



**CITY OF WEST KELOWNA**  
 Development Services — Business Licensing  
 2760 Cameron Road West Kelowna, BC, V1Z 2T6  
 Phone: 778-797-8811, Fax: 778-797-1001  
 business.license@westkelownacity.ca

# SHORT TERM ACCOMMODATION BUSINESS LICENCE APPLICATION

**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):

Full 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 either  Provincial Homeowners Grant; or  
 At minimum 2 of the following:  
 Drivers License or Government ID  Utility Bills  Government Records  Tax Documents  Vehicle Registration

## Section 2: Short Term Accommodation

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

**NOTE:** You will need to provide a building permit number for the building/suite that the Short Term Accommodation is to be located in (Self Evaluation Audit Attestation), if you do not have this information please contact the Building Department ([building@westkelownacity.ca](mailto:building@westkelownacity.ca)) prior to submitting your application! Without a confirmed Building Permit Number, your application will not be accepted.

## Section 3: 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 4: Short Term Accommodation Information

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

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 5: Required Additional Materials

<input type="checkbox"/> Site Plan/Parking Plan showing the following: <ul style="list-style-type: none"><li>• Dimensions of all required parking spaces.</li><li>• Location of available off-street parking for the short term accommodation;</li><li>• Location of the required parking spaces for the principal residence (2 spaces required).</li></ul>
<input type="checkbox"/> Fire Safety Plan showing the following: *Note: The Fire Safety Plan is required to be posted in all bedrooms & by exits. <ul style="list-style-type: none"><li>• A floor plan of the entire dwelling that also includes which bedrooms are designated for the short term accommodation</li><li>• Location and sizes of all windows in the bedrooms (to be included in floor plan)</li><li>• Location of smoke and carbon monoxide alarms; and</li><li>• Location of fire extinguishers and fire exits.</li></ul>
<input type="checkbox"/> Self Evaluation Safety Audit Attestation (see attached form)  *Note: This safety standard must be maintained at all times a Short Term Accommodation is operational.
<input type="checkbox"/> Owner Consent and/or Strata Consent Form <ul style="list-style-type: none"><li>• If the Operator is not the owner of the property; and/or</li><li>• If the property is within a Strata</li></ul>
<input type="checkbox"/> Good Neighbour Agreement (see attached form)

## Section 6: 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 7: 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 8: 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 each and 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 licenses are automatically renewed and applicable fees are charged. Should we choose to no longer operate a 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 this application has been approved by a Business Licensing Officer.**

**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 should be directed to the Legislative Services Department, City of West Kelowna: 778-797-2250.

### OFFICE USE ONLY

**Business Licence Number:**

Referrals:	Referral Date:	Comments:
Building		
Planning		
Fire Dept.		
Interior Health		
RCMP		
Utilities		

### BUSINESS LICENSING OFFICER

Approved: Yes  No

Date:

Signature:

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