



Short-Term Rental Accommodations Frequently Asked Questions

What is expected from the site plan?

The site plan to be submitted with your licence is a simple, rough sketched drawing map that includes measurements of your Short-Term Rental. An example drawing can be found below of an acceptable site plan drawing.

Who do I call if I have a problem with a Short-Term Rental?

All Complaints regarding a Short-Term Rental will be processed through the [Administrative Monetary Penalty System \(AMPS\) program](#) implemented January 2023. Complaints can be processed through the [Report a Problem](#) form online or by calling our by-law department at 705-687-3412 ext. 2.

What inspections are required?

Our licensing program requires no inspections. Although, your Short-Term Rental is expected to be up to code and abide to the Town's By-laws.

What is the licence fee and how frequent does this have to be paid?

The licence fee is \$750.00, collected annually.

How do you pay for the STR licence?

Payment can be made at the Town office at the finance counter or over the phone to our finance department. Payment will be made at the time the licence has been issued and picked up.

What does the licence fee cover?

The licence fee is specifically for operating a Short-Term Rental within the Town of Gravenhurst. Applicable permits are still required to be processed through the Town.

Do existing Short-Term Rentals apply to the program and fee?

Yes, all existing and new Short-Term Rentals are accountable to this By-law.

Are there any exemptions?

The By-law does not apply to the following businesses: Inns, Bed and Breakfasts, Motels, Hotels, and Campsites.

How do I know if I am operating a bed and breakfast?

The Town of Gravenhurst defines a Bed and Breakfast as “a dwelling, or part thereof, in which not more than 4 bedrooms are used or maintained for the accommodation of the travelling or vacationing public, in which the owner supplies lodgings with or without meals for the persons so accommodated, but does not include a boarding house, group home, or tourist establishment.”

What are the penalties for Short-Term Rentals that do not follow the By-law?

All penalties regarding a Short-Term Rentals are outlined in Schedule A and B on the [Administrative Monetary Penalty System \(AMPS\)](#) By-law implemented January 2023. Complaints can be processed through the [Report a Problem](#) form online or by calling our by-law department at 705-687-3412 ext. 2.

Are you able to get a refund/transfer/prorated fee of the licence upon sale of property?

The licence is non transferrable and is a fixed annual fee.

What is the Responsible Person Consent form?

This form identifies the Responsible Person who can be Readily contacted by the Town within 30 minutes and respond to an emergency or contravention of any Town By-law, including attendance on the STR premises within 60 minutes of being notified of the occurrence. The form should be signed by the owner and the renter the day they start renting and should be found onsite. An electronic copy of the form is accepted.

What part of the Renter's Code of Conduct needs to be signed?

When submitting the Renter's Code of Conduct, only the top half of the form needs to be signed. It is expecting that you have each renter sign the Renter acknowledgement per stay, with your signature above.

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SHORT-TERM RENTAL SITE PLAN SAMPLE

ROAD SIDE

