

SHORT TERM RENTAL / BED & BREAKFAST

Application Form

(250) 836 2477
446 Main Street
PO Box 219, Sicamous, BC V0E 2V0
sicamous.ca



SECTION 1 – Application Type

<input type="checkbox"/> Dwelling Unit	Number of Bedrooms* _____	Office Use Only
<input type="checkbox"/> Secondary Dwelling Unit	Number of Bedrooms: _____	
<input type="checkbox"/> Strata Dwelling Unit	Number of Bedrooms: _____	
<i>*Note that there is a limit of 2 adults per</i>		
		Date Received:
		File Number:
		<input type="checkbox"/> Fees
		<input type="checkbox"/> Title

SECTION 2 – Contact Information

Business Name		Local Responsible Person**	
Mailing Address		Mailing Address	
Phone	Email	Phone	Email

**Local responsible person must be an individual or company who will be able to respond to phone calls within 15 minutes, 24 hours a day during the duration of any guest stay, who live within 1 hour drive of the property. This person can be you, if you meet the above criteria. *This contact information will be made available to the public on the District's website, on the short term rental map.*

SECTION 3 – Property Information

Registered Owner(s)***			
PID		Civic Address	
Number of Bedrooms		Number of Off-Street Parking Spaces	
To the best of your knowledge, does the property meet the safety standards outlined in the attached pre-inspection checklist?			
<input type="checkbox"/> Yes <input type="checkbox"/> No			

***Registered Owner of the property must also be the short term rental business owner, except in the case of a bed & breakfast business owned by a tenant and must be accompanied by an agent authorization form.

SECTION 4 – Advertising

List any platforms or other means of advertising for your Short Term Rental or Bed & Breakfast	

SECTION 6 – Declaration

As the business owner, I 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 laws and bylaws, including but not limited to the Business Licence Bylaw and the Zoning Bylaw, now in force or which may come into force in the District of Sicamous.

- I confirm that this property is my principal residence;
- I confirm that I am the registered owner of this property;
- I confirm that I am authorized as the principal resident of this property to operate a bed & breakfast by the registered owner of this property;
- I understand that I am required to register for MRDT & PST, unless an exemption applies.

Any vehicles including boat trailers associated with guest stays will be parked off-street as per DOS Zoning Bylaw No. 1000, 2022. I will be committed to proactively cooperating with neighbours and the District in ensuring minimal impact on the neighbourhood as a result of business operations.

I understand that the contact details for the designated Local Responsible Person, which can be myself if I meet the criteria, will be made available to the public on the District’s website on the Short Term Rental map.

Signature of Applicant(s) _____
Date

Office Use Only			
Fire Department Signature			Date:
Chief Building Official Signature			Date:
Licence Inspector Signature			Date:
# Bedrooms:	# Vehicles:	<input type="checkbox"/> Approved	<input type="checkbox"/> Not Approved

Freedom of Information Notice:
This information is collected pursuant to Division 9 of the Community Charter and District of Sicamous Business Licencing Bylaw. This information has been collected and may form part of the public record . Contact details for the Local Responsible Person may be made available to the public through the District’s website on the Short Term Rental map. I hereby consent that all information, including personal information, contained in this document including all attachments may be made available to the public. Note: for more information on disclosure, contact the Corporate Officer at (250) 836 2477 or info@sicamous.ca

SHORT TERM RENTAL / BED & BREAKFAST

Checklist

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Please note that incomplete applications may not be accepted and will take longer to process.

Application Form (please complete in full and sign the form)

Title (pulled from the land title office within 30 days of the application)

PST & MRDT Registration

Pre-Inspection Checklist (please complete this checklist to help you prepare for inspection)

Parking Plan (to scale, all units in metric; see attached diagram for information required to be included)

Fire Safety Plan (to scale, all units in metric; see attached diagram for information required to be included)

Fees (please refer to fee schedule in Fees and Charges Bylaw)

May be Requested

Strata Consent Form (this is required to confirm that a strata property may be used for short term rental)

Agent Authorization Form (required where the applicant not an owner or there are multiple owners)

Sign Permit Application (necessary if you plan on erecting a sign)

PARKING CALCULATION Each required parking space must be located entirely on your property.*

Required: 1/Space per Bedroom; Min. size: 2.75m wide by 6m long → # of parking spaces should be equal to the number of bedrooms for a Bed & Breakfast or Short Term Rental

# Bedrooms	# parking spaces
<i>Bed & Breakfast:</i> 3	3
<i>Principal Residence:</i> 1	2
Total	

BEFORE YOU APPLY

Have you...discussed your business with planning staff?

