

BUSINESS LICENCE APPLICATION

Short-term rental accommodation

ACCOUNT# _____ LICENCE# _____

OFFICE USE ONLY

Address of short-term rental:

Unit: _____ Address: _____ City: _____

Province: _____ Postal code: _____

Owner contact information:

Owner name: _____ Mailing address: _____

Home phone number: _____ Cell phone number: _____

Fax: _____ Email: _____

Short-term rental operator information (if different from above):

Operator name: _____ Mailing address: _____

Home phone number: _____ Cell phone number: _____

Fax: _____ Email: _____

Type of short-term rental accommodation:

Please check one short-term rental accommodation type from the two options below:

Short-Term Rental Accommodation – Dwelling Unit

“Short-Term Rental Accommodation – Dwelling Unit” means a dwelling unit, including cooking facilities, that is used or marketed for rent or lease for a period of less than 30 consecutive days;

I understand that an approved Secondary Suite licence is required **before** applying for a Short-Term Rental Accommodation - Dwelling Unit.

OR

Short-Term Rental Accommodation – Lodger / Room

“Short-Term Rental Accommodation – Lodger / Room” means a portion of a dwelling unit, without cooking facilities, that is used or marketed for rent or lease of one or more bedrooms for a period of less than 30 consecutive days.

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Call number: _____ Fee: _____

Approved: _____ Date approved: _____

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Short-Term Rental Operator Declaration

Initial each item to affirm compliance with the following life safety requirements and declarations.

A. DECLARATIONS

1. The address listed for the short-term rental accommodation is my principal residence or an accessory unit on the same parcel.

Initials: _____

2. (a) I am an owner of this residence.

Initials: _____

OR (if applicable)

- (b) I am a tenant of this residence, and a complete property owner authorization form is attached.

Initials: _____ [Click here for owner authorization form](#)

3. (a) This property is not part of a strata.

Initials: _____

OR (if applicable)

- (b) This property is part of a strata, and a complete strata corporation authorization form is attached.

Initials: _____ [Click here for strata authorization form](#)

4. I will provide the business licence number in a conspicuous location in all marketing of this short-term rental accommodation.

Initials: _____

5. I will maintain accurate records of all operations of the short-term rental accommodation including dates, rental duration, and group size, and will submit these documents to the Inspector or any other authorized individual upon request.

Initials: _____

6. I will maintain accurate inspection, maintenance, and construction records regarding the fire alarm system and fire separations, type of short-term rental accommodation, and any other records related to the business and will submit these documents to the Inspector or any other authorized individual upon request.

Initials: _____

7. I will permit access to the short-term rental accommodation to the Inspector or any other authorized individual at any reasonable hour.

Initials: _____

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8. The rental unit meets the requirements listed in this application form and in the *Business Licence Bylaw No. 4455, 2005*, and all other applicable municipal regulations to operate a short-term rental accommodation.

Initials: _____

9. This application is accurate to the best of my knowledge at the time of submitting this application. I acknowledge that an inaccurate application may result in the cancellation of a business licence.

Initials: _____

10. I understand that an approved Secondary Suite licence is required before applying for a Short-Term Rental Accommodation - Dwelling Unit.

Secondary Suite Licence # _____

Initials: _____

B. LIFE SAFETY REQUIREMENTS

1. Short-term rental accommodation complies with the BC Fire Code and the BC Building Code.

Initials: _____

2. Accessible fire extinguisher on each floor of the short-term rental accommodation.

Initials: _____

3. Current fire safety plan posted by all entrances and exits to the short-term rental accommodation.

Initials: _____

4. Working interconnected smoke alarms, and carbon monoxide detectors if applicable, with documented annual testing records.

Initials: _____

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Business Licence Bylaw No. 4455, 2005 Short-Term Rental Accommodation

Definitions and Regulations

“**Dwelling**” has the meaning ascribed to it by Section 110 Definitions of *Zoning Bylaw No. 4662, 2010*;

“**Cooking Facilities**” means equipment, devices or appliances that can be utilized to prepare a meal within a dwelling and includes a sink, countertop, gas or electric range or stove, counter-top cooking unit, hot plate, wall oven, microwave oven, convection oven, toaster oven, electric frying pan, electric wok, pressure cooker, crock pot, cabinet for the storage of food or any other such culinary facility or any combination of such culinary facilities and includes the arrangement of service lines which provide the energy source being used or intended to be used to service such facilities;

“**Detached Secondary Suite**” means a detached dwelling accessory to a single family dwelling use;

“**Secondary Suite**” means a dwelling accessory to a single family or two family dwelling use;

“**Market**” means to offer, promote, canvass, solicit, advertise, or facilitate short-term rental accommodation, and includes placing, posting or erecting advertisements physically or online, but does not include the mere provision of a neutral space or location for such marketing in newspapers, bulletin boards, or online;

“**Principal Residence**” means the primary place where an individual lives, makes their home, and conducts their daily affairs, including paying bills and receiving mail, and without limiting the foregoing is the address listed on documentation for personal identification, taxation, and insurance purposes;

“**Short-Term Rental Accommodation**” means the use of a dwelling, or one or more bedrooms in a dwelling, as accommodation for a period of less than 30 consecutive days, including short-term rental accommodation – dwelling unit and short-term rental accommodation – lodger / room, but does not include a bed and breakfast or accommodation provided to lodgers;

