

## Short Term Rental Business Licence Application Checklist

**Property Address:** \_\_\_\_\_

The following are required to be completed as part of your application:

☐ **Floor Plan**

A floor plan is a scaled plan, showing a room layout for the entire building which contains the Short Term Rental, with each room labelled

☐ **Parking Plan**

A parking plan is a scaled site plan showing where vehicles will be parked to meet parking requirements and includes site details such as buildings and driveways

- Short term rental within primary residence (no other dwellings on-site): minimum of three on-site parking stalls
- Whole unit short term rental (site contains a single detached dwelling and either a secondary suite or carriage house) minimum of four on-site parking stalls

☐ **Emergency Fire Safety Plan**

This is a floor plan of the building that will be displayed in the unit. It shows exit paths out of the unit, location of fire extinguishers, fire alarms, and electrical panels

☐ **Tenancy Agreement (if applicable)**

If the operator of the short-term rental is a long-term tenant, a copy of the tenancy agreement is required with signed permission from the owner that the tenant may operate a short-term rental on the property.

☐ **Application Form**

The Short-Term Rental Business Licence Application Form must be completed in full, including the STR Operator section of the Short-Term Rental Health and Safety Checklist.

☐ **Health and Safety Inspection Checklist**

The Health and Safety checklist outlines the specific health and safety items that will be inspected for the short-term rental. Short-Term Rental Business Licence Applicants must complete the STR Operator column in the attached checklist and submit it as part of their application.

**Book Health and Safety Inspection (this may be booked at time of submission)**

Date: \_\_\_\_\_

Time: \_\_\_\_\_ am / pm

Inspector: \_\_\_\_\_

**Incomplete Applications will NOT be accepted.**

## Fire Safety

Short-Term Rentals are considered a business within the District of Summerland and are subject to inspection from the Summerland Fire Department. The inspections will be conducted in accordance with Summerland Policy No. 800.2 (2014) Frequency of Fire Inspections.

As a business you are required to complete monthly inspections of your Safety Equipment and maintain records of these monthly inspections. Fire Extinguishers must be checked for charge and to ensure they are not expired. Smoke and CO Alarms are to be tested to ensure operation and checked to ensure they have not expired. A sample inspection chart is provided below as a guide.

## Sample Inspection Record

[illegible]



13211 Henry Ave, Box 159  
Summerland BC V0H 1Z0  
Tel: 250-494-1373 Fax: 250-494-1415  
business@summerland.ca  
www.summerland.ca

## Short Term Rental Business Licence Application

Property Address: \_\_\_\_\_

Property Owner Information:

### OFFICE USE ONLY

Approved By: \_\_\_\_\_

Approved Date: \_\_\_\_\_

Business License #: \_\_\_\_\_

Name:

Address:

Phone:

Email:

STR Operator Information :

☐ Same as property owner

Name of Short-Term Rental Operator:

Property Manager (if applicable):

Address:

Phone:

Email:

I hereby make application for a licence in accordance with all the information as above stated and declare that this is a true and correct statement. I confirm that all property owners are aware of this application and I have received consent from all property owners to apply on their behalf. I further agree to comply with all the relevant Regulations and Bylaws of THE DISTRICT OF SUMMERLAND and THE PROVINCE OF BRITISH COLUMBIA.

STR Operator Name(s): \_\_\_\_\_

Signature (s): \_\_\_\_\_

Date: \_\_\_\_\_

### Type of Short Term Rental: (Select One)

☐ Bedrooms within Primary Residence (Bed & Breakfast Style)

Number of Guest Bedrooms: \_\_\_\_\_

☐ Entire Dwelling Unit (Whole Home, Suite, Carriage House, etc.)

Number of Guest Bedrooms: \_\_\_\_\_

**NOTE: A maximum of one short term rental is allowed on a property (maximum of 8 guests/4 bedrooms)**

### Type of Dwelling Unit for Short Term Rental:

☐ Single Detached Dwelling

Carriage House

Secondary Suite

☐ Duplex Housing Unity

Townhouse Unit

☐ Mobile Home (Manufactured Housing Type 1)

Modular Home (Manufactured Housing Type 2)

Total Number of Bedrooms utilized for the short-term rental: \_\_\_\_\_



## Short Term Rental Business Licence Application

### Type of Dwelling Unit for Primary Residence on Property:

- |   |   |                |
|---|---|----------------|
| <input type="checkbox"/> Same as Short Term Rental                  | Single Detached House                     | Carriage House |
| <input type="checkbox"/> Secondary Suite                            | Duplex Housing Unit                       | Townhouse Unit |
| <input type="checkbox"/> Modular Home (Manufactured Housing Type 1) | Mobile Home (Manufactured Housing Type 2) |                |

Total Number of Bedrooms in Primary Residence: \_\_\_\_\_

Total Number of Dwelling Units on the Property (Primary Home, Suites, Carriage houses etc.): \_\_\_\_\_

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### The operator of the Short-Term Rental must be the Primary Resident of the Property.

