

## SHORT-TERM RENTAL BUSINESS LICENCE - RENEWAL ONLY FOR 2021 LICENCE

**Please review the details of your Business Licence below and fill out the required fields. If any information is incorrect or has changed please correct it directly on the form.**

Name of Property Owner(s): \_\_\_\_\_

Physical Address of the Short-Term Rental: \_\_\_\_\_

Type of Short-Term Rental:

If you would like to apply for a different type of licence (subject to re-inspection and/or subject to quota) please choose:

- 1) Length:     year-round licence  
                    four-month licence (four periods of 31-consecutive days each) - Dates of validity: \_\_\_\_\_  
                    31-day licence - Dates of validity: \_\_\_\_\_
- 2) Space:     Guest Rooms (how many? \_\_\_\_\_)  
                    Guest Home  
                    Guest Suite

Mailing Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Local contacts: these must be individuals who will be available to respond to phone calls within 15 minutes, 24 hours a day during the duration of any guest stay, who live within 30 kilometres of the property, and who do not act as the local contact person for more than two short-term rentals. This person can be you, if you meet the above criteria. *This contact information will be made available to the public on the City's website, on the short-term rental map.*

1. \_\_\_\_\_
2. \_\_\_\_\_

On what platforms will you advertise your Short-Term Rental? \_\_\_\_\_

To the best of your knowledge, does the property still meet the safety standards required by the Building Code? YES  NO

Has any owner of the property been convicted of any criminal offence? NO  YES  - If so, provide particulars:

Name: \_\_\_\_\_ Offense: \_\_\_\_\_

I/We \_\_\_\_\_ hereby make application for a licence in accordance with the particulars as above stated and I declare the above statements are true and correct, and I undertake that if I am granted the licence applied for, I will comply with each and every obligation contained in all laws and bylaws, including but not limited to the Business Licence Bylaw and the Zoning Bylaw, now in force or which may hereafter come into force in the City of Nelson. I confirm that this property is my principal residence, unless I have been granted an exemption for a four-month licence. I agree that I shall not make any offer for rent or advertise space for rent outside of the duration for which the licence is applied for, nor while my licence application is being processed and has yet to be issued. If, prior to the licence being issued, I choose to withdraw or cancel my application, a refund of the business licence fee will be considered only if I have not operated a short-term rental without a licence in this calendar year. Any motor vehicles associated with guest stays shall be parked off-street or, if not possible, directly in front of the property, as per bylaw. I shall be committed to proactively cooperating with neighbours and the City in ensuring minimal impact on the neighbourhood as a result of Short-Term Rental operations.

**PLEASE NOTE:** This business licence and fee payment does not constitute a valid business licence. A business licence will be issued after all bylaw requirements have been completed. We may supply other agencies with the above information.

The City of Nelson is collecting your personal information in accordance with Section 26 of the Freedom of Information and Protection of Privacy Act, for the purposes of administering City of Nelson programs and services, including permits and licensing services. If you have any questions, please contact the Privacy Head at 310 Ward Street, Nelson, BC V1L 4P1 or [FOI@nelson.ca](mailto:FOI@nelson.ca) or 250-352-8234.

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

OFFICE USE ONLY		
Account #: Code and fee: see below	Zoning : permitted use <input type="checkbox"/>	<b>APPROVAL:</b>    _____ Inspector's signature
	City/block quotas okay <input type="checkbox"/>	
	Site Inspection passed in: _____ (month and year)	
	Approved suite or laneway house: Yes <input type="checkbox"/> or N/A <input type="checkbox"/>	
	Parking confirmed <input type="checkbox"/>	
PAYMENT STAMP	Title: no change from last year <input type="checkbox"/>	Comments:
	Principal Residency: PHOG _____ (year) <input type="checkbox"/> Or long-term tenant agreement <input type="checkbox"/>	
	Strata approval provided: Yes <input type="checkbox"/> or N/A <input type="checkbox"/>	

**SHORT-TERM RENTAL FEE SCHEDULE** (payment can be made with cash, debit, credit card, or cheque)

CODE	COST	ANNUAL LICENCES (valid for the calendar year)
SR1	\$200	One Guest Room
SR2	\$350	Two Guest Rooms
SR3	\$450	Three or more Guest Rooms
SR4	\$800	Guest Home
SR4 + SR5 + SRW	\$1,591	Guest Suite
<b>FOUR-MONTH LICENCES</b>		
SR1A	\$110	One Guest Room
SR2A	\$150	Two Guest Rooms
SR4A	\$400	Guest Home or Guest Suite
<b>31-DAY LICENCES</b>		
SR4B	\$160	Guest Home or Guest Suite
<b>EXEMPTION PROVISIONS FOR HOME OCCUPATION AND BED &amp; BREAKFAST*</b>		
SR2G	\$80	Two Guest Rooms
SR3G	\$160	Three or more Guest Rooms

\* Any person or business that applied for or held a business licence prior to January 1, 2016 and held a valid licence in 2016 for a "Home Occupation" designated for up to two Guest Rooms or a "Bed and Breakfast" shall be exempt from the cancellation of the licence pursuant to a change in property ownership and the requirement to list the licence number, parking spaces and maximum guest occupancy in all advertising.

**DEFINITIONS**

- **"Short-Term Rental"** means a Guest Home, Guest Suite, Guest Rooms, or part thereof in a residential zone wherein accommodation is offered for rent, or rented, to the travelling public on a temporary basis (31 days or less), and is subject to section 1.1.10 of Schedule "A" of the Zoning Bylaw, 3199, 2013.
- **"Guest Room"** means a habitable room used for Short-Term Rental including, but not limited to, a bedroom, living room, or dining room advertised for the exclusive use by the Short-Term Rental guests, and that does not contain cooking facilities. If you will be advertising a bedroom with a living/dining room, for example, you need to apply for a Two Room Licence. Except for in the R6 zone, no more than two of the rooms may be bedrooms.
- **"Guest Suite"** means a Laneway House or Secondary Suite used for Short-Term Rental. A Guest Suite must be a legal, conforming secondary suite. Laneway houses built since June 2018 are not eligible.
- **"Guest Home"** means a Single-Detached Residential dwelling unit, a unit in a Duplex Residential dwelling or a dwelling unit in a Multi-Unit Residential dwelling where such dwelling is used in its entirety as one dwelling for Short-Term Rental. If it is the sole dwelling unit on the property, may not be advertised as available for rent for more than 182 days per year.

**MANDATORY INFORMATION INCLUDES:**

- Proof of principal residence of the property – If you have owned the home for longer than one year, this must be the provincial homeowners grant. In other cases, it may include documentation showing you received provincial or federal government benefits, or income tax documentation or receipts. A driver's licence or utility bill alone is not enough. In some cases, proof of principal residence is not required for a four-month licence.

**TAX**

Short-Term Rentals are required to remit the Provincial Sales Tax (PST) and the 2% MRDT (commonly known as the tourism tax). Please refer to the provincial government for more information.

**CHANGE OF OWNERSHIP**

In the case of change of ownership of the property or change of location of the business, the business licence becomes invalid effective immediately (unless you are one of the grandfathered business licences).