

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 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.

<p>Principal Residence Requirement Proof must be provided that the short-term rental is operated within the operator/host's principal residence.</p>
<p>Owner Consent Requirement Where the operator/host is a tenant, written consent from the registered property owner must be provided.</p>
<p>Ownership Requirement (Accessory Unit / Suite) Where the short-term rental is located in a secondary suite or accessory dwelling unit, the operator/host is the registered owner of the property.</p>
<p>Emergency Contact Information Host and alternate contact information for response during rental periods must be provided to the District and posted in the short-term rental unit.</p>
<p>Signage Not Permitted No sign relating to a residential business (including a short-term rental) may be erected on residential premises.</p>
<p>Noise A residential business (including a short-term rental) must not create noise, vibrations, smoke, vapours, or electrical interference.</p>
<p>Residential Business – Merchandise Restrictions Merchandise may not be displayed, sold, or purchased on the premises of a residential business (including a short-term rental).</p>
<p>Regulatory Compliance Information Additional information may be required by the Licence Inspector to confirm compliance with municipal, provincial, and federal regulations.</p>
<p>Building Permit Compliance The dwelling unit must have been constructed pursuant to an approved Building Permit.</p>
<p>Zoning Bylaw Acknowledgment A signed acknowledgement confirming understanding of and compliance with Short-Term Rental Zoning Bylaw requirements is required.</p>
<p>Maximum Short-Term Rental Nights Short-term rental use is limited to a maximum of 60 overnight stays per calendar year.</p>
<p>Maximum Number of Short-Term Rentals per Parcel of Land Only one short-term rental is permitted per parcel of land</p>
<p>Strata Properties Where the short-term rental is located within a strata property, the applicant is responsible for complying with applicable strata bylaws.</p>

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

Print Name

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. ^{1 2}
	Proof that the operator's principal residence is located on the same property ¹ (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).
	Scaled floor plan of the unit (identifying locations of smoke alarms, carbon monoxide detectors, fire extinguishers, fire exits, type and location of all beds, including sofa beds, in each room).

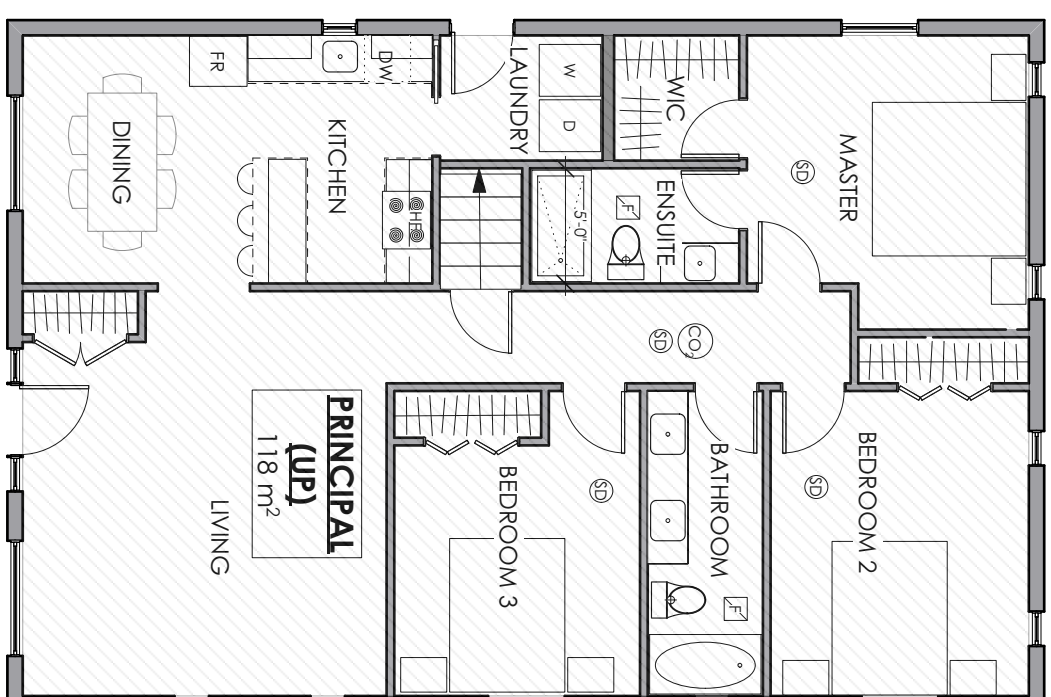
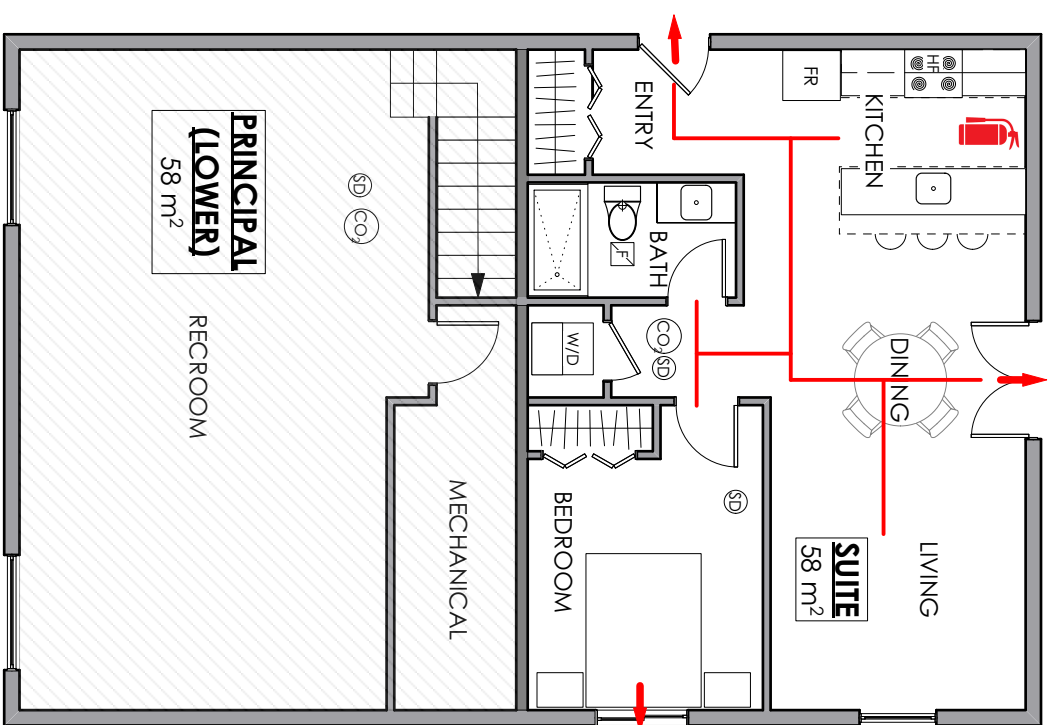
¹ Documents must be current. The name and address on the documents must match the Short-Term Rental operator/host and the address of the short-term rental.

² Acceptable documents include: One of:

- BC Driver's Licence
- BC Services Card
- Home Owner Grant confirmation
- Affidavit stating legal name and principal residence - Form available at Municipal Hall.
Commissioners are on-site to witness signatures.

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>

Example: Fire Safety Floor Plan



DRAWN BY: DESIGNER	
DATE: YYYY-MM-DD	
SCALE: AS NOTED	
PROJECT: ADDRESS	
TITLE: FLOOR PLANS	
REVISION: -	SHEET: A1