

## BUSINESS LICENCE APPLICATION SHORT TERM - ACCESSORY BED & BREAKFAST

This application form is for a Short Term Rental of rooms **without cooking facilities**, with breakfast provided, to be rented for less than 90 consecutive days. Please see the Short Term Rental Operator's Handbook and FAQ for additional information.

### A. OPERATOR (BUSINESS LICENCE HOLDER) INFORMATION (See FAQ for Additional Information)

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_  
Business Email: \_\_\_\_\_ Business Phone: \_\_\_\_\_

### B. SHORT TERM RENTAL INFORMATION (See FAQ for Additional Information)

Short Term Rental Address: \_\_\_\_\_ Unit Number: \_\_\_\_\_  
(Required if rental unit is separated and within, or detached from, the main unit).

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Number of Bedrooms to be used for Rental: \_\_\_\_\_  
(See Eligibility Requirement under Section 1 of the FAQ resource).

I have at least one off-street parking space available per bedroom to be used for rental:      Yes      No

Number of parking spaces for patron use: \_\_\_\_\_

My Property is on the City's Heritage Register:      Yes      No

### C. RESPONSIBLE SITE CONTACT (See FAQ for Additional Information)

*Must be accessible 24/7 during operation of rental.*

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

24/hr Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Applications can be submitted by email to [licence@cnv.org](mailto:licence@cnv.org) or in-person at City Hall.

*The City is collecting your personal information in accordance with Section 26(c) of the Freedom of Information and Protection of Privacy Act (the Act). The City collects your information for the purposes of administering City programs and services, including permits and licensing services. The City will use and share your personal in accordance with the Act. If you have any questions, please contact the Privacy Coordinator at 141 West 14th Street, North Vancouver, BC V7M 1H9 or [FOIPPrivacy@cnv.org](mailto:FOIPPrivacy@cnv.org).*

**D. LIFE SAFETY REQUIREMENTS**

Initial each point to declare compliance with the following life safety requirements. Short term rentals are subject to inspection by the City of North Vancouver.

*All Short Term Rentals are required to be operated in compliance with the BC Fire Code and the BC Building Code.*

- 1. Fire extinguisher(s) no less than five pound ABC class mounted in a visible area of the kitchen, with annual maintenance recorded. Initials: \_\_\_\_\_
- 2. Combined floor and evacuation plan displayed and visible at the main exits from the rental unit, including the contact information of the Responsible Site Contact (accessible 24/7). Initials: \_\_\_\_\_
- 3. Hard-wired and interconnected smoke alarms, and carbon monoxide alarms, if applicable. Initials: \_\_\_\_\_
- 4. The emergency exits required by the applicable BC Building Code are accessible and will remain openable and unobstructed. Initials: \_\_\_\_\_
- 5. Bedroom windows meet BC Building Code requirements. Initials: \_\_\_\_\_

**E. DECLARATIONS**

- 1. I declare the short term rental is my principal residence or an accessory unit within the same property (I live here at least 183 days per year). Initials: \_\_\_\_\_
- 2. I declare that no cooking facilities will be included for short term rental use. Initials: \_\_\_\_\_
- 3. I declare that the rental bedroom(s) will remain interconnected with and unobstructed from the remaining home at all times. Initials: \_\_\_\_\_
- 4. I declare I am an authorized owner of this residence. Initials: \_\_\_\_\_

**OR**

- 5. I declare I am the tenant of this residence. (I have attached authorization from the property owner to operate the short term rental). Initials: \_\_\_\_\_
- 6. I declare this property is not part of a strata. Initials: \_\_\_\_\_

**OR**

- 7. I declare this property is part of a strata. (I have attached authorization from the strata corporation to operate the short term rental). Initials: \_\_\_\_\_
- 8. I declare I will provide the business licence number, once issued, in all listings and advertisements for this rental unit. Initials: \_\_\_\_\_
- 9. I declare I will maintain accurate records of all operations of the rental unit including dates, rental duration, and number of patrons in accordance with the Business Licence Bylaw, 2018, No. 8640. Records must be provided within 24 hours upon request. Initials: \_\_\_\_\_
- 10. I declare the rental unit meets the requirements listed in this application form and in the Business Licence Bylaw, 2018, No. 8640 to operate a short term rental. Initials: \_\_\_\_\_
- 11. I declare that this application is accurate to the best of my knowledge at the time of submitting this application. I acknowledge that an inaccurate application may result in the cancellation of a business licence. Initials: \_\_\_\_\_