“**Short-Term Rental Accommodation – Dwelling Unit**” means a dwelling unit, including cooking facilities, that is used or marketed for rent or lease for a period of less than 30 consecutive days;

“**Short-Term Rental Accommodation – Lodger / Room**” means a portion of a dwelling unit, without cooking facilities, that is used or marketed for rent or lease of one or more bedrooms for a period of less than 30 consecutive days;

7.10 Short-Term Rental Accommodation

7.10.1 Every person carrying on the business or operation of a short-term rental accommodation must not:

- (a) Operate a short-term rental accommodation without having first obtained a valid licence to do so from the District Inspector;
- (b) Market any short-term rental accommodation unless they hold a valid licence, and the District licence number is displayed in a conspicuous place in any medium or material used to market the short-term rental accommodation;
- (c) Provide short-term rental accommodation to more than 8 guests at any one time;
- (d) Operate or market more than one short-term rental accommodation;
- (e) Operate or market a short-term rental accommodation in any vehicle, trailer, recreational vehicle or unlicensed secondary suite;
- (f) Permit cooking facilities in a portion of a dwelling unit used or marketed as short-term rental accommodation – lodger / room;
- (g) Operate or market a short-term rental accommodation in any dwelling unit that is not the principal residence of such person;
- (h) Hold more than one licence to operate a short-term rental accommodation; or
- (i) Breach any term or condition of their short-term rental accommodation licence.

7.10.2 Every person carrying on the business or operation of a short-term rental accommodation, and every person who holds a short-term rental accommodation licence, as a term and condition of the licence, must:

- (a) Obtain the written approval of the property owner, landlord and Strata Corporation, if applicable, and provide evidence of written approval to the District Inspector upon request;
- (b) Maintain and provide to the District Inspector upon request a list of the dates, duration, and group size of all bookings for the premises upon request;
- (c) Provide to the District and all guests the contact information for a person who must be able to promptly respond to an inquiry, complaint, or emergency;
- (d) Submit to the District a plan and description of the proposed parking arrangement for guests of the short-term rental accommodation;
- (e) Submit to the District documentation to confirm principal residency;
- (f) Post a fire safety plan by all entrances and exits to the short-term rental accommodation;
- (g) Have an accessible fire extinguisher on each floor of the short-term rental accommodation;

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- (h) Have interconnected smoke alarms on each floor and in each bedroom of the short-term rental accommodation;
- (i) Have at least one carbon monoxide detector on each floor of the short-term rental accommodation that contains one or more gas appliances;
- (j) Have all smoke alarms, fire extinguishers, and carbon monoxide detectors in the short-term rental accommodation inspected and tested annually, and keep a written record of such inspections and tests;
- (k) Maintain all smoke alarms, fire extinguishers, and carbon monoxide detectors in the short-term rental accommodation in working order;
- (l) Produce inspection, maintenance, and construction records regarding the fire alarm system and fire separations, type of short-term rental accommodation, and any other records related to the business to the Inspector or Fire Chief upon request; and
- (j) Provide the Inspector or Fire Chief, or any member of staff authorized by the Inspector or Fire Chief, access to the short-term rental accommodation at any reasonable hour.

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Zoning Bylaw No. 4662, 2010 **Section 130.18 – short-term rental accommodation**

130.18 – Short-term Rental Accommodation

1. Subject to sub-sections 130.18 (2) to (4), short-term rental accommodation shall be permitted as an accessory use to a residential use.
2. Short-term rental accommodation shall: (a) Be limited to one operator in each dwelling, and (b) Only be permitted in a dwelling that is occupied as the principal residence of the host.
3. Notwithstanding section 130.18 (2) (b), where the zoning permits a principal dwelling with one or more accessory secondary suites, short-term rental accommodation shall be permitted in a maximum of one of the principal dwelling, secondary suite, or detached secondary suite.
4. Short-term rental accommodation shall not be permitted on a parcel in a Single-Family Dwelling Zone or a Duplex Dwelling Zone that contains a Child Care.

I HAVE read a copy of the above excerpts from the District of West Vancouver *Business Licence Bylaw No. 4455, 2005* and *Zoning Bylaw No. 4662, 2010*.

I HEREBY make application for a Business Licence in accordance with the particulars stated above and declare that these statements are true and correct and further, I affirm that if a licence is granted, I will comply with all applicable bylaws and regulations of The Corporation of the District of West Vancouver.

I UNDERSTAND that if any of the above information changes, I have an obligation to advise The Corporation of the District of West Vancouver.

I FURTHER understand that all business licences expire on December 31 each year and must be renewed each year.

APPLICANT NAME (print): _____

SIGNATURE: _____

DATE: _____

Freedom of Information and Protection of Privacy Act Notice for supporters of this local area service request: By signing below and indicating your support for this local area service request, you are voluntarily consenting to the collection of your personal information by the District of West Vancouver through the requestor named above. This information is being collected by the District of West Vancouver pursuant to section 26 (c) and (e) of the *Freedom of Information and Protection of Privacy Act*.

If you have any questions about the collection of this personal information, please contact the Privacy Officer: foippa@westvancouver.ca; 604-921-3497; 750 17th Street, West Vancouver BC V7V 3T3.