

# Short-Term Rental

## Business Licence Application Form



### APPLICATION REQUIREMENTS:

- **SECONDARY SUITES OR COACH HOUSES ARE NOT PERMITTED TO BE USED FOR SHORT-TERM RENTAL.**
- Application must be completed in full. You can email your completed application and supporting documentation to [businesslicence@squamish.ca](mailto:businesslicence@squamish.ca), or drop it off in person at Municipal Hall, 37955 Second Ave, Squamish.
- All related documentation and information is available online at [www.squamish.ca/short-term-rentals](http://www.squamish.ca/short-term-rentals).
- Please direct any questions or assistance required with this application to 604-815-5014 or [businesslicence@squamish.ca](mailto:businesslicence@squamish.ca).

### SHORT-TERM RENTAL INFORMATION:

Civic Address: \_\_\_\_\_ Postal Code: \_\_\_\_\_

### OWNER/TENANT OPERATOR DETAILS:

*\*Note that an STR operator cannot be a corporation, society, company, or any other incorporated entity*

Full Name: \_\_\_\_\_

Mailing Address & City: \_\_\_\_\_

\_\_\_\_\_ Postal Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### SHORT-TERM RENTAL UNIT TYPE AND SHORT DESCRIPTION:

#### Licence Duration:

Monthly

Annual

#### STR Type (please check only one):

Shared/Private Room: Please indicate # of bedrooms: \_\_\_\_\_

Entire Dwelling Unit: Please indicate # of bedrooms: \_\_\_\_\_

#### Dwelling Type (please check only one):

Single Unit Dwelling

Townhouse Unit

Apartment Unit

Secondary Suite (*only permitted if an STR Temporary Use Permit has been issued*)\*

ADU (Carriage or Coach House) (*only permitted if an STR Temporary Use Permit has been issued*)\*

\*Reference Squamish STR Interim Temporary Use Policy conditions @ [squamish.ca/short-term-rentals](http://squamish.ca/short-term-rentals)

Description of Unit:

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**NOTE: If you require more space for your description, please attach additional pages to your application.**

**Please complete the following questions:**

**1. Is this your Principal Residence?** Yes                  No

*Principal Residence is defined as the dwelling unit where an individual lives for a minimum of five months in a calendar year and conducts their daily affairs, including paying bills and receiving mail, and is the dwelling unit with the residential address used on documentation related to billing, identification, taxation and insurance purposes. Note that secondary suites and coach houses are not considered to be part of the principal residence and are separate dwelling units that are not permitted to be used for short-term rental.*

**If 'Yes', please attach two items verifying principal residence to confirm this declaration** (Proof of principal residence must include a copy of government issued photo identification (Driver's Licence). Additional proof of residence includes a recent utility bill or any mail from Medical Services Plan or Canada Revenue Agency.)

**2. Do you own this residence?** Own      Rent      *(Please include property title)*

**3. If you rent, do you have the permission from the legal owner to operate a short-term rental?** Yes

**If 'Yes',** please attach the signed **Owner Consent Form** to confirm this declaration.

**4. Do your strata bylaws allow short-term rentals?** Yes                  No

**If 'Yes',** please attached the signed **Strata Consent Form** to confirm this declaration.

**5. Please provide the number of off-street parking spaces provided for the short-term rental unit.**

# of spaces \_\_\_\_\_

**When the Owner / Tenant is not available, who will serve as the designated Emergency Contact for this short-term rental?** (A person who, at all times (24hr/7days) that the short-term rental is operated, has access to the premises and authority to make decisions in relation to the premises and the rental agreement.)

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

Civic Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**The Emergency Contact has consented to the use of his/her contact information**

**Have you included the following required documentation?**

- Short-Term Rental Accommodation Self-Evaluation Safety Audit Form
- Parking Plan
- Fire Safety Plan

**Applications will not be accepted and processed unless all required documentation is attached.**

Completion of this application does **not** guarantee approval of the application. Approved licences will be issued **only** upon receipt of associated documentation and receipt of payment of the Short-Term Rental Business Licence Fee. Operating a Short-Term Rental without a valid licence is an **offence** for which penalties are prescribed.

**Important:** Operator has read and agrees to comply with the stated regulations and bylaws of the District of Squamish. Licences are non-transferable and the licence fee paid is non-refundable. Short-Term Rental Business Licences **must** be renewed at the start of each year.

**I understand I cannot commence business until such time as a Short-Term Rental Business Licence has been approved and issued.**

Operator’s Name (individual completing form): \_\_\_\_\_

Operator’s Signature: \_\_\_\_\_ Date: DD / MM / YYYY

I/we have attached to this Application all required documents plus all required fees, and hereby agree to submit further information deemed necessary for processing this Application.

The information on this form is collected under the authority of the *Development Procedures & Fees Bylaw (1446, 1997)* and is used to process your application. If you have any questions about the collection and use of this information, please contact the Information and Privacy Coordinator at the District of Squamish on 604.815.5006 or email [privacy@squamish.ca](mailto:privacy@squamish.ca).

OFFICE USE ONLY:			
ZONING:		CLERK 4 AUTHORISED:	
NAICS CODE:			
BUILDING:		COMMENTS/CONDITIONS OF LICENCE:	
FIRE:			
VCH:		APPROVED BY BUILDING INSPECTOR:	
WATER:			
ELECTRICAL:		DATE APPROVED:	
PARKING:		BUSINESS LICENCE NUMBER:	