Have you...made note of whether or not the property is zoned for short term rental or bed & breakfast?

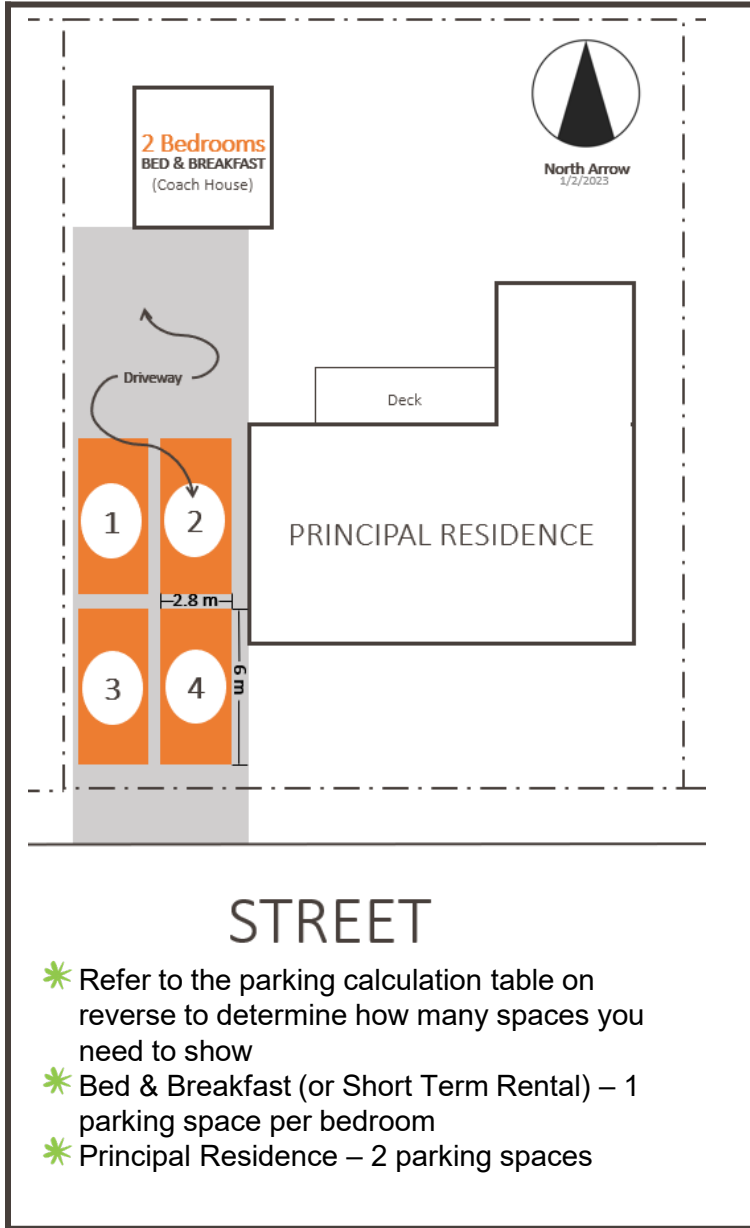
Have you...completed the Pre-Inspection Checklist?

Do you...have enough parking for the number of bedrooms in the dwelling?

