

SHORT TERM - ACCESSORY BOARDING

This application form is for a Short Term Rental of rooms without cooking facilities 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: _____

Maximum Number of Boarders per Rental: Up to 2 Up to 5
(See Eligibility Requirement under Section 1 of the FAQ resource)

Type of Rental Unit:	Single Family	Duplex	Townhouse
	Suite	Other: _____	

I have at least one off-street parking space available to be used per two boarders: Yes No

Number of parking spaces for patron use: _____

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: _____

D. LIFE SAFETY REQUIREMENTS

Sign initials for each point to declare compliance in accordance 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. Evacuation plan and floor plan including contact information of the Responsible Site Contact for the rental unit (accessible 24/7), displayed visibly from inside the main entrances and exits of the rental unit. Initials: _____
- 3. Interconnected smoke alarms, and carbon monoxide detectors if applicable, with annual testing recorded. Initials: _____
- 4. Bedroom windows for emergency exit. 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 I am an authorized owner of this residence. Initials: _____
- OR**
- 3. I declare I am the tenant of this residence. (I have attached authorization from the property owner to operate the short term rental). Initials: _____
- 4. I declare this property is not part of a strata. Initials: _____
- OR**
- 5. I declare this property is part of a strata. (I have attached authorization from the strata corporation to operate the short term rental). Initials: _____
- 6. I declare I will provide the business licence number, once issued, in all listings and advertisements for this rental unit. Initials: _____
- 7. 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: _____
- 8. 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: _____
- 9. 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 Plan / Evacuation Plan of Rental Unit. Plan is required to include:</p> <ul style="list-style-type: none"> i. Address of rental unit (including unit number, if applicable). ii. Total floor space of rental unit. iii. Bedrooms. iv. Kitchen appliances. v. Evacuation plan including: <ul style="list-style-type: none"> a. Location of fire extinguishers, smoke alarms, carbon monoxide detectors if applicable. b. Arrows indicating at least two emergency exit paths. Emergency exits can be indicated as entrances/exits and bedroom windows authorized for egress only. <ul style="list-style-type: none"> i. Emergency exit paths must continue from the rental unit until exiting the building. If the emergency exit path continues beyond the rental unit before exiting the building, all areas of the building which may be accessed in the case of emergency exit must also be included. vi. Entrances, exits, and windows. vii. Contact information of Responsible Site Contact accessible 24/7, including name and phone number. <p>An example combined floor plan / evacuation plan and form are available at cnv.org/ShortTermRentals.</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"> ▪ Property owner authorization must indicate name of tenant, length of tenancy, and authorization of the unit for use as a short term rental during tenancy period. <p>An authorization form is available at cnv.org/ShortTermRentals.</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"> ▪ Strata Corporation authorization must indicate the full address of the rental unit, and authorization of the unit for use as a short term rental. <p>An authorization form is available at cnv.org/ShortTermRentals.</p>	Yes N/A

Office Use:	
RST #:	

Applications can be submitted by email to 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 FOIPrivacy@cnv.org.

G. COMBINED FLOOR PLAN / EVACUATION PLAN

All evacuation and floor plans must be displayed visibly from inside the main entrances and exits of the rental unit, and is required to include the following elements.

1. Address of rental unit (including unit number, if applicable).
2. Total floor space of rental unit.
3. Bedrooms.
4. Kitchen appliances.
5. Evacuation plan including
 - a. Location of fire extinguishers, smoke alarms, carbon monoxide detectors if applicable.
 - b. Arrows indicating at least two emergency exit paths. Emergency exits can be from entrances/exits and bedroom windows authorized for egress only.
 - i. Emergency exit paths must continue from the rental unit until exiting the building. If the emergency exit path continues beyond the rental unit before exiting the building, all areas of the building which may be accessed in the case of emergency exit must also be included.
6. Entrances, exits, and windows.
7. Contact information of Responsible Site Contact accessible 24/7, including name and phone number.

An **example** of what your combined floor plan / evacuation plan should look like is below.

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

