



SHORT TERM RENTAL LICENCE APPLICATION

SECTION 1: APPLICATION INFORMATION

RENTAL ADDRESS			
Single Family	Half Duplex (Stratified Two Family Dwelling)	Duplex (Two Family Dwelling)	Strata (strata approval required)
LICENCEE (PROPERTY OWNER(S))			
MAILING/RENTAL ADDRESS			
MAIN CONTACT PERSON			
TELEPHONE NUMBERS BUS	TELEPHONE NUMBERS CELL	EMAIL	

SECTION 2: RESPONSIBILITIES AND REQUIREMENTS - Read each point and initial for understanding

1. Responsible person to attend within 2 hours of being requested and be available to respond to any complaints	(int)
2. Provide notification to neighbouring properties on an annual basis (strata property exempt)	(int)
3. Maintain complete written records of short-term rental guests	(int)
4. Maximum 90 nights per calendar year (28 nights may include homeowner's entire principal residence)	(int)
5. Maximum 4 unrelated guests or 6 people within the same family are permitted	(int)
6. A property that contains a suite, must be rented to long-term tenant for a short-term rental to be permitted in the primary dwelling unit (reference - Zoning Bylaw section 6.29 (1)(c))	(int)

SECTION 3: REQUIRED DOCUMENTATION CHECKLIST

Fire Safety Plan (print & post at all entrances & exits)	Proof of Principal Residence (see back of form for acceptable documentation)
Written Permission from Strata (if applicable)	

I/We hereby apply for a licence in accordance with the particulars as stated above and declare they are true and correct. I/We undertake that if granted the licence applied for, I/We will comply with all laws and Burnaby City Bylaws currently in force, or which hereafter come into force.

For multiple owners: **only one application and signature** is required from one owner on behalf of all owners (owner residing on property).

SECTION 4: OWNERS AUTHORIZATION

Print Name _____
Signature _____ Date _____

SECTION 5: FOR OFFICE USE ONLY

ZONE / BY-LAW NO. _____	LICENCE FEE _____	ACCOUNT NO. _____
PUC _____	APPLICATION FEE _____	NEW NAME CHANGE
OTHER _____	TOTAL DUE _____	PROCESSED BY _____
		PROCESS DATE _____

Email to: RentalLicence@burnaby.ca

Mail to: Licensing – Community Safety
4949 Canada Way, Burnaby BC V5G 1M2

Phone: 604-294-7320
Fax: 604-294-7163

Definitions:

- “Short-term rentals” means the period of time allowed for rental is no more than 90 days per calendar year (January – December).
- “suite” means a self-contained unit with a separate entrance and contains a kitchen or set of cooking facilities, whether or not such “suite” complies with other City bylaws.
- “Neighbour” means an owner or occupier of a property located within a 30 meter (100 feet) radius of the short-term rental operator's principal residence unit, where such distance is measured from the perimeter property lines of such principal residence unit, provided that where a property located within such 30 meter (100 feet) radius of the short-term rental operator's principal residence unit is a multiple family dwelling that is managed and controlled by a strata corporation, “neighbour” means the strata corporation of such multiple family dwelling.
- “Notification” means the information that a short-term rental operator delivers to their neighbours in accordance with section 4.1 of this Schedule.

Proof of Principal Residence – acceptable are:**Primary:**

One of the following government-issued photo ID:

- BC Driver's Licence
- BC Identification Card
- BC Services Card
- Other government-issued ID showing mailing address

Secondary:

Copies of two supporting documents displaying name and current mailing address:

- Utility Statements – BC Hydro, Fortis
- Insurance Policy Statement
- ICBC vehicle insurance

Fees:

Annual Fee (calendar year) and a non-refundable application fee will apply.

Please note: At this time do NOT include payment with application. The application will be processed and an invoice will follow. Payment is due upon receipt of the invoice.

Bylaws:**Zoning bylaw Section 6.29**

Short-term rental may be permitted as an accessory use to a single family dwelling, two family dwelling, row housing dwelling, town house dwelling, and multiple family dwelling in R, RM, C8, C9, P11 and A Districts, all of their sub-districts, and the Comprehensive Development District, or portion thereof, based on the above noted Districts, subject to the following conditions;

(a) short-term rental shall only be permitted in the principal residence of a registered owner of the dwelling unit;

(b) short-term rental shall not be permitted in:

(i) a rental unit; (ii) a secondary suite; (iii) a multi-family flex unit, including within the flex-unit; (vi) a dwelling unit that is primarily used for a caretaker, watchman, or other persons employed for similar purposes; (v) a dwelling unit that contains an in-law suite, a boarding use, a boarding, lodging or rooming house, a child care facility, a home-based child care facility, a group home, a private hospital, a supportive housing facility, or a home occupation that includes on-site client services; and (iv) an accessory building or structure (such as a garage or lane way home).

(c) in a primary dwelling unit that contains a secondary suite, short-term rental shall only be permitted in the primary dwelling unit if the secondary suite is occupied and rented to a long-term tenant (B/L No 14713-25-01-14)

NOTE

Business Licences are public records and are available in various additional publications on the City of Burnaby website and/or in hard/soft copy format. All information on this form is collected under the authority of the Community Charter, Division 9. Personal information collected is protected pursuant to the Freedom of Information and Protection of Privacy Act.