



Note: The City will only accept complete applications. An application is considered to be complete when all forms are complete, attached, and payment is provided. An application that is inaccurate or missing information is considered incomplete and will not be accepted or processed.

Section 1: Business and Operator Information

Short Term Accommodation Business Name:

Short Term Accommodation Operator Name(s):

Address:

City: Province: Postal Code:

Operator’s Phone:

Emergency Phone: Operator’s Email:

Zone Code: A1 RU1 RU2 RU3 RU4 RU5 R1 R1L CD1(E)

Please provide proof of principal residence of the property by including at minimum 2 of the following:

- Provincial Homeowners Grant Drivers License or Government ID Government Records
- Vehicle Registration Tax Documents Other – as authorized by a Business Licensing Officer

Section 2: Local Contact

When the owner/tenant is not available, you must provide the contact information for a Local Contact to operate as the primary contact for this short-term accommodation. This person will, at all times (24 hr/7 days) have access to and have the authority to make decisions in relation to the premises and the rental agreement.

Local Contact Name: Local Contact Address:

City: Province:

Local Contact Phone: Local Contact Email:

Local Contact Signature:

Section 3: Short Term Accommodation Information

Bedrooms to be rented within: single detached dwelling carriage house secondary suite

Number of Bedrooms to be rented: 1 bedroom 2 bedrooms 3 bedrooms 4 bedrooms

***No more than two adults may occupy a bedroom**

Number of Off Street Parking Spaces Provided for Short Term Accommodation: 1 Space 2 Spaces

*** Off-street parking spaces for the short- term accommodation are required in addition to the 2 required parking spaces for the principal residence.**

Section 4: Required Additional Materials

Site Plan/Parking Plan showing the following:

- Dimensions of all required parking spaces.
- Location of available off-street parking for the short term accommodation.
- Location of the required parking spaces for the principal residence (2 spaces required).

Floor Plan of the entire dwelling including the following:

- Labelling all rooms on each floor
- Location of the bedrooms designated for the short term accommodation
- Location and sizes of all windows in the bedrooms
- Location of smoke and carbon monoxide alarms **on each floor and in every bedroom in the entire dwelling**
- Location of fire extinguishers and fire exits

Fire Safety Plan indicating the escape route from the designated STA bedrooms.

- One separate plan must be created for each STA bedroom with the specific escape route shown for that bedroom. (A three bedroom STA would require three separate fire escape plans etc).

Self Evaluation Safety Audit Attestation (see attached form)

*Note: This safety standard must be maintained at all times a Short Term Accommodation is operational.

Owner Consent and/or Strata Consent Form

- If the Operator is not the owner of the property; and/or
- If the property is within a Strata

Good Neighbour Agreement (see attached form)

Section 5: Inspections

An inspection may be required for a short-term accommodation upon initial application for a business license. Annual inspections may be conducted at any time if a License Inspector, Building Inspector or Fire Inspector requires.

** The **Self Evaluation Safety Audit Attestation** must be completed and signed annually and maintained to standard requirements for the duration of licensed operation, and at the time of business license renewal.*

NOTE: If you will be doing any type of construction to the premises to which you are applying for a business license, you may need to apply for a Building Permit. Section 7.2 of Building Bylaw No. 0086 states: **“No person shall commence construction of any project for which a permit is required, without first obtaining a permit for that purpose from the Building Inspector.”**

Section 6: Fees

Municipal Business License Fee - Short Term Accommodation

A one-time application fee for the Short Term Accommodation is \$250

The Short Term Accommodation Business License Fee is \$500

The annual license fee for a short - term accommodation shall not be reduced based on the date of application. No quarterly refund shall be available for short - term accommodation licenses should the operation cease during the calendar year.

Payments must be paid in full and are accepted in the form of cash, cheque, or debit. All payments must be made in person at City Hall and are to be provided with a complete application package. Applications will not be accepted or processed without payment.

Section 7: Signature

- I/we understand that the granting of a business license is dependent on being in compliance with the Bylaws of the City of West Kelowna and that the proposed business would not be carried out in contravention of the *Criminal Code* or the *Controlled Drugs and Substances Act*.
- I/we undertake, if granted the license applied for, to comply with every obligation contained in the Bylaws now in force, or which hereafter, come into force in the City of West Kelowna.
- I/we understand that an operator may be absent while an STA is operating up to 14 days in one month to a maximum of 30 days within a calendar year.
- I/we understand that licenses are automatically renewed and applicable fees are charged. Should we choose to cease operation of the Short Term Accommodation, it is our responsibility to advise the City of West Kelowna, in writing, to cancel the business license prior to December 31.
- I/we understand that should any conditions or the situation change in the operation of our Short Term Accommodation, we will provide written notice to the City of West Kelowna.

Operator Signature:

Dated:

THIS FORM IS AN APPLICATION ONLY

Business operation is not permitted until a Business Licensing Officer has approved this application. Application processing time can take 2 - 6 weeks.

The information on this form is collected under the authority of the Local Government Act/Community Charter for the purposes of processing this application and determining the Operators eligibility for a Short - term accommodation business licence pursuant to the City of West Kelowna's Bylaws. This information may be shared with applicable City of West Kelowna departments, related agencies or third-party contractors for the purpose of approval of this licence application and subsequent inspections to ensure compliance with its Bylaws. You have consented to its use for the above-described purpose and declare that all the information provided herein is correct. The legislated authority to collect your personal information is contained within Section 26(c) of the Freedom of Information and protection of Privacy Act and Section 12.2 of the City of West Kelowna Bylaw No. 0087 for the licensing and regulation of businesses. Any questions regarding this collection can be directed to the Legislative Services Department, City of West Kelowna: 778-797-2250.

City of West Kelowna
Development Services-Business Licensing
2760 Cameron Rd, West Kelowna BC, V1Z 2T6