

# DISTRICT OF OAK BAY

2167 Oak Bay Ave  
Victoria BC V8R 1G2  
Phone: 250-598-3311 | Email: biz@oakbay.ca

Account # \_\_\_\_\_

## Short-Term Rental Business Licence Application

Short-term rentals operating within the District of Oak Bay are required to hold a valid Business Licence. The information requested in this application is required to enable review of your Business Licence application in accordance with applicable bylaws and regulations.

Submission of a completed application does not constitute approval or issuance of a Business Licence.

Personal information collected on this form is collected under the authority of applicable District of Oak Bay bylaws and **Section 26(c) of the Freedom of Information and Protection of Privacy Act (FOIPPA)** and will be used for the purpose of administering this application. Questions regarding the collection of this information may be directed to the **Corporate Services Department** at [foi@oakbay.ca](mailto:foi@oakbay.ca) or **250-598-3311**.

### Short-Term Rental Address:

Address:		
City: OAK BAY	Province: BC	Postal Code:

### Operator/Host Contact: (person who short-term rental business licence will be issued to)

Last Name:	First Name:	
Address		Postal Code:
Phone:	Alternate Phone:	
Email Address:		

### Alternate/Emergency Contact:

Last Name:	First Name:
Phone:	Alternative Phone:
Email Address:	

### Owner Information: (If not operator/host)

Last Name:	First Name:	
Address:		Postal Code:
Phone:	Email Address:	

**Short-Term Rental Regulatory Requirements**

Applicants must review the requirements below and provide the required documentation to demonstrate compliance with the District of Oak Bay Zoning Bylaw, Business Licence Bylaw, and other applicable regulations.

<b>Principal Residence Requirement</b> - Proof must be provided that the short-term rental is operated within the operator/host’s principal residence.
<b>Owner Consent Requirement</b> - Where the operator/host is a tenant, written consent from the registered property owner must be provided.
<b>Ownership Requirement (Accessory Unit / Suite)</b> - If the short-term rental is in a secondary suite or accessory dwelling unit, the operator must be the property’s registered owner.
<b>Emergency Contact Information</b> - Host and alternate contact information for response during rental periods must be provided to the District and posted in the short-term rental unit.
<b>Signage Not Permitted</b> No sign relating to a residential business may be erected on residential premises.
<b>Noise</b> - A residential business (including a short-term rental) must not create noise, vibrations, smoke, vapours, or electrical interference.
<b>Residential Business – Merchandise Restrictions</b> - Merchandise may not be displayed, sold, or purchased on the premises of a residential business (including a short-term rental).
<b>Regulatory Compliance Information</b> - Additional information may be required by the Licence Inspector to confirm compliance with municipal, provincial, and federal regulations.
<b>Building Permit Compliance</b> - The dwelling unit, whether a principal dwelling, secondary suite, or accessory dwelling unit, must have been built under an approved Building Permit & received final inspection approval.
<b>Maximum Short-Term Rental Nights</b> - Short-term rentals are limited to a maximum of 60 overnight stays per calendar year.
<b>Maximum Number of Short-Term Rentals per Parcel of Land</b> - Only one short-term rental is permitted per parcel of land
<b>Strata Properties</b> - Where the short-term rental is located within a strata property, the applicant is responsible for complying with applicable strata bylaws.
<b>Smoke Alarms</b> - Smoke Alarms to be hardwired (not battery) & located per BC Bldg Code (Div. B Article 9.10.19.3) <input type="checkbox"/> Located on each storey, including basements <input type="checkbox"/> Located within each sleeping room, in a location between the sleeping rooms & the remainder of the storey, & if the sleeping rooms are served by a hallway, the smoke alarm shall be located in the hallway
<b>Carbon Monoxide Alarms per BC Building Code (Division B Article 9.32.4.2)</b> <input type="checkbox"/> Any residential occupancy that contains a fuel-burning appliance or a storage garage requires a carbon monoxide alarm in each bedroom or within 5m of bedroom doors <input type="checkbox"/> Any residential occupancy that contains a solid fuel (wood) burning appliance requires a carbon monoxide alarm on or near the ceiling. <input type="checkbox"/> If a carbon monoxide is required in a House with Secondary Suite, all the carbon monoxide alarms shall be interconnected.

