

## 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).

*Note: All required items stated in Floor Plans and Parking Plans need to be in place at time of inspection. Re-inspection fees can apply.*

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>

I/We \_\_\_\_\_ hereby make application for a licence in accordance with the particulars as above stated and 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 the laws and bylaws now in force or which may hereafter come into force in the Town of Golden, British Columbia.

Personal Information is collected by the Town of Golden for the purposes of processing your business license application, updating our business directory, and potential education and enforcement. Business licenses are public records and may be available in various additional publications on the Town website and in hard or soft copy format. The Town of Golden is collecting this information under s.26 (c) of the Freedom of Information and Protection of Privacy Act and the Community Charter, Division 9. For questions regarding the collection of personal information, please contact Business Licences at [BI@golden.ca](mailto:BI@golden.ca) or 250-344-2271.

\*Signature of Applicant: \_\_\_\_\_ Date Signed: \_\_\_\_\_