



## TOWN OF SIDNEY

### Short Term Rental Business Licensing

Business Licences are now required to operate a Short Term Rental within the Town of Sidney. This direction has come from Sidney Council as the Province of British Columbia has implemented Bill 35 – *Short Term Rental Accommodations Act*, to which the Town's Zoning Bylaw No. 2275 aligns. As such, the Business Licence Bylaw now includes provisions for Short Term Rental Businesses that conform to the provincial regulations.

Provincial regulation information for hosts: <https://www2.gov.bc.ca/gov/content/housing-tenancy/short-term-rentals/information/hosts>.

General information for Short Term Rental Businesses can be found on the Town's website: <https://www.sidney.ca/planning-building/short-term-rentals/>.

Included in this package is:

1. Short Term Rental Business Licence Application
2. Fire Safety Plan requirements
3. Guest information
4. Strata Consent Form
5. Owner Consent Form
6. Checklist of items required for submission



# TOWN OF SIDNEY

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Phone: 250-656-1725 | Fax: 250-655-4508  
Email: [licensing@sidney.ca](mailto:licensing@sidney.ca)

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

Licence # \_\_\_\_\_

## SHORT TERM RENTAL BUSINESS LICENCE APPLICATION

Short Term Rentals operating within the Town of Sidney are required to hold a valid Business Licence. The information requested in this application is necessary to fully evaluate your request for a Business Licence. Completion of this form does not guarantee approval of a Business Licence for a Short Term Rental.

### Short Term Rental Address (apartment / unit # / street address)

Address: (apartment / unit # / street address)		
City: SIDNEY	Province: BC	Postal Code:

**Licensee(s):** (means the person(s) or company to whom the Short Term Rental Business Licence will be issued to and the address location of the business)

Last Name:	First Name:
Last Name:	First Name:
Telephone:	Alternate Telephone: (optional)
Email Address:	

### Emergency Contact: (Required) (this information is provided to the Fire Department)

Last Name:		First Name:	
Telephone:	Alternate Telephone: (optional)	Email:	

### Secondary Emergency Contact: (Optional)

Last Name:		First Name:	
Telephone:	Alternate Telephone: (optional)	Email:	

### Business Information:

Sole Proprietor: <input type="checkbox"/>	Partnership: <input type="checkbox"/>	Incorporated: <input type="checkbox"/>	Non-Profit: <input type="checkbox"/>
CRA Business Number (if registered)			
BC Incorporation Number (if incorporated)			
Provincial Registration Number			

**Short Term Rental Unit Information:**

Are you the owner of the unit being provided? <i>(if not, fill out Short Term Rental Owner Consent Form included in package)</i>		Are there any food keeping or preparing facilities in any bedroom(s)?	
# of Short Term Rental units on property		# of bedrooms provided in the unit(s)	

**By signing below, you confirm that you have read and understand the following information:**

<p><b>BUSINESS SIGNAGE:</b> The Town has a Sign Bylaw that regulates sign types, dimensions and the number of permitted signs; however, a Sign Permit is no longer required. Any signage proposed for the business must meet the requirements of the Town's Sign Bylaw. Town staff are available to review any proposed signage to confirm whether it complies with the bylaw requirements. The Town's <a href="#">Sign Bylaw</a> and <a href="#">map</a> can be found on the Town's <a href="#">website</a>.</p>
<p><b>RENOVATING OR ALTERING PREMISES:</b> If the location of the business will be renovated or altered to accommodate the proposed business activities, please consult with Town staff to determine if any permits are required (i.e. a Building, Plumbing, or Development Permit).</p>
<p><b>CONDITIONAL USES:</b> Be advised that the Town's <a href="#">Zoning Bylaw</a> and <a href="#">Business Licence Bylaw</a> contain specific conditions for certain types of business uses (e.g. there are specific conditions for home occupations and Short Term Rentals). Consult with Town staff on specific conditions that will apply to the business.</p>
<p><b>STRATA PROPERTIES:</b> If the business is located within a strata property be advised that it is the responsibility of the business owner to confirm that the proposed business activities comply with strata bylaws.</p>
<p><b>TENANTS:</b> If the property is rented or leased, be advised that it is the responsibility of the business owner to confirm that the proposed business activities are approved by the property's owner.</p>

*Application completed by:*

_____	_____
Signature	Print Name
_____	_____
Position	Date

By submitting the Business Licence Application, the above-named applicant hereby declares that all the above information is correct and that they will comply with the Bylaws and Regulations of the Town of Sidney.

