

## Application Checklist

### New Application

Applicants are required to provide the following information for a New Application:

- Proof of ownership and Property Information (Proof of title, property tax bill, MPAC Assessment, Utility Invoice)
- Copy of Government-Issued ID
- Responsible Persons Information
- Drinking Water Test
- Septic Records Search Form
- WETT Certificate
- Floor Plans of entire dwelling unit (Private and rental areas including exits to be identified)
- Site Plan drawing
- Certificate of insurance

### Renewal Application

Applicants will be required to provide the following information for License Renewal:

- Proof of ownership and Property Information
- Copy of Government-Issued ID
- STA licence number
- Responsible Persons information
- Certificate of insurance
- Confirm that there are no changes to the information contained within the application or any deviation to the approved plans since the issuance of the STA licence. If there have been changes, upload the updated plans for review.