A Primary Residence is a dwelling unit that a person reside in for the majority of the year and declares for legal purposes as their principal home. The Primary Resident can be the property owner or a long-term tenant.

If you live on the property for the majority of the year AND will be the operator of the short-term rental, you meet the Districts Primary Residence, and Province of BC Principal Residency requirements.

#### DECLARATION OF PRIMARY RESIDENCY

I solemnly declare that my Primary Residence is at \_\_\_\_\_  
in Summerland B.C., on the same property as the Short Term Rental at same address, for the majority of the year (at least 6 months plus one day) and declare for legal purposes this property as my Primary Residence in British Columbia.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### GOOD NEIGHBOUR AGREEMENT

I solemnly declare that I am the operator of the short term rental at the above indicated property. I recognize my civic responsibility to address the conduct of my patrons and cooperate with the District to resolve all concerns.

I solemnly declare that I have read and understand the District of Summerland's Good Neighbour Bylaw No. 2021-023.

I solemnly acknowledge and accept my responsibilities as a short term rental operator to be available for contact 24 hours a day during periods when the short term rental is rented and to respond to any nuisance complaint within 2 hours of being notified of the complaint.

I commit to ensuring that renters do not create any form of nuisance for surrounding residents, including, but not limited to noise, light or traffic that is disruptive to the surrounding residents' quiet enjoyment of their property.

I further understand that violation of this Good Neighbor Agreement may be brought to the attention of District staff or Council, and may trigger licence suspension and/or revocation hearing.

Name: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Short-Term Rental Business Licence Applicants must complete the STR Operator column in the below checklist and as part of their application. **Incomplete applications will not be accepted.**

All dwelling units to be utilized as a short-term rental must have been authorized with a building permit for residential use and comply with the standard Safety and Health Requirements noted on the checklist below.

Overview of standard safety and Health requirements			STR Operator	Building Official
1	Addressing	<b>All dwelling units on the property require separate addressing.</b> House and dwelling unit addressing shall be clearly visible from the street. Numbers should be a minimum of 100mm (4 inches) with a contrasting color to house.		
2	Emergency Fire Safety Plan	<b>A basic floorplan of the dwelling unit is to be posted at the front door as well as on the back of each bedroom door.</b> The plan should include the exit paths out of the unit; location of fire extinguishers, smoke & carbon monoxide alarms and electrical panel locations; the address of the unit, as well as the contact's name and number of the business owner (refer to Attachment A).		
3	Fire Extinguisher	<b>At least one 3A10BC Rechargeable Fire Extinguisher per floor, MOUNTED in a visible, accessible location.</b> When the extinguisher is in a cabinet or closet, the door cover must be clearly labeled. It is to be serviced annually by certified Fire Protection Technician. A documentation log is to be maintained and may be audited by the <i>District Fire Department</i> .		
4	Smoke Alarm	<b>Interconnected smoke alarms (S/A)</b> shall be CAN/ULC-S531 "Standard for Smoke Alarms" and shall be installed on or near the ceiling. A S/A shall be located on each storey, including basements, additionally a S/A shall be installed in each sleeping room and in a location between the sleeping rooms and the remainder of the storey, and if the sleeping rooms are served by a hallway, this S/A shall be located in the hallway. <b>The S/A shall be wired so that the activation of one alarm will cause all alarms within the entire structure to sound.</b> S/A are to be tested monthly using the test switch on the smoke alarm or the test method recommended by the manufacturer. The alarm signals shall sound during test. A documentation log is to be maintained and may be audited by the <i>Summerland Fire Department</i> .		
5	Carbon Monoxide Alarm	<b>Carbon monoxide (CO) alarms are required in dwelling units that have fuel fired appliances (gas or wood) or attached garages and are to conform to CAN/CSA-6.19 "Residential Carbon Monoxide Alarming Devices".</b> CO alarms are not to have a disconnect switch between the overcurrent device and the CO alarm where the CO alarm is powered by the dwelling unit's electrical system. CO alarms are to be mechanically fixed at a height recommended by the manufacturer's instructions. A documentation log is to be maintained and may be audited by the <i>District Fire Department</i> . <i>CO alarms are to be located inside each bedroom or outside each bedroom (within 5 m of each bedroom door measured following corridors and doorways).</i>	Complete  N/A	
6	Wood Burning Chimney	Please provide a certificate or receipt from a certified chimney sweep (WETT certified) that shows the flues have been cleaned in the last year. Spark arrestor shall be in place on chimneys. <b>Exterior open fire pits are not permitted.</b>	Complete  N/A	
7	Bedroom	<b>Bedroom windows are to open without obstruction.</b> The opening cannot be less than 0.35 m <sup>2</sup> (3.8 sq ft) with no dimension less than 380 mm (15 inches). Where a window opens into a window well, a clearance of not less than 760 mm (30 inches) shall be provided in front of the window. <b>There should be no security grilles that require keys, tools or special knowledge of the opening.</b>		

