

APPLICATION TYPE:

- ☐ New Business
- ☐ Change of Name

Business License Application

Bed & Breakfast Operation & Short-Term Rental Accommodations

BUSINESS OPERATOR INFORMATION:

Operator Name:	Business Name:
Street Address:	City/Town:
Province:	Postal Code:
Phone Number:	Email Address:

PROPERTY MANAGER CONTACT INFORMATION:

Property Manager Name:	
Phone Number:	Email Address:

DECLARATION:

I, the undersigned, hereby certify that the information provided with respect to this application is full and complete and is, to the best of my knowledge, a true statement of the facts related to this application.

Signature of Business Owner or Authorized Agent

Date

Print name of Business Owner or Authorized Agent

Signature of Town Witnessing Officer

Date

NOTICE OF COLLECTION OF PERSONAL INFORMATION:

Personal information on this form is collected for the purpose of processing this application and for administration and enforcement. The personal information is collected under the authority of the *Local Government Act* and the bylaws of the Town of Osoyoos. Documentation / information submitted in support of this application can be made available for public inspection pursuant to the *Freedom of Information and Protection of Privacy Act*. Contact Corporate Services staff at the Town of Osoyoos for information.

ACCOMMODATION INFORMATION:

Proposed Business: ☐ Bed & Breakfast Operation ☐ Short-term Rental Accommodation

Dwelling Type:

- ☐ Single detached dwelling
☐ Secondary suite
☐ Accessory dwelling
☐ Duplex dwelling unit

Number of bedrooms*: _____

Maximum number of guests*: _____

* NOTE: A maximum of one bed & breakfast or short-term rental is permitted on a property to a maximum of 8 guests and 4 bedrooms for bed and breakfast operations and 2 guests/bedroom for a short-term rental.

REQUIRED DOCUMENTATION & CERTIFICATIONS:

All plans and drawings referred to in this section should be submitted with one full scale and one reduced (11 x 17) copy suitable for black and white reproduction. When possible, Adobe PDF versions should also be included.

- ☐ **Principal Residence Requirement Compliance** – this may include the provision of documents such as BC Speculation & Vacancy Tax declaration, Home Owner Grant, or utility bills that matches the address of the business. The following self-declaration is also acceptable:

I, _____, solemnly declare and confirm that my Principal Residence is located at _____, Osoyoos, BC, and is the same property as the short-term rental accommodation, in accordance with the *Short-Term Rental Accommodations Act*.

- ☐ **Site Plan** – indicating the location of all on-site vehicle parking as required by the Town's zoning bylaw.

- ☐ **Floor Plan** – of the entire building which contains the dwelling unit, indicating all bedrooms to be used by patrons.

- ☐ **Fire & Safety Plan** – as the applicant, you are certifying that the following has been completed:
- one (1) fire extinguisher is provided per floor and mounted in a visible location;
 - interconnected smoke alarms have been provided on each level of the dwelling unit;
 - carbon monoxide alarms have been installed where a dwelling unit has been furnished with appliances fueled by gas or wood;
 - spark arrestors have been installed on all wood burning chimneys;
 - bedrooms windows comply with Building Code requirements for egress;
 - stairs, decks and balcony have guard rails installed (as required);
 - electrical and gas systems are in good general condition;
 - hot tubs have a lockable cover and pools are surrounded by a min. 4 foot high fence; and
 - that a Fire Evacuation Plan will be posted inside the dwelling unit showing a floor plan with the following indicated:
 - the location of each sleeping unit and bed to be used as part of the short-term rental accommodation;
 - all points of egress;
 - fire evacuation routes;
 - the location of all fire extinguishers, smoke alarms and carbon monoxide alarms; and
 - the civic address of the property.

Additional material or more detailed information may be requested by the Town upon reviewing the application.

OTHER AUTHORIZATIONS:

All short-term rental hosts in BC must register their short-term rentals (including bed and breakfasts) with the Provincial short-term rental registry.

The registration system can be accessed at <https://host.shorttermrental.registry.gov.bc.ca/>.

If your property is located within the Agricultural Land Reserve (ALR), please note that the operation of a short-term rental accommodation within the ALR may require additional authorizations from the Agricultural Land Commission (ALC).

Please contact ALC staff at ALC.Okanagan@gov.bc.ca or 236-468-3284 for more information.

NOTE: This list is not intended to represent a comprehensive list of all required authorizations. The onus is on the applicant to undertake their due diligence to obtain all necessary approvals required to facilitate their business operation.