

A **Business Licence** authorizes a business to provide a service or services within the boundaries of a municipality and is issued by a local government. **All short-term rentals (STRs)** will be required to get a business license including those that are managed by a Property Management Company.

City of Rossland business licences are issued for a twelve month period and are effective from January 1 to December 31 of a calendar year. The issuance of licences and the regulation of businesses is governed by the City's Business Licence Bylaw No. 2326.

Short-Term Rental Business Licence Process



1 Pre-Application Requirement Checklist:

- Can you provide proof of property ownership?
- Can you provide proof the property is also your primary residence?
- Have you verified if your property is appropriately zoned to allow a short-term rental?
*Please be aware that if your property requires rezoning, the process can take 6-12 weeks.
- Does your property have adequate off-street parking pursuant to the Zoning Bylaw?
*Please contact the City's Planning & Development department if you require assistance.

2 Complete the application form and include and supporting documents from the checklist above.

3 Zoning: You can verify if your property is appropriately zoned for a short-term rental using the City of Rossland Parcel Viewer: www.rossland.ca/maps. - If you require assistance, contact the Planning & Development department

Short-term Rental Inspections:

To prepare for your short-term rental inspection, please see the pre-inspection checklist on the reverse of this sheet.

Parking Requirements:

Parking requirements for STRs follows the Zoning Bylaw. All parking **MUST BE** off-street.

4 Obtaining your Business Licence: When all the requirements have been completed, the City will contact you with the total amount due. The amount due is based on the following:

- o Annual Business Licence Fee for the number of rooms rented: \$125 or \$250
- o Inspection Fee \$40
- o Annual Tourism Rossland Membership Fee (if applicable) of \$150.

Good Neighbour Policy/Compliance with Bylaws

Short term rental applicants need to proactively cooperate with neighbours and the City in ensuring minimal impact on the neighbourhood as a result of short-term rental operations. Complaints and/or violations could result in your licence being revoked and impact your ability to renew your licence in the future. The City has the right to deny an application for renewal which may be based on but not limited to complaints and noncompliance. If your licence has been revoked, you will be barred from holding a short term rental licence for a minimum of two years.

Pre-inspection Checklist for STRs

- All smoke alarms, hard wired and interconnected, on every floor level and in every bedroom shall be in working order.
- 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 fire place, 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 fire place 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 is required 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 ½" 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.
- Verification that your property meets the minimum parking requirements

Advertising an STR



Every advertisement for an STR on all booking platforms must state:

- Business Licence Number
- Maximum permitted guest occupancy
- Number of off-street parking spaces and maximum amount of vehicles permitted to bring to the premises
- Name, address, email and telephone number of the contact person