-term Rental that consist of an entire single-detached dwelling unit under a single booking.
- Operators shall provide every guest emergency contact information.
- Operators shall post a copy of the licence in a prominent place near the entry to the Short-term Rental at all times when the Short-term Rental is in use.
- Operators shall include their licence number in any medium or material used to market Short-term rental.

Licensing & Enforcement Services

Mailing Address: 216 Ontario Street, Kingston, ON, K7L 2Z3

Phone: (613)-546-4291 Ext. 3150 **E-mail:** LicensingApplications@cityofkingston.ca

Located at: 1211 John Counter Boulevard, Kingston, ON

- Operators shall adhere to all Municipal Accommodation Tax self-remittance processes and timelines.
- Operators shall adhere to all record keeping, auditing, and transactions requirements in accordance with By-Law Number 2021-10.

Municipal Accommodation Tax (MAT) Self-Remittance Process

[Municipal Accommodation Tax](#) allows municipalities in Ontario to apply a mandatory rate on accommodations. Short-term Rental Operators are required by-law to collect and self-remit their MAT Tax through an on-line process. The MAT rate is five percent and must be applied to accommodations provided for a continuous period of 30 days or less.

Licensing & Enforcement Services

Mailing Address: 216 Ontario Street, Kingston, ON, K7L 2Z3

Phone: (613)-546-4291 Ext. 3150 **E-mail:** LicensingApplications@cityofkingston.ca

Located at: 1211 John Counter Boulevard, Kingston, ON