**Operator's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## F. APPLICATION CHECKLIST

No	Supporting Documentation	Attached to Application?
1	<p>Combined Floor/ Evacuation Plan of Rental Unit. Plan is required to include:</p> <ol style="list-style-type: none"> <li>1. Address of rental unit (including unit number, if applicable).</li> <li>2. Total floor space of rental unit.</li> <li>3. Contact information of the Responsible Site Contact (accessible 24/7), including name and phone number.</li> <li>4. Floor map of rental area within the dwelling. Please include and label all areas available to your guests such as: bedroom, bathroom and common areas. For areas not accessible to your guests, such as your personal bedroom and kitchen, please mark “not for rent”. Please note that interconnection between the rental room and the main dwelling is required as the rental rooms cannot be self-contained.</li> <li>5. Evacuation path using arrows to indicate the entire route and exit points from the building. Please label the exits clearly (ie: “bedroom window” or “back exit”). If the path leads on to a different level of the dwelling, please show the entire route before you are able to exit the building.</li> <li>6. Location of fire extinguishers, smoke alarms, and carbon monoxide alarms (if applicable).</li> <li>7. Entrances, exits, and windows.</li> </ol> <p>An example of a combined floor/ evacuation plan and a template are available at <a href="http://cnv.org/ShortTermRentals">cnv.org/ShortTermRentals</a>.</p>	Yes
2	<p>Property Owner Authorization (If the Short Term Rental operator does not own the rental unit, authorization is required from one of the registered property owner(s) listed on the title).</p> <ul style="list-style-type: none"> <li>▪ Property owner authorization must include the name of tenant, length of tenancy, the name of the property owner, and signed authorization of the unit for use as a short term rental during the tenancy period.</li> </ul> <p>An authorization form is available at <a href="http://cnv.org/ShortTermRentals">cnv.org/ShortTermRentals</a>.</p>	Yes      N/A
3	<p>Strata Corporation Authorization (Authorization is required if the rental unit is in a Strata).</p> <ul style="list-style-type: none"> <li>▪ Strata Corporation authorization must include the full address of the rental unit, the name of the strata representative, position of the strata representative, and signed authorization of the unit for use as a short term rental.</li> <li>▪ If your home is a stratified duplex, Strata Neighbour consent must include the full address of the rental unit, the name of the neighbouring property owner, and signed authorization of the unit for use as a short term rental.</li> </ul> <p>Authorization forms are available at <a href="http://cnv.org/ShortTermRentals">cnv.org/ShortTermRentals</a>.</p>	Yes      N/A

## G. COMBINED FLOOR / EVACUATION PLAN

All combined evacuation and floor plans must be displayed and visible at the main exit doors, and are required to include the following elements.

1. Address of rental unit (including unit number, if applicable).
2. Contact information of the Responsible Site Contact (accessible 24/7), including name and phone number.
3. Total floor space of rental unit.
4. All rooms clearly labelled.
5. Evacuation plan including
  - a. Location of fire extinguishers, smoke alarms, and carbon monoxide alarms if applicable.
  - b. Show the rental unit only. Include only other areas of the home that must be accessed while following an emergency exit path until leaving the building.
  - c. Use arrows to indicate the exits from the building at the end of emergency exit paths. Label exits clearly such as "bedroom window" or "back exit".
6. Entrances, exits, and windows.

An **example** combined floor / evacuation plan is below. A template is on the following page.

### Combined Floor Plan / Evacuation Plan for Short Term Rental at:

Address: 2-100 Example St., North Vancouver, BC V7M 1V4

Responsible Site Contact, accessible 24/7: Name Surname (604)-000-0000