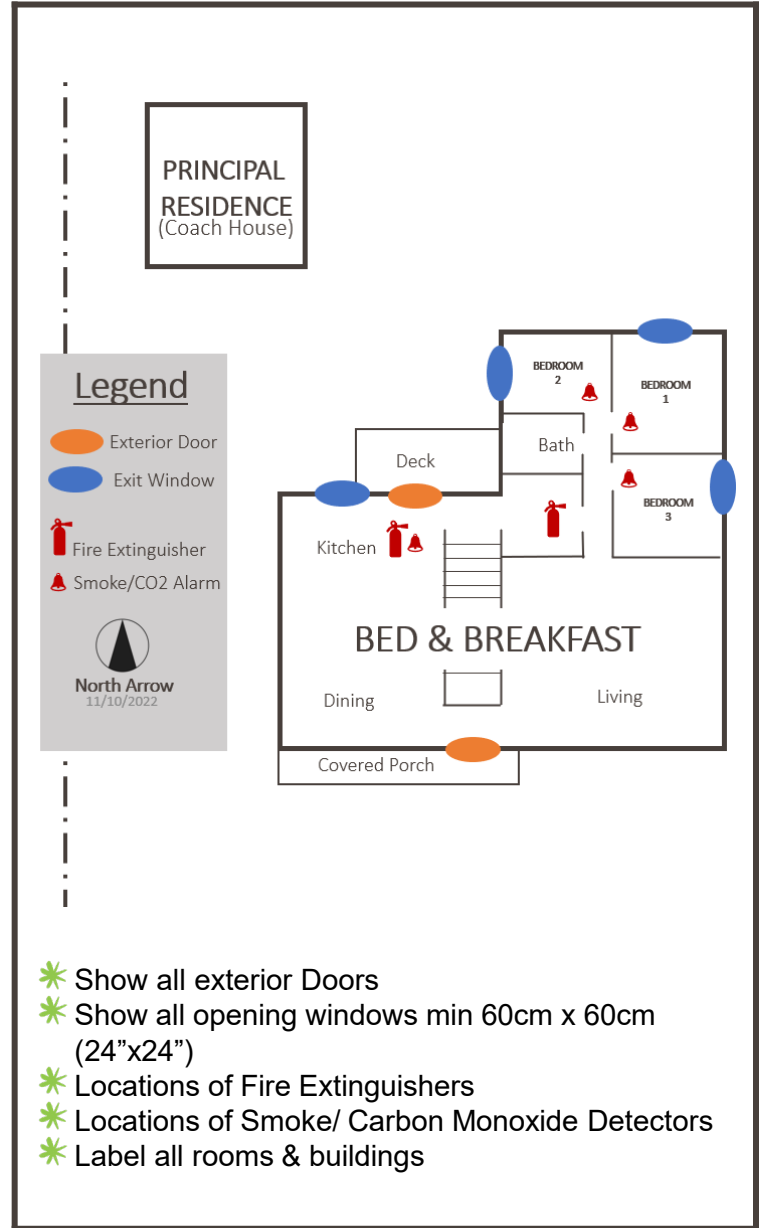
Have you...contacted your strata to see if the short term rental may be effected by a strata bylaw enacted under the *Strata Property Act*?



Parking Plan Guide



Fire Plan Guide



Have Questions?
Need Help?

Contact Development Services:

In Person Town Hall, 466 Main Street, Sicamous 8:30AM – 4:30PM
Phone (250) 836 2477 | Email DevelopmentServices@sicamous.ca



SHORT TERM RENTAL / BED & BREAKFAST

Pre-Inspection Checklist

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This checklist outlines some of the basic requirements that need to be met in order to be licensed under the District's Bylaw. Be advised that it is your responsibility to ensure all requirements under applicable bylaws are met.

All smoke alarms, on every floor level and in every bedroom, shall be in working order (ideally hard wired and interconnected).

Carbon monoxide detectors are present in every level of the residence and are in working order. Only applicable where there is a gas appliance in the house, such as forced air gas furnace or gas fireplace, or an attached garage.

Electrical cords are in good working condition.

All escape routes are clear of obstructions and easily accessible. All bedroom windows are required to meet the egress requirements for life safety and have a minimum clear opening size of 3.77 square feet with no dimension less than 15 inches. Opening the window must not require special knowledge to release window hardware to get out.

Clothes dryer lint trap and exhaust is clean and lint free and vented to the building exterior.

No Portable Heaters.

The furnace has been inspected and the filter replaced in the past year.

The fireplace chimney has been inspected and cleaned in the past year.

All portable fire extinguishers with a minimum 2A-10BC rating shall be made available, visibly mounted on each floor area and shall be inspected and tagged annually.

Address numbers are visible and easy to read from your fronting street. Exterior Lighting installed at each entrance into the building.

