

**Permit number:** (for office use only)

NOTE: By-law and Regulatory Services has the right to refuse your application if you do not provide the proper documents. Operator/Property managers permit holders are required to renew their permit on an annual basis. Host permits must be renewed every 2 years. Permits will be mailed to the address provided at the time of application, providing all provisions of the By-Law have been met. For any questions related to Business and Licencing, call 613-580-2424 extension 12735. Visit [Ottawa.ca - Business Licences](http://Ottawa.ca - Business Licences) for a list of businesses requiring a permit.

**You must be 18 years old to apply for a business permit**

## **SECTION 1 – Business information for host or operator (Mandatory section)**

Business tradename (if applicable):

Short term rental category:

Business address (if applicable):

Unit:

Postal code:

Country:

Business email address:

Premise address:

Unit(s) #:

### **Onsite contact (including property manager)**

Name:

Cell phone number:

Email address:



**Section 2 – Platform information (Mandatory section)**

Associated platform(s) name:

Phone number:

Mailing address:

City:

Province/State:

Postal code:

Country:

I certify that the information submitted is true and accurate to the best of my knowledge.

Applicant name:

Applicant phone number:

Applicant signature

Date (MM/DD/YYYY)

Information collected on this form is collected pursuant to S. 210(1) and (11) of the Municipal Act, R.S.O. 1990, c.m,45, as amended, and is necessary to process a business license or permit application. For MFIPPA enquiries, call 613 580-2424 extension 21898. For Business License enquiries, call 613 580-2424, extension 12735 or write to City of Ottawa, By-law and Regulatory Services, 735 Industrial Ave, 2nd floor Ottawa ON K1G 5J1 [businesslicensing@ottawa.ca](mailto:businesslicensing@ottawa.ca)