Approval	Signature	Date
Planning Department		
Building Inspector		
Fire Department		
Licence Inspector		

Personal information provided on this form is collected under the *Community Charter, Business Licence Bylaw and Freedom of Information and Protection and Privacy Act* and will be used only for the purposes related to your application. Business Licences issued as a result of the application and business contact information will be routinely available to the public including business owner, address, business email and telephone provided. Questions regarding collection and disclosure of this information may be referred to the Administration Department at 250-656-1139 or at [admin@sidney.ca](mailto:admin@sidney.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 Licence application.

A Fire Inspector will accompany a Building Official during the property's initial on-site inspection. Subsequent annual Fire Safety Inspections for Short Term Rentals will be conducted by the property owner / manager. This annual mandatory Fire Safety Self-Assessment must be submitted with the property's Short Term Rental Business Licence renewal application. Failure to provide a Fire safety Self-Assessment annually beginning after the first-year on-site inspection or submission of incomplete documentation will result in a fee based on-site Fire Inspection. Subsequent re-inspections are fee based and renewal of a Short Term Rental Business Licence 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.

### **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**

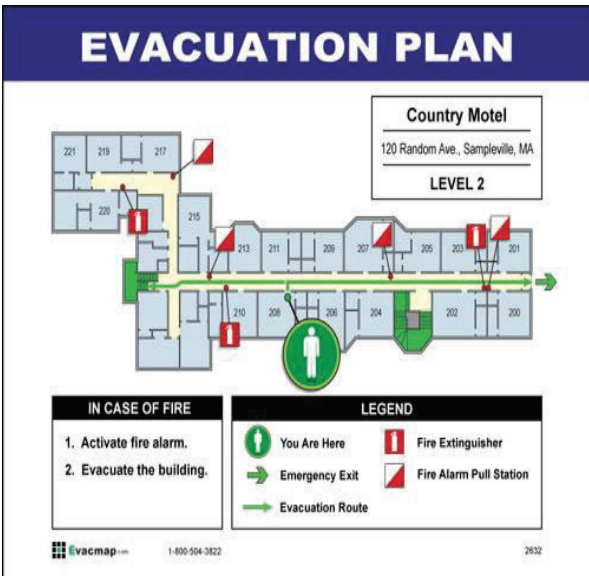
Fire extinguishers with a minimum 2A10BC rating are required on each floor level. The fire extinguishers should be located adjacent to the exit or along the exit path in accordance with National Fire Protection Association, NFPA 10 "Portable Fire Extinguishers". Access to any fire extinguishers must be kept clear and obstruction free at all times.

## Smoke and Carbon Monoxide Alarms

Hardwired and interconnected smoke alarms are required in each bedroom and on each floor level in accordance with CAN/ULC-S553 "Installation of Smoke Alarms". In certain situations, a wireless system of smoke alarms that includes one hardwired maybe permissible.

## Other

Any other obvious deficiency that poses a threat to fire and life safety will also be documented and forwarded to the appropriate authority having jurisdiction.

