

SHORT-TERM RENTAL BUSINESS LICENCE APPLICATION

RENEWAL ONLY – FOR 2027 LICENCE

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OFFICE USE ONLY		
LICENSE NUMBER:		PAYMENT
<div style="text-align: right;">FEE:</div> (refer to schedule on page 3)		

Submission: Please submit your application to: development@nelson.ca or in person at the Development Services office at City Hall, second floor.

Applicable Bylaws: It is the property owner and licence holder’s responsibility to ensure full compliance with all applicable regulations. For current and detailed information on municipal regulations, please refer to the Business Licence Bylaw, Zoning Bylaw, and Off-Street Parking and Landscaping Bylaw, available at: www.nelson.ca/bylaws

PROPERTY BEING RENTED	
CIVIC ADDRESS: _____ <div style="display: flex; justify-content: space-between; font-size: small; margin-top: 5px;"> # STREET CITY POSTAL CODE </div>	
APPLICANT DETAILS	
APPLICANT IS: <input type="checkbox"/> Property owner <input type="checkbox"/> Non-owner primary resident/Long-term tenant	
NAME: _____	
E-MAIL: _____	PHONE: _____
MAILING ADDRESS: _____	
TYPE OF APPLICATION	
DURATION: <input type="checkbox"/> year-round licence <input type="checkbox"/> four-month licence (four periods of 31-consecutive days each) - Dates of validity: _____ <input type="checkbox"/> 31-day licence - Dates of validity: _____	
Note: Change of licence duration subject to quota and parking requirements.	
TYPE OF SPACE: <input type="checkbox"/> Guest Room(s) - how many bedrooms: _____ (maximum 2, except in R6 zones) <input type="checkbox"/> Guest Home <input type="checkbox"/> Guest Suite	
Note: Change of space subject to re-inspection and parking requirements.	

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LOCAL CONTACTS

Provide one or two local contacts: these must be individuals who will be available to respond to phone calls within 15 minutes, 24 hours a day during the duration of any guest stay, who live within 30 kilometres of the property, and who do not act as the local contact person for more than two short-term rentals. This person can be you, if you meet the above criteria. **This contact information will be made available to the public on the City's website, on the short-term rental map.**

1. _____
LAST NAME *FIRST NAME* *PHYSICAL ADDRESS* *PHONE*
2. _____
LAST NAME *FIRST NAME* *PHYSICAL ADDRESS* *PHONE*

REQUIRED DOCUMENTATION

Your application will not be considered complete for the purposes of quota allocation **until all required documentation is submitted.**

- Proof of principal residence: if you have owned the home for longer than one year, this must be the provincial homeowners grant. In other cases, it may include documentation showing you received provincial or federal government benefits, or income tax documentation or receipts. A driver's licence or utility bill alone is not enough.
- Tri-annual inspection, if applicable.
- Additional requirements, if applicable (ex: parking agreement).

SIGNATURE AND ACKNOWLEDGEMENT

I/We _____ hereby make application for a licence in accordance with the particulars as above stated and I declare the above statements are true and correct, and I undertake that if I am granted the licence applied for, I will comply with each and every obligation contained in all laws and bylaws, including but not limited to the Business Licence Bylaw, Off-Street Parking and Landscaping Bylaw and the Zoning Bylaw, now in force or which may hereafter come into force in the City of Nelson. I confirm that this property is used as a principal residence. I agree that I shall not make any offer for rent or advertise space for rent outside of the duration for which the licence is applied for, nor while my licence application is being processed and has yet to be issued. If, prior to the licence being issued, I choose to withdraw or cancel my application, a refund of the business licence fee will be considered only if I have not operated a short-term rental without a licence in this calendar year. Any motor vehicles associated with guest stays shall be parked off-street or, if not possible, directly in front of the property, as per bylaw. I shall be committed to proactively cooperating with neighbours and the City in ensuring minimal impact on the neighbourhood as a result of Short-Term Rental operations. I understand that the City will contact me primarily by email, at the email address above.

I/We understand that this business licence application and fee payment does not constitute a valid business licence. A business licence will be issued after all bylaw requirements have been completed. The City of Nelson may supply other agencies with the above information.

DATE: _____ SIGNATURE: _____

The City of Nelson is collecting your personal information in accordance with Section 26 of the Freedom of Information and Protection of Privacy Act, for the purposes of administering City of Nelson programs and services, including permits and licensing services. If you have any questions, please contact the Privacy Head at 310 Ward Street, Nelson, BC V1L 4P1 or FOI@nelson.ca or 250-352-8234.

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OFFICE USE ONLY – REVIEW CHECKLIST	
City/block quotas: confirmed <input type="checkbox"/>	
For suites: conforming suite confirmed <input type="checkbox"/>	
For laneway houses: built and legal prior 2018, confirmed <input type="checkbox"/>	
For houses: no non-conforming unit on the premises, confirmed <input type="checkbox"/>	
Site Inspection passed in: _____ (month and year)	
Principal Residency: PHOG _____ (year) <input type="checkbox"/> Or long-term tenant agreement + applicable documentation <input type="checkbox"/>	
Approval:	Comments:
_____ Inspector's Signature & Date	

SUPPLEMENTAL INFORMATION

SHORT-TERM RENTAL FEE SCHEDULE

CODE (for office use)	COST	ANNUAL LICENCES (valid for the calendar year)
STR	\$350	Guest Room(s)
SR4	\$800	Guest Home
SR4 + SRS + SRW	\$1,765	Guest Suite
FOUR-MONTH LICENCES		
STR4	\$150	Guest Room(s)
SR4A	\$400	Guest Home or Guest Suite
31-DAY LICENCES		
SR4B	\$160	Guest Home or Guest Suite
EXEMPTION PROVISIONS FOR HOME OCCUPATION AND BED & BREAKFAST*		
SR2G	\$80	Two Guest Rooms
SR3G	\$160	Three or more Guest Rooms

DEFINITIONS (please refer to Zoning Bylaw, 3199, 2013)

- **“Guest Room”** means a habitable room used for Short-Term Rental including, but not limited to, a bedroom, living room, or dining room advertised for the exclusive use by the Short-Term Rental guests, and that does not contain cooking facilities or means to prepare meals*.
 - * Small appliances allowed in guestrooms: plug-in kettle, upright toaster (no toaster oven or airfryer), microwave, coffee maker, mini fridge.
- **“Guest Suite”** means a Laneway House or Secondary Suite used for Short-Term Rental. A Guest Suite must be a legal, conforming secondary suite. Laneway houses built since June 2018 are not eligible.
- **“Guest Home”** means a Single-Detached Residential dwelling unit, a unit in a Duplex Residential dwelling or a dwelling unit in a Multi-Unit Residential dwelling where such dwelling is used in its entirety as one dwelling for Short-Term Rental. If it is the sole dwelling unit on the property, may not be advertised as available for rent for more than 182 days per year. Please note a strata unit is considered a property by itself.

RENEWALS

Renewal applications **must be received by December 15** in each calendar year. Any applications received after December 15 will be considered new applications and subject to the quotas.

CHANGE OF OWNERSHIP

As per section 12.1 of Business License Bylaw No. 3347, 2016, licenses are **not transferable**.