

Tourist accommodation



Application for a certificate of authorization

- tourist accommodation* *in a primary residence* *in a tourist residence*

Property covered by the request Applicant

Address: _____ Name: _____
Matricule: _____ - _____ - _____ Phone: _____
Lot (s): _____ Email: _____
Owner(s): _____

Required document

An application for a certificate of authorization must include all the required information, a copy of which must be submitted in digital PDF format.

- The last names, first names, addresses, and phone numbers of the owner and operator, if different from the owner, as well as the rental contact person. The latter must be easy to reach at all times and available within 24 hours if needed;
- A copy of the lease, if the operator does not own the property;
- Proof of residence required for an application for a tourist accommodation or primary residence;
- A copy of the establishment's registration with the Corporation de l'industrie touristique du Québec (CITQ);
- When required, authorization from the CPTAQ for use for purposes other than agriculture;
- If the property is part of a condominium, a power of attorney or authorization from the condominium association;
- A scaled plan illustrating and delineating the required parking spaces;
- A certificate attesting that the septic system complies with the Regulation respecting wastewater disposal systems for isolated dwellings (Q-2, R.22), particularly with regard to the hydraulic capacity of the system in relation to the number of bedrooms. Confirmation from an external expert may be required;
- When the drinking water supply does not come from a municipal water system, a certificate from a laboratory accredited by the Ministry of the Environment, Climate Change, Wildlife, and Parks, certifying that the drinking water is of good quality and complies with the standards set out in the regulations in force;
- A compliance report issued by the public safety department;
- A written commitment from the operator to comply with the following points:
 - Ensure compliance with municipal regulations regarding nuisances, safety, and sanitation;
 - Display the authorization certificate issued by the City and an information sheet on the regulations applicable to tourist accommodation establishments inside the establishment;
 - Ensure adequate supervision of rented premises;
 - Keep an up-to-date rental register containing, at a minimum, the following information:
 - The name and address of the tenants;
 - The date and duration of the stay;
 - At the request of the City, provide a copy of the rental register required for the application of this bylaw;
- A check for \$500 made payable to the Town of Sutton for the fire department compliance report;
- A check for \$100 made payable to the Town of Sutton for the review of the application by the Urban and Land-Use Planning Department.

Date of application: _____

Signature of the applicant: _____

By signing this form, the applicant certifies that they have read and understood all regulations related to the intended use, as well as the provisions of Regulation No. RM 460 concerning peace, order, and nuisances.

A certificate of authorization for ancillary use as tourist accommodation in a tourist residence is valid for a period not exceeding 12 months.