All exit doors are free of obstructions. Sleeping area emergency escape and rescue openings are free.

Sanitation standards are met (free of mold, mildew, or infestation) and all plumbing is in working order.

All stairs with three or more risers are provided with approved handrails. Guard rails are required on all stairs and landings more than 600 mm (24 inches above grade). The height of the guards is 36" for decks and landings less than 1.8 meters (6 ft) above the ground and 42" for those higher than 1.8 meters (6 ft) above the ground. Guards on all stairs (inside and outside) are required to be 900 mm (35 1/2" high).

Cooking facilities are ventilated to the building exterior.

Dwelling has no broken windows, doors, or other structural hazards.

Approved covers are in place on all electrical switch and outlet boxes.

All circuit breakers are labeled, in English, to show what they control and are accessible to guests.

All water heaters have a pressure relief valve, with extension tubes installed to 1" above the floor or drain pan.

All propane appliances have individual gas shut-off valves, located in an accessible location.

Verification that your property meets the minimum parking requirements.



SHORT TERM RENTAL

Strata Consent Form

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SECTION 1 – Contact Information

Executive Strata Council Member*		Registered Owner(s)	
Mailing Address		Mailing Address	
Phone	Email	Phone	Email

*Name of the Executive Strata Council Member acting on behalf of the Strata.

SECTION 2 – Property Information

Strata	
PID	Civic Address
Legal Description	
Number of Off-Street Parking Spaces Assigned	Stall Number(s)

SECTION 3 – Declaration

Please be advised that I, on behalf of the Strata for the property listed above:

- I have read the Short Term Rental Business Licence Application Form submitted by the Registered Owner(s);
- I can consent that our Strata has no bylaw prohibiting the above address from operating as a Short Term Rental in compliance with District of Sicamous Bylaws;
- I can confirm that the parking stalls listed on this application have been assigned to the unit applied for;
- I agree to immediately notify the District of Sicamous, in writing, of any changes regarding this information.

Executive Strata Member (Print)	Registered Owner (Print)
Executive Strata Member (Signature)	Registered Owner (Signature)
Date	Date

Freedom of Information Notice:

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District of Sicamous
446 Main Street
PO Box 219
Sicamous, BC
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Appointment of Agent Form

To be completed by the Owner

I, _____ solemnly declare that I am the owner as defined in the "Local Government Act" of the real property described as:

(Legal description)

(Civic Address)

and I hereby appoint _____ as my agent for the following applications (please check all that apply):

<input type="checkbox"/> Development Permit	<input type="checkbox"/> Rezoning
<input type="checkbox"/> Development Variance Permit	<input type="checkbox"/> Temporary Use Permit
<input type="checkbox"/> OCP Amendment	<input type="checkbox"/> Building Permit
<input type="checkbox"/> Subdivision	<input type="checkbox"/> Other: (Specify)

To be completed by agent:

I, _____, solemnly declare that I am the authorized agent of the registered owner of the real property described in the paragraph above.

It is understood that until the District is advised in writing that the above named agent no longer acts on my behalf in the premises, the District shall deal exclusively with that agent with respect to all matters pertaining to the application and is under no obligation to communicate with me or any other person other than the agent with regard to the application.

The undersigned acknowledges that, as owner, it has a duty to ensure compliance with all British Columbia Building Codes, Municipal Bylaws or other enactments, applicable to the improvements for which the Permit is issued.

Declaration:

I hereby declare that all the foregoing information is true and proper and I make this declaration knowing that it is of the same force and effect as if made under oath and by virtue of the Canada Evidence Act.

Print: Registered Owner's name

Registered Owner's signature

Print: Registered Owner's name

Registered Owner's signature

Print: Name of Agent

Signature of Agent

Date

Personal information on this form is collected under the authority of the *Freedom of Information & Protection of Privacy Act* (the Act) for administrative purposes of the District of Sicamous. Personal information is protected from unauthorized use and disclosure in accordance with the Act and may only be used and disclosed as provided by the Act. Questions regarding the collection of personal information can be directed to the Administrator or FOI Coordinator, District of Sicamous, PO Box 219, 446 Main Street, Sicamous, BC V0E 2V0, dco@sicamous.ca, 250-836-2477.