



TOWN OF COBOURG

Short Term Rental Accommodations (STRA) Licensing Fact Sheet



What is a Short Term Rental Accommodation (STRA)?

A STRA means a dwelling or dwelling unit, or any portion of it, that is rented or available for rent and intended to be provided to the travelling or vacationing public or occupied for a seasonal or temporary period. This includes a Bed and Breakfast Establishment, that rents not more than three guest rooms, but does not include a motel, hotel, boarding or lodging house, emergency care establishment, hostel, tourist inn, or accommodations.

The Short Term Rental Accommodation Licensing By-law (006-2025) was passed and is in effect as of April 1, 2025.

The Town of Cobourg has three STRA Classes:



Class A: A dwelling owned by a person, either alone or jointly with others in which the owner occupies it as a dwelling principle residence.



Class B: Multi-unit dwellings owned by a person, either alone or jointly with others and in which one of the dwelling units is owner occupied as a dwelling principle residence located on the same property that accommodates guests.



Class C: Individually owned dwellings in which owner does not occupy as a dwelling principle residence (secondary residence/vacation homes) but owner must reside in the County of Northumberland and are subject additional regulations.

Questions? Contact the Municipal Law Enforcement and Licensing Department:

 licensing@cobourg.ca

 www.Cobourg.ca/STRA ➔

 905-372-8380



How to Apply for Your STRA Licence

Licensing of short term rentals is processed through the Town's "Cloudpermit" Licensing Software. To begin the application process go to **Cobourg.ca/STRA** and follow the link. You will need to create an account to begin the process.

Short Term Rental Accommodations (STRA): Operator Applicants Checklist

- ✔ Proof of Commercial General Liability Insurance (limit of \$2 million, identifies the proposed use as a short term rental, lists the Town as additional insured, provides 15 days of written notice to Town of cancellation)
- ✔ Floor plan (identifies all exits, all windows, all rooms, which bedrooms will be rented, all spaces and common areas)
- ✔ Evidence of principle residence (example, drivers licence)
- ✔ Short term rental declaration
- ✔ Electrical Inspection Certificate
- ✔ Criminal Record and Judicial Matters Check (dated within 30 days of the application)
- ✔ Evidence of Compliance with Town Zoning By-law (Compliance letter for licence class A, B, or C)
- ✔ If Corporation must include articles of incorporation, corporation profile
- ✔ Fire safety inspection certificate

STRA: Company Applicants Checklist

- ✔ Proof of Commercial General Liability Insurance (limit of \$2 million, identifies the proposed use as a short term rental, lists the Town as additional insured, provides 15 days of written notice to Town of cancellation)
- ✔ Proof of Canadian Residency for individuals or at least one partner if a Corporation. In the case of a corporation, be incorporated, continued or operate in Canada
- ✔ Where the applicant is a Corporation, proof that the Corporation is legally entitled to conduct business in Ontario, including but not limited to the complete articles of incorporation, including the names and addresses of all directors and officers of the Corporation, as at the time of application;
- ✔ Where the applicant is a partnership, a copy of the record of registration of the partnership under the Business Names Act, R.S.O.1990, C.B.17, as amended and/or the Limited Partnerships Act, R.S.O. 1990, C.L.16, as amended.
- ✔ The address and contact information of the STRA company's registered business address in the province of Ontario, which is not a post office box, to which the Town may send during business hours any notice or documentation or communication that may be required under this bylaw and at which the applicant or the applicant's agent will accept receipt of such notice, documentation or communication together with the name, telephone, and email contact information for the person authorized to receive and respond on behalf of the STRA company to any and all communications from the town relating to the licence or the conduct of the business
- ✔ Criminal Record and Judicial Matters Check (dated within 30 days of the application)
- ✔ Short Term Rental Accommodation company declaration
- ✔ Evidence of principle residence (example, drivers licence)
- ✔ A listing of every short-term rental being made available in Cobourg no less than 7 days from the date of application.



STRs will be assessed by the Haliburton Kawartha Northumberland Peterborough Health Unit using the definition of a "Public Facility" under Ontario Regulation 319/08: Small Drinking Water Systems. Those that meet the definition of "a place that operates primarily for the purpose of providing overnight accommodation to the travelling public," will be subject to a risk assessment by a Public Health Inspector. Visit www.hkpr.on.ca.