

Bed and Breakfast (B&B) and Short Term Rental (STR)



Business Licence Application *Supplementary Form*

Premise Information

Civic Address: _____

Rental Unit Type *Please note: B&Bs and STRs not allowed on a property with a Detached Secondary Residential Dwelling(ex. carriage house or garden suite).*

B&B (rental of rooms): # of bedrooms: _____ and # of occupants: _____

STR (residentially zoned dwelling unit - ex. suite): # of bedrooms: _____ # of occupants: _____

STR (commercially zoned dwelling unit): # of bedrooms: _____ # of occupants: _____

1. Is this your Principle Residence? Yes No
-Principle residence is the residential address where you live and conduct your daily affairs and is the dwelling unit with the residential address used on documentation related to billing, identification, taxation, and insurance purposes.

-If 'Yes', please attach three (3) items verifying principal residence to confirm this declaration (Proof of principal residence must include civic address and ideally be government issued photo identification (ex. Driver's Licence/BC ID). Additional proof of residence could include a recent utility bill or any mail from Medical Services Plan or Canada Revenue Agency, BC Home Owner Grant etc.
2. Do you own this residence? Own Rent
3. If you rent, do you have the permission from the property owner to operate a B&B/STR unit? Yes No
*-Property owner must sign the **Property Owner Consent Form**.*
4. Do your strata bylaws allow short-term rentals? Yes No N/A
*-If 'Yes', please attach the signed **Strata Corporation Consent Form** to confirm this declaration.*

For a commercially zoned STR, when the Owner/Tenant is not available, who will serve as the designated **Responsible Person** 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 and can respond in person within two hours.. For residentially zoned B&B/STR this is the operator/principal resident).

Full Name: _____

Civic Address: _____

Phone Number: _____ Email: _____

Have you included the following required documentation?

If applicable (residential), **property owner consent form**

If applicable (residential), **three** documents proofing permanent residency for residentially zoned B&B/STR

If applicable, Strata Corporation Consent Form

Floor Plan

- Identifying beds, bedrooms, exits, kitchen, smoke/CO detectors, bathrooms, mechanical room, water shut off, electrical panel, fire extinguisher wood stove, location of posted licence and contact info etc.)

Residential Zone Parking Plan – Note:

- 2 stalls for principal dwelling unit and 1 stall for each STR/B&B sleeping room (bedroom).
- Parking requirements for an STR in C1, C2, C3, C4, and C6 zones is 1 per dwelling unit).

To be submitted within three months of license issuance and annually:

- Annual Inspection and Declaration Form
- Proof of PST & Municipal & Regional Tax Collection (or attestation that the online platform will remit)

Additional resources available online at [golden.ca/business](https://www.golden.ca/business):

- ✓ Zoning Bylaw Excerpt
- ✓ BNB Bylaw
- ✓ BnB and STR FAQ
- ✓ Residential zone parking/site plan - sample
- ✓ Commercial/residential floor plan - sample
- ✓ Secondary suite bulletin
- ✓ The Province's webpage: <https://www2.gov.bc.ca/gov/content/housing-tenancy/short-term-rentals>
- ✓ 2023 10 16 Golden and new Provincial Short Term Rental Regulations <https://www.golden.ca/town-hall/news-notice/provincial-short-term-rental-regulations>