**By signing below, I confirm that I have reviewed and understood the requirements listed above and agree to comply with all applicable bylaws and regulations governing short-term rentals.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### Short-Term Rental Application Requirements Checklist

	Completed Short-Term Rental Business Licence Application Form
	Proof of Principal Residence for the Short-Term Rental Operator/Host. <sup>1 2</sup>
	Proof that the operator's principal residence is located on the same property <sup>1</sup> (required if the Short-Term Rental is in a secondary suite or accessory dwelling unit).
	Letter of consent from the registered property owner (required if the Short-Term Rental host is a tenant).
	<p>Scaled Fire Safety/Evacuation Floor Plan – to include:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Property Address</li> <li><input type="checkbox"/> Owner / Operator's name and contact information.</li> <li><input type="checkbox"/> Contact for emergency responders - 911</li> <li><input type="checkbox"/> Identify bedroom(s) / area of rental unit(s), including type and location of all beds, including sofa beds</li> <li><input type="checkbox"/> Identify fire exit route for each bedroom to exit door.</li> <li><input type="checkbox"/> Identify smoke alarms (BCBC) locations – hardwired only</li> <li><input type="checkbox"/> Identify CO alarms (BCBC) locations – hardwired only</li> <li><input type="checkbox"/> Identify fire extinguisher locations - Min 1x 5lb ABC rated per floor located adjacent to the exit along the exit path</li> </ul> <p style="text-align: center;">Plan must be readable and digitally produced.</p>

<sup>1</sup> Documents must be current. The name and address on the documents must match the Short-Term Rental operator/host and the address of the short-term rental.

<sup>2</sup> Acceptable documents include:

- BC Driver's Licence
- BC Services Card
- Home Owner Grant confirmation
- Affidavit stating legal name and principal residence

Other documentation demonstrating principal residence may be accepted at the discretion of the Licence Inspector. Additional examples of acceptable documentation are available on the **Province of British Columbia Short-Term Rental** website. <https://www2.gov.bc.ca/gov/content/housing-tenancy/short-term-rentals>



## THE CORPORATION OF THE DISTRICT OF OAK BAY

FIRE DEPARTMENT 1703 MONTEREY AVENUE, VICTORIA, B.C., CANADA V8R 5V6

PHONE 250-592-9121 EMAIL [obfire@oakbay.ca](mailto:obfire@oakbay.ca) WEBSITE [www.oakbay.ca](http://www.oakbay.ca)

### Fire Safety Requirements

Every Short-Term Rental operator is required to have appropriate safety measures in place to protect guests in the event of an emergency. A Fire Evacuation Plan must be submitted with a Short-Term Rental Business License application. A Fire Inspector will, with a Building Official will review the Fire Evacuation Plan.

Subsequent annual Fire Safety Inspections for Short Term Rentals will be conducted by the property owner/manager. The mandatory Fire Safety Self-Assessment must be submitted annually, prior to the issuance of the subsequent year's Short-Term Rental Business Licence.

Short Term Rental Business License will not be granted unless all fire and life safety requirements are met to the satisfaction of the Fire Inspector and Building Official.

The following items, plus additional items if deemed necessary, will be required for Short-Term Rental Businesses.

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### Fire Evacuation Plan

Once approved by the Fire Inspector, the evacuation plan must be permanently fixed within the dwelling unit, are required to be posted in each sleeping room on the back of the door or directly adjacent to the door, and in a conspicuous location on each floor level provided for the purposes of the Short-Term Rental. The evacuation plan must include the following information:

1. Operator's name and contact
2. Address of property
3. Emergency contact number (911)
4. Location of rental bedrooms, extinguishers, smoke / carbon monoxide alarms
5. Location of entrances and exits
6. Fire Exit Route
7. Legend
8. Instructions to occupants should they discover a fire



## Fire Extinguishers

A minimum of one 5lb ABC rated fire extinguisher is required on each floor level.

The fire extinguishers should be located adjacent to the exit or along the exit path in accordance with National Fire Protection Association, NFPA 10 “Portable Fire Extinguishers”.

Access to any fire extinguishers must be kept clear and obstruction free at all times.

Fire extinguishers should be mounted no more than 1.5m or 5' from the floor and a minimum of 102mm or 4" of clearance from the floor.

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## Smoke and Carbon Monoxide alarms

Smoke alarms and carbon monoxide alarms shall be installed in each sleeping room and between each sleeping area and the remainder of the dwelling unit, and where the sleeping areas are served by hallways, the smoke alarms shall be installed in the hallways, and otherwise in conformance with the BC Building Code. (Division B Article 9.10.19.3 Smoke Alarms) Smoke alarms shall be installed with a permeant connection to an electrical circuit.