8	Exiting Egress	<b>Pathways to exterior exits such as hallways and stairs should be maintained free and clear of obstructions at all times.</b> Emergency lighting is not required for single family dwellings; however, it is recommended to assist guests through an unfamiliar space during a black out emergency.		
9	Stairs Guardrails Handrails	Stairs, guards, and handrails are to be in good general condition with no missing or damaged steps, sturdy guardrails, handrails, treads shall have appropriate rise and run dimensions with compliant landing. Older homes may require additional or replacement of existing stairs, handrails, and guards (refer to Attachment C in the Short Term Rental Guide for further information).		
10	Deck Patio Gazebo Balcony	General safe condition with sturdy guardrails where required. The surfaces are to be firm without dry rot or holes. Stoops and steps from deck are to comply with applicable code.		
11	Garage	If a garage is attached to a dwelling unit, the garage main door (door from garage to home) must be a solid door with weather-stripping and self-closing hinges.		
12	Water Systems	<b>Plumbing fixtures must be supplied with a potable water supply.</b> Grey water recycling will not be permitted without specific approvals. Fixtures must have hot on the left and cold on the right. Drainage fixtures must have a trap to ensure sanitary gases will not enter the dwelling. Garden Hose connections must have a back flow device (i.e. vacuum breakers). Hot water tanks shall be installed per Code including a Temperature & Pressure Relief Valve, safe gas lines, flue vent, and combustion air. An overflow pan and expansion tank are required for any replaced water heater.		
13	Electrical and Gas Systems	<b>No permanent use of extension cords for any reason.</b> Electrical panels must be in general good condition. All circuits are to be accessible and clearly labeled indicating the device or area served. Ground Fault Circuit Interruption (GFCI) should comply with the year the residence was built. Remodeled homes shall have GFCI's installed on all kitchen countertop outlets, in bathrooms, within 6 feet of any sink, as well as in garage and outdoor outlets. A review by a certified electrician or gas fitter may be required if renovation works have been completed without permits. For further information related to electrical and gas systems, please contact the <a href="#">Technical Safety BC</a> at 1-866-566-7233.		
14	Hot Tub	<b>Hot tubs must have a lockable cover.</b> Hot tubs located on decks and balconies impose a significant load on structural elements and may be required to be verified by a structural engineer. Also, tubs located near a balcony edge (guard) may require additional protection to prevent falling.	Complete	N/A
15	Pool	<b>Swimming pool area must be surrounded by a minimum 1.2m (4') fence with self-closing latching gates.</b> Electrical or gas connections shall be completed by a certified electrician.	Complete	N/A
16	Building Occupancy	<b>The Maximum Occupancy of the Short-Term Rental is 8 guests and 4 bedrooms.</b>		

This guideline is provided for convenience and should not be considered a replacement for reviewing bylaws. Please contact the Development Services Department at 250-494-1373 or [devserv@summerland.ca](mailto:devserv@summerland.ca) for information regarding building requirements or further information regarding short term rental licencing.



13211 Henry Ave, Box 159  
Summerland BC V0H 1Z0  
Tel: 250-494-6451 Fax: 250-494-1415  
www.summerland.ca

## Short-term Rental Advertisements/Listings

Please provide the services you list and advertise your short-term rental property on. We will be utilizing this information to ensure that our database is aware that your short-term rental is licenced and that there may be duplicate advertisements, on multiple advertising platforms, for your short-term rental property. This information will assist us in streamling the database to help prevent enforcement on licenced properties.

Eg. Site: VRBO Listing #: 123455ha

Site: Air B&B Listing #: 123455

Site:	Listing #:
Site:	Listing #:
Site:	Listing #:

Information collected on this form is done so under the authority of the Freedom of Information and Protection of Privacy Act (FOIPPA) and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. Business Licences issued as a result of this application will be available to the public and relevant information will be shared with the Summerland Chamber of Commerce as part of the Chamber's Outreach Program. For further information regarding the collection, use, or disclosure of personal information, please contact the Corporate Services Department at 250-404-4037.