

Owner and Business Information		
Short-Term Rental Business Name:		
Owner Name(s):		
Address:		
City:	Province:	Postal Code:
Phone Number:	Email Address:	
Business Mailing Address		
☐ Same as above		
Mailing Address:		
City:	Province:	Postal Code:
Local Contact		
Local Contact information of a responsible person that must be available to attend the property where the short-term rental is located, on behalf of the owner with the authority to address any concerns or complaints within 1 hour of requests or complaints.		
Local Contact Name:		
Address:		
City:	Province:	Postal Code:
Phone Number:	Email Address:	
Local Contact Signature:		
Principal Residency Requirements		
Please provide proof of principal residence of the property by including two of the following:		
Provincial Homeowner's Grant ☐ Driver's Licence ☐ Home Insurance ☐ OR Owner Consent Form (If tenant is applying) ☐		
Exempt from proof of Principal Residence:		
A property in the case that the operator holds a fractional interest and the fractional ownership agreement prohibits the use of the property as a principal residence.		
Strata-Title Hotel or Motel – if accommodation is provided in a manner like that of a hotel or motel and meets the conditions for exemption from the principal residence required related to strata-titled hotels or motels as prescribed under the Short-Term Rental Accommodations Regulation .		
Please note: A Short-Term Rental Business Licence cannot be issued for an individual strata lot in a Strata-Title Hotel or Motel. The President of the Strata-Title Hotel or Motel is to apply for the Business Licence.		

Short-Term Rental Information

Short-Term Rental is located within the:

Whole Single Family Home ☐ Portion of a Single Family Home ☐ Self Contained Secondary Suite ☐

Accessory Dwelling Unit ☐ Apartment ☐

Number of bedrooms to be used for the rental:

Please Note: No more than two guests per bedroom up to a maximum of (8) guests per dwelling unit at any one time.

Strata-Title Hotel or Motel ☐

Total number of units contained in the strata:

Number of units in operation for Short-Term Rentals as part of the Strata-Title Hotel or Motel:

Please indicate the unit numbers: _____

Is there more than one separate cooking facility in the dwelling unit. Yes ☐ No ☐

If yes, a building permit may be required to legalize the suite.

Additional Required Documents

- ☐ **Fire Evacuation Plan** for the entire dwelling clearly indicating the following:
- Each plan is to show the evacuation route showing the location of exits and the same information as shown on the sample
 - Location of window exits in all bedrooms and the size of their unobstructed openings
 - Location of smoke and carbon monoxide alarms
 - 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 mounted in a visible location, and fire exists
- Please note: The Fire Safety Plan must be posted in all bedrooms & by main exits.**

☐ **Owner Consent Form (If tenant is applying)**

☐ **Good Neighbour Agreement**

☐ **Strata Resolution outlining that the Strata-Title Hotel or Motel provides accommodation in a manner like a hotel or motel (If application is for a Strata – Title Hotel or Motel)**

☐ **Documentation verifying Strata Council approval. (If application is for a Strata)**

☐ **Fractional Ownership Agreement. (Operator holds a fractional interest which prohibits the use of the property as a principal residence.)**

NOTE: Any type of construction to the premises, for which a Business Licence is being applied for, may require a Building Permit. Section 7.1 of the Building Bylaw No. 5900.

Fees

Short-Term Rental Business Licence Fees

Application Fee (non-refundable one time): \$150.00
Business Licence Fee (non-refundable annual): \$400.00

Strata-Title Hotel or Motel:

Application Fee (non-refundable one time) \$100.00
Business Licence Fee (non-refundable annual) \$250.00 plus \$5.00 for each short-term rental unit.

- The Business licence fee for a Short-Term Rental will be reduced by 50% for applications after the first day of July in any year. The following year will be the full Business Licence fee.
- No 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, debit or credit.
- The application fee must be paid with a complete application package.
- Application will not be accepted or processed without payment.

Acknowledgement

By signing this form,

- ☐ I hereby make application for a license in accordance with the particulars as above stated and declare that the above statement is true and correct.
- ☐ I undertake that if granted, the license applied for, I will comply with each and every obligation contained in all the Laws and Bylaws now in force or which may hereafter come into force in The Corporation of the City of Vernon. I further understand that if this application involves the use of premises for business purposes, that they may not be occupied until they have been inspected by the authorities concerned and a license issued.
- ☐ If I am no longer operating my business, it is my responsibility to cancel my license with the City of Vernon to avoid renewal and charges.
- ☐ I 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 Vernon.
- ☐ I also understand that the payment of a Business Licence application fee is non-refundable and payment does not guarantee approval.

For an explanation of regulations and fees, please review the Business Licence Bylaw #5480 by visiting www.vernon.ca

Name of Applicant (printed)	Signature of Applicant	Dated

THIS FORM IS AN APPLICATION ONLY

Business operation is not permitted until this application has been approved.

Personal information contained on this form is collected under the Freedom of Information and Protection of Privacy Act and will be used only for the purposes of responding to your request. The information on this form is collected under the authority of the current City of Vernon Business License Bylaw for the purposes related to this bylaw. Business Licences issued as a result of the application will be routinely available to the public. Any questions regarding the collection, retention and distribution of the information should be directed to the City of Vernon Head of Freedom of Information.