CITY OF WEST KELOWNA
Development Services – Business Licensing
3731 Old Okanagan Hwy, West Kelowna BC, V4T 0G7
Phone: 778-797-8811
business.licence@westkelownacity.ca

SHORT-TERM RENTAL

BUSINESS LICENCE APPLICATION

Note: Applications must be submitted in person by the applicant. An application is considered complete when all forms are completed, 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: Owner and Business Information

Short-Term Rental Business Name:

Owner Name(s):

Address:

City: **Province:** **Postal Code:**

Phone: **Email:**

Section 2: Zone Code

A1 ☐ RU1 ☐ RU2 ☐ RU3 ☐ RU4 ☐ RU5 ☐ R1 ☐ R1L ☐ CD1(E) ☐

Section 3: Principal Residency Requirements

The following documentation is mandatory and must be submitted at the time of application:

☐ Provincial Homeowner's Grant Confirmation of Approval (for current year)

or

☐ Speculation Tax Statement of Account or Notice of Reassessment (for current year)
Only accepted for properties that exceed the threshold for Homeowner Grant eligibility*

☐ Drivers Licence or Government ID
If the licence is temporary or has a stickered address label, at least one other principal residency document will be required from the list below*

☐ Vehicle Registration ☐ House Insurance ☐ Government Records

Section 4: Short-Term Rental Information

Select the Short-Term Rental option that is applicable to the parcel description.
***No more than one short-term rental is permitted per parcel**

☐ **Short-Term Rental – Bed and Breakfast** - applicable to parcels that contain one **single detached dwelling**.

Number of rental bedrooms: ☐ 1 bedroom ☐ 2 bedrooms ☐ 3 bedrooms ☐ 4 bedrooms
***No more than two adults may occupy a bedroom**

☐ **Short-Term Rental –** applicable to parcels that contain two dwellings (a **single detached dwelling AND a carriage house OR secondary suite**).

Short-term rental is located within the: ☐ secondary suite ☐ carriage house ☐ single detached dwelling

Number of rental bedrooms: ☐ 1 bedroom ☐ 2 bedrooms ☐ 3 bedrooms ☐ 4 bedrooms
***No more than two adults may occupy a bedroom**

Section 5: Parking Requirements

**** Off-street parking spaces for the Short- Term Rental are required in addition to the 2 required parking spaces for the principal residence.***

☐ **Short-Term Rental (Bed and Breakfast)** – One off-street parking space/rental bedroom required.

☐ 1 Space ☐ 2 Spaces ☐ 3 Spaces ☐ 4 Spaces

☐ **Short Term Rental** – One off-street parking space/2 rental bedrooms required.

☐ 1 Space ☐ 2 Spaces

Section 6: Local Contact

Local Contact information must be provided as this person will act as the primary contact for this short-term rental when the owner is not available. This is a person who resides at a different location and will always (24 hr/7 days/week) have access to the premises and have the authority to make decisions in relation to the premises and the rental agreement.

Local Contact Name:

Address: **City:**

Phone: **Email:**

Local Contact Signature:

Section 7: Additional Required Materials

☐ **Proof of Owner on Title** (Title Certificate or Legal Document)

☐ **Good Neighbour Agreement** (Attached Form)

☐ **Strata Consent Form – If applicable** (Attached Form)

☐ **Site Plan/Parking Plan showing the following:**

- Location of available off-street parking for the Short-Term Rental
- Location of the required parking spaces for the principal residence (2 spaces required)
- Dimensions of all required parking spaces

☐ **Floor Plan for the entire dwelling clearly indicating the following:**

- Which bedrooms are designated for the Short-Term Rental (STR)
- Which bedrooms are designated for the Single-Family Dwelling (SFD)
- Location of windows in all bedrooms
- Location of smoke and carbon monoxide alarms - *** all required to be hardwired and interconnected**
  - Smoke alarms - in **every bedroom in the entire dwelling**
  - Carbon monoxide – either dual heads or within 5m of every bedroom (1 per level)
- Location of fire extinguishers (2A10BC – mounted in a visible location) and fire exits

***Note: The city may have copies of current house plans for use-please contact us if needed.**

☐ **Fire Evacuation Plan** – one plan created for each rental bedroom.

- Each plan is to show the evacuation route from the specific bedroom that it is created for and must include the same information as shown on the example.

***Note: The Fire Safety Plan must be posted in all bedrooms.**

☐ **Fire Evacuation Information Plan** – one plan created for each exit of the rental unit.

- This plan is to be identical to the Fire Evacuation Plan but **does not** include the directional arrows and is to be posted by the main exit(s).

Section 8: Inspections

A safety inspection of the Short-Term Rental is **required** once the application form has been submitted. Please contact the License Inspector to arrange for this inspection at: business.licence@westkelownacity.ca

*** Annual inspections may be conducted at any time if a License Inspector requires.**

NOTE: Any type of construction to the premises, for which a business license is being applied for, may require 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 9: Fees

Short-Term Rental Business License Fee

Short-Term Rental Application Fee (non-refundable one time): **$250**

Short-Term Rental Business License Fee (annual): **$500**

- *The annual license fee for a Short-Term Rental **shall not be reduced** based on the date of application.*
- *No quarterly refund shall be available for Short-Term Rental Business Licences 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 10: 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 as the owner and operator of the Short-Term Rental, **I/we must be present overnight** when the rental is occupied. **Failure to do so will result in bylaw enforcement action, fines, and/or suspension of the Short-Term Rental Business Licence.**

☐ I/we understand that licenses are automatically renewed, and applicable fees are charged. Should we choose to cease operation of the Short-Term Rental, 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 Rental, we will provide written notice to the City of West Kelowna.

Owner 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.

***Provincial Registration is required once the Business Licence has been issued Short-term rental registration - Province of British Columbia (gov.bc.ca)**

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 Rental/Short-Term Rental (Bed and Breakfast) 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.