<p><b><u>IN CASE OF FIRE</u></b></p>  <p><b>EVACUATION PLAN</b></p> <p><b>Country Motel</b> 120 Random Ave., Sampleville, MA <b>LEVEL 2</b></p> <p><b>IN CASE OF FIRE</b></p> <ol style="list-style-type: none"><li>1. Activate fire alarm.</li><li>2. Evacuate the building.</li></ol> <p><b>LEGEND</b></p> <ul style="list-style-type: none"><li>You Are Here</li><li>Emergency Exit</li><li>Evacuation Route</li><li>Fire Extinguisher</li><li>Fire Alarm Pull Station</li></ul> <p>Evacmap 1-800-504-3822 2632</p>	<p><b><u>IF YOU DISCOVER A FIRE</u></b></p> <ul style="list-style-type: none"><li>• Activate pull station</li><li>• Phone 911 from a safe location</li><li>• EVACUATE via nearest safe exit</li><li>• Assist persons requiring assistance</li><li>• PROCEED to predetermined meeting place identified on floor plan</li><li>• DO Not RE-ENTER the building unless Directed by Fire Department personnel</li></ul> <p><b><u>IF YOU HEAR A FIRE ALARM</u></b></p> <ul style="list-style-type: none"><li>• EVACUATE via the nearest safe exit as identified on the floor plan</li><li>• Phone 911 from a safe location</li><li>• Assist persons requiring assistance</li><li>• ASSEMBLE clear of the building and arriving fire apparatus at the predetermined meeting place identified on the floor plan</li><li>• DO Not RE-ENTER the building unless directed by Fire Department personnel</li></ul>
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For specific questions related to the required Fire Evacuation Plan, please contact the Town of Sidney Fire Department at [250-656-2121](tel:250-656-2121) or email [firedept@sidney.ca](mailto:firedept@sidney.ca).

## Guest Information

The host's name and contact information must be provided to the guest(s) of the Short Term Rental. If the host is not available or away during the rental period, they must assign a responsible person (who at all times that the Short Term Rental is operated, has access to the premises).

Host Name:	Telephone number:
Host Name:	Telephone number:

Responsible Person:	Telephone number:
Responsible Person:	Telephone number:

- The above noted designated Responsible Person has consented to the use of their contact information.



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## STRATA COUNCIL SHORT TERM RENTAL CONSENT FORM

This is to certify that I \_\_\_\_\_, as Strata Council Executive  
(Strata Council Executive Member; may not be same as applicant)

Member for \_\_\_\_\_ have read the Short Term Rental  
(unit and street address)

Business Licence Application Form submitted by \_\_\_\_\_ and confirm  
(applicant)

that our Strata has no bylaws prohibiting the above address from operating a Short Term Rental in compliance with the Town of Sidney Bylaws.

I, the undersigned, confirm as the business owner(s)/operators(s) that the above noted information is true and will comply with ALL relevant provisions of the Business Licence and all other applicable Town of Sidney Bylaws.

Applicant's name: \_\_\_\_\_

Applicant's signature: \_\_\_\_\_

Date signed: \_\_\_\_\_

Applicant's name: \_\_\_\_\_

Applicant's signature: \_\_\_\_\_

Date signed: \_\_\_\_\_

Strata council executive member's name: \_\_\_\_\_

Strata council executive member's phone: \_\_\_\_\_

Strata council executive member's email: \_\_\_\_\_

Strata council executive member's signature: \_\_\_\_\_

Date signed: \_\_\_\_\_



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## SHORT TERM RENTAL OWNER CONSENT FORM

This is to certify that I \_\_\_\_\_, as the legal owner of  
(owner)

\_\_\_\_\_ have read the Short Term Rental Business  
(unit / street address)

Licence Application Form submitted by \_\_\_\_\_ and consent to the above  
(applicant)

premises being used as a Short Term Rental Business in compliance with the Town of Sidney Bylaws.

I, the undersigned, confirm as the business owner(s)/operators(s) that the above noted information is true and will comply with ALL relevant provisions of the Business Licence and all other applicable Town of Sidney Bylaws.

Owner name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date signed: \_\_\_\_\_

Owner name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date signed: \_\_\_\_\_

Owner name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date signed: \_\_\_\_\_

Owner name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date signed: \_\_\_\_\_



## Checklist

<b>By checking the following, the licensee(s) attests that the required documentation is included with submission and accurate.</b>	
Completed Short Term Rental Business Licence Application Form	<input type="checkbox"/>
Floor Plan (that includes the location of smoke alarms, carbon monoxide detectors, fire extinguishers, fire exits, location and type(s) of bed(s) in each room, including, but not limited to, sofa beds, and location of food keeping or preparing facilities)	<input type="checkbox"/>
Fire Evacuation Plan	<input type="checkbox"/>
Guest Information Sheet (include name(s) and phone number(s) of host)	<input type="checkbox"/>
Strata Approval (if applicable)	<input type="checkbox"/>
Owner Approval (if applicable)	<input type="checkbox"/>