



CITY OF WEST KELOWNA
Development Services —Business Licensing
2760 Cameron Road West Kelowna, BC, V1Z
2T6
Phone: 778-797-8810, Fax: 778-797-1001

SHORT TERM RENTAL BUSINESS LICENCE APPLICATION

Section 1: Business and Operator Information

**CITY OF WEST KELOWNA
PLANNING DEPARTMENT**



ATTACHMENT: 4
FILE NO.: P 20-16

Short Term Rental Business Name:

Short Term Rental Operator Name(s):

Full Address:

City:

Province:

Postal Code:

Operator's Phone:

Operator's Email:

Emergency Phone:

Please provide proof of principal residence of the property by including either ☐ Provincial Homeowners Grant; or

At minimum 2 of the following:

☐ Drivers Licence or Government ID ☐ Utility Bills ☐ Government Records ☐ Tax Documents

Section 2: Short Term Rental Classification

☐ **Minor (includes Bed and Breakfasts)**

- Maximum 3 bedrooms (Maximum 2 adults per bedroom)
- Operator must be on-site during operation
- Multiple bookings permitted at a time

☐ **Major**

- Maximum 4 bedrooms (Maximum 2 adults per bedroom)
- Operator may be off-site during operation
- Only one booking permitted at a time

Section 3: Local Contact Information (Major Only)

Local Contact Name:

Local Contact Address :

City:

Province:

Local Contact's Phone:

Local Contact's Email:

Section 4: Short Term Rental Information

Number of Bedrooms to be rented: ☐ 1 bedroom ☐ 2 bedrooms ☐ 3 bedrooms ☐ 4 bedrooms (Major Only)

Number of Off Street Parking Spaces Provided for Short Term Rental: ☐ 1 Space ☐ 2 Spaces ☐ 3 Spaces

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

Section 5: Required Additional Materials

☐ Site Plan showing the following:

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

☐ House Floor Plans showing the following:

- Which bedrooms are designated for the short term rental;
- Types of bed in each bedroom designated for the short term rental ;
- Location of any sofa beds available for the short term rental in living or common areas;
- Location of smoke and carbon monoxide alarms; and
- Location of fire extinguishers and fire exits.

☐ Self Evaluation Safety Audit (see attached form)

☐ Authorization to operate a short term rental

- 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 6: Inspections

A mandatory inspection is required for all short term rentals upon initial application for a business licence*. It is the responsibility of the applicant to arrange for the required inspections by calling the inspector directly to arrange a date and time.

- Fire Department: 778-797-3200
- Building Inspection: 778-797-8820

** A Self Evaluation Safety Audit must be completed annually and submitted with a short term rental business licence renewal.*

NOTE: If you will be doing any type of construction to the premises to which you are applying for a business licence, 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 Licence Fee—Short Term Rental

If you are unsure which tier your business falls into, please refer to Schedule 16 of Fees & Charges Bylaw 0028.

Minor Short Term Rental

☐ Full year: Jan 1-Dec 31, \$135 ☐ After April 1: \$101.25 ☐ After July 1: \$67.50 ☐ After October 1: \$33.75

Major Short Term Rental

☐ Full year: Jan 1-Dec 31, \$500 ☐ After April 1: \$375 ☐ After July 1: \$250 ☐ After October 1: \$125

Section 8: Signature

I/we understand that the granting of a business licence 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 licence 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.

Signed: _____

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.

A mandatory inspection may be required for some businesses prior to receiving your business licence. It is the responsibility of the applicant to arrange for the required inspections by calling the department directly.

City of West Kelowna Fire Department: 778-797-3200

City of West Kelowna Building Department: 778-797-8820

Technical Safety BC (Electrical/Gas): 866-566-7233

The personal information on this form is collected under the authority of the Local Government Act/Community Charter for the purposes of processing this application, and is subject to the Freedom of Information and Protection of Privacy Act. 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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