

REQUIRED DOCUMENT CHECKLIST

SHORT-TERM RENTAL

In order to ensure your submission is complete and contains all required documents, please attach this checklist to your short-term rental business licence application.

REQUIRED DOCUMENTS

- Short-term rental (STR) business licence application
- Proposed parking arrangement (either provide written or drawn)
- Fire safety plan(s) with clearly indicated escape routes, fire extinguisher locations, and smoke/carbon monoxide detector locations
- Photo(s) of the fire safety plan(s) posted conspicuously on the premises
- Two pieces of government issued identification with address
OR
One piece of government issued identification with address and one piece of mail with address*
**mail cannot be from the District of West Vancouver*

IF APPLICABLE:

- If a secondary suite exists on the property , the secondary suite license must be obtained prior to applying for a STR license. Secondary Suite Licence # _____
- Strata authorization form
- Owner authorization form

Freedom of Information and Protection of Privacy notification: By submitting this information, you are voluntarily consenting to the collection of your personal information by the District of West Vancouver for the purpose of STR licensing. 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 regarding the collection and use of this information, please contact the Privacy Officer at 604-921-3497 or foippa@westvancouver.ca.