



## Regional District of Okanagan-Similkameen

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### Office use only

File No.:

Received:

Application Fee:

Title Search Fee (1-1-5000-9000):

Receipt No:

# Business Licence Application

It is recommended that applicants consult Regional District staff prior to submitting an application.

### BUSINESS INFORMATION:

Business Name:

Type of Business:

Business Owner  
Name:

Business Address:  
(physical location)

Community

Postal Code

Mailing Address:  
(if different from above)

Community

Postal Code

Phone:

Email:

Website:

### LOCAL CONTACT:

Name:

Phone:

Address:

Local Contact Signature:

The person indicated as the "Local Contact" will act as the primary contact for the short-term rental accommodation business when the owner is not available. This person will have the ability to access the premises at all hours of the day and week as well as authority to make decisions in relation to the business.

### BUSINESS DIRECTORY:

Business Licences are public records that are available for inspection at the Regional District's office as well as online via the Regional District's website ([www.rdos.bc.ca](http://www.rdos.bc.ca)) and Open Data Hub (e.g. "Business Licence Directory" and "Parcel Viewer" mapping).

**SHORT-TERM RENTAL ACCOMMODATION (STR) INFORMATION:**Electoral Area: ☐ "A" ☐ "D" ☐ "E" ☐ "I"

Location:

☐ single detached ☐ duplex ☐ accessory dwelling ☐ secondary suite ☐ apartment / townhouse

Number of bedrooms (NOTE: maximum occupancy shall not exceed 2 guests/ bedroom):

☐ 1 bedroom ☐ 2 bedrooms ☐ 3 bedrooms ☐ 4 bedrooms ☐ \_\_ bedrooms

Number of on-site vehicle parking spaces (NOTE: 1 space is to be provided for each bedroom):

☐ 1 space ☐ 2 spaces ☐ 3 spaces ☐ 4 spaces ☐ \_\_ spaces

"Principal Residence Requirement":

Are you the property owner? ☐ Yes ☐ No Is this your principal residence? ☐ Yes ☐ No

Agricultural Land Commission (ALC):

☐ Parcel is not in the ALR ☐ Parcel is in the ALR (see "Required Documentation" below)

NOTE: in Electoral Areas "A" and "E", persons operating an STR use **must** be present and residing in the same dwelling unit as a patron during the patron's stay or have an approved STR Permit.

**REQUIRED DOCUMENTATION:**

Applications will not be accepted unless all required documentation has been provided.

☐**Principal Residence Requirement** (applies in Electoral Areas "D" and "I"):

- ☐ I hereby certify that the Business will be operated in a principal residence (or in an accessory dwelling/ secondary suite on the same property as the principal residence).

**Note:** "Principal residence" means the residence in which an individual resides for a longer period of time in a calendar year than any other place.

☐**Floor Plan** – drawn to scale and showing the entirety of the building that contains the dwelling unit to be used as an STR and the location of all bedrooms to be used by patrons.☐**Parking Plan** – drawn to scale and showing all on-site vehicle parking spaces to be used by patrons. If the STR use is to occur in an accessory dwelling or secondary suite, the Parking Plan shall also indicate the location or two (2) on-site vehicle parking spaces to be used by the residents of the principal dwelling unit.☐**Health and Safety Inspection** – completed to the satisfaction of the Regional District, indicating the dwelling unit complies with the following:

- ☐ authorization by the Regional District for residential use (e.g. issuance of an Occupancy Permit);
- ☐ one (1) fire extinguisher has been provided per floor and mounted in a visible location;
- ☐ interconnected smoke alarms have been provided on each level of the dwelling unit;
- ☐ carbon monoxide alarms where a dwelling unit has been furnished with gas or wood appliances;
- ☐ spark arrestors have been installed on all wood burning chimneys;
- ☐ bedrooms windows comply with Building Code requirements for egress;
- ☐ stairs, decks and balcony have guard rails installed (as required);
- ☐ electrical and gas systems are in good general condition;
- ☐ hot tubs have a lockable cover and pools are surrounded by a minimum 1.2 metre high fence.

☐**Fire Evacuation Plan** – drawn to scale and showing the entirety of the building that contains the dwelling unit to be used as an STR and the following:

- ☐ the location of each bedroom to be used as part of the short-term rental accommodation;

- ☐ all points of egress;
- ☐ fire evacuation routes; and
- ☐ the location of all fire extinguishers, smoke alarms and carbon monoxide alarms.

- ☐ **Agricultural Land Commission (ALC) Approval** – if it is proposed to operate an STR use within the Agricultural Land Reserve (ALR) where the operator will not be present and residing in the same dwelling unit as a patron during the patron’s stay, a “Non-Farm Use” approval from the ALC shall be provided.

#### **DECLARATION:**

I/we, the undersigned, hereby certify that:

- ☐ the information provided with respect to this application is full and complete and is, to the best of my knowledge, a true statement of the facts related to this application; and
- ☐ understand that licences are automatically renewed and applicable fees charged, and should the business cease to operate, it is our responsibility to formally advise the Regional District, in writing, to cancel the business licence prior to December 31<sup>st</sup>.

\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Date

NOTE: A business is not permitted to operate until an application has been approved and a Business Licence issued. Application processing time can take 2 - 6 weeks.

#### **NOTICE OF COLLECTION OF PERSONAL INFORMATION:**

Personal information on this form is collected for the purpose of processing this application and for administration and enforcement. The personal information is collected under the authority of the *Local Government Act* and the bylaws of the Regional District of Okanagan-Similkameen. Documentation / information submitted in support of this application can be made available for public inspection pursuant to the *Freedom of Information and Protection of Privacy Act*. Contact the Freedom of Information Officer at the Regional District of Okanagan-Similkameen for information.