



THE CORPORATION OF THE TOWN
OF PLYMPTON-WYOMING
BY-LAW 20 OF 2025 – SHORT-TERM
RENTALS LICENSING APPLICATION

TYPE OF LICENCE (check one)	
<input type="checkbox"/> new licence	<input type="checkbox"/> renewal of existing licence

Short Term Rental (STR) PROPERTY INFORMATION (property to be licensed)		
Municipal Address		
Is the STR located on your primary residence?	<input type="checkbox"/> yes (\$200 application fee)	<input type="checkbox"/> no (Pre-Existing STR, \$400 application fee)
Number of bedrooms in STR		
Advertised occupancy of STR		
Number of on-site parking spaces		
Platforms STR is Listed on (ex. AirBnB, VRBO etc.)		

OWNER INFORMATION	
Owner(s) name	
Mailing address	
Telephone number	
Email address	

RESPONSIBLE PERSON INFORMATION	
Responsible person's name	
Mailing address	
Telephone number	
Email address	

APPLICANT INFORMATION (if different than owner)	
Applicant's name	
Mailing address	
Telephone number	
Email address	

ATTACHMENTS (the following must accompany the application):

- ☐ Proof the applicant is at least eighteen (18) years of age, if the applicant is an individual.
- ☐ Proof the corporation is legally entitled to conduct business in Ontario, if the applicant is a corporation.
- ☐ Proof of insurance which includes a liability limit of no less than two million dollars (\$2,000,000.00) per occurrence for property damage and bodily injury and identifies that a STR is being operated on the property.
- ☐ For any STR other than a Pre-existing STR, proof satisfactory to the Director that the property is the applicant's primary residence.
- ☐ For a Pre-existing STR:
 - a) Proof satisfactory to the Director that the STR was in operation prior to the passing of Zoning By-law Amendment 35 of 2025 (for a new licence); or,
 - b) Proof satisfactory to the Director that the property has continued to be used as a STR since the passing of Zoning By-law Amendment 35 of 2025 (for a licence renewal).

AUTHORIZATION BY OWNER (only to be completed if the owner is not the applicant)

I, the undersigned, being the owner of the subject property, hereby authorize _____ to be the applicant in the submission of this short-term rental licence application.

Owner Signature

Date

Owner Signature

Date

DECLARATION OF RESPONSIBLE PERSON

I, the undersigned, being the responsible person of the subject STR, have read By-law 20 of 2025 and understand my responsibilities under the By-law.

Responsible Person Signature

Date

DECLARATION OF APPLICANT

I/we, _____ certify that and agree that:

- a) The STR is not subject to an order made pursuant to the *Building Code Act, 1992*, and any regulation made under it, including the Building Code;
- b) The STR contains functioning smoke alarms, carbon monoxide alarms, fire extinguishers, and adequate exits;
- c) The building in which the STR is located conforms to the Town’s Zoning By-law;
- d) The licence may be revoked if found to made in bad faith;
- e) The Town of Plympton-Wyoming, its staff, and elected officials shall be indemnified and held harmless from any and all claims; and,
- f) The information submitted is accurate and complete.
- g) STR Licence is valid for a period of one year after the date of issuance after which the Licence will expire and that the applicant(s) are responsible for maintaining a valid STR Licence or providing notice that a property’s use as an STR has been discontinued.

Applicant Signature

Date

Applicant Signature

Date

Declared before me at the Town of Plympton-Wyoming on the County of Lambton this _____ date of _____, 20____.

Signature of Commissioner

It is required that this application be accompanied by the application fee of **\$200 for a Primary Residence Short-Term Rental or \$400 for a Pre-Existing Short-Term Rental**, in cash, debit, or by cheque made payable to **'The Town of Plympton-Wyoming'**.