Smoke alarms should be replaced every 8 to 10 years or sooner if they fail monthly checks or frequent alarms.

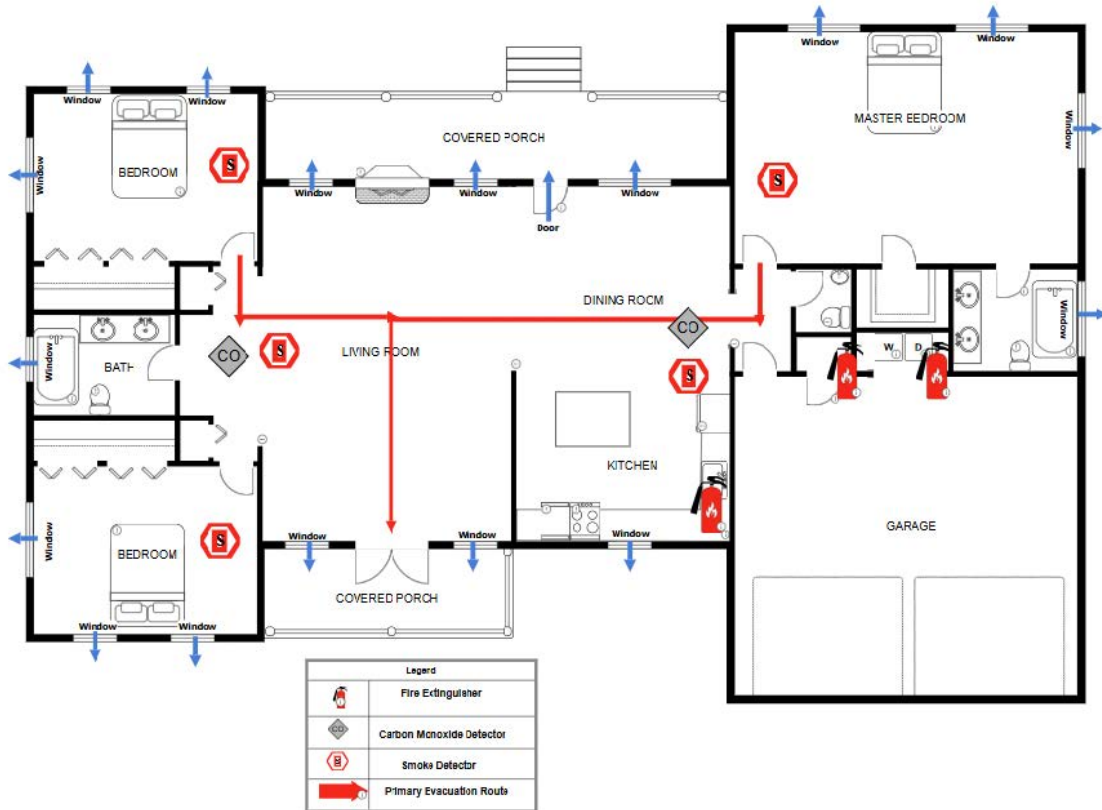
Carbon monoxide alarms are required, as per BC Building Code (Division B Article 9.32.4.2), in any dwelling any residential occupancy that contains a fuel-burning appliance or a storage garage requires a carbon monoxide alarm in each bedroom or within 5m of bedroom doors.

Any residential occupancy that contains a solid fuel (wood) burning appliance requires a carbon monoxide alarm on or near the ceiling. If a carbon monoxide is required in a House with Secondary Suite, all the carbon monoxide alarms shall be interconnected.

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For questions related to the required Fire Evacuation Plan, please contact the District of Oak Bay Fire Department - Fire Prevention Division at (250) 592-9121 or [obfire@oakbay.ca](mailto:obfire@oakbay.ca).

# EVACUATION PLAN



## Civic Address

1234 OAK BAY AVE, VICTORIA BC

## Operator Contact Information

Phone: XXX-XXX-XXXX

Email: name@email.com

## Emergency Contact Information

Phone: XXX-XXX-XXXX

## IF YOU DISCOVER A FIRE OR HEAR A FIRE ALARM

- ❖ Evacuate the building via the nearest safe exit
- ❖ Phone 911 from a safe location
- ❖ Assist persons requiring assistance
- ❖ DO NOT RE-ENTER the building unless Directed by Fire Department personnel
- ❖ ASSEMBLE clear of the building and arriving fire apparatus