

# BUSINESS LICENSE INFORMATION SHEET

## For Short term Rentals

All short term rentals will be required to get a business license including those that are managed by a Property Management Company.

### SHORT TERM RENTAL FEE SCHEDULE

Short Term Rentals (per property)	Tourism Rossland Membership Fee	Deposit*	Inspection	License Fee
One or Two Guest Rooms	\$150	\$400	\$40	\$150
Three or More Guest Rooms	\$150	\$400	\$40	\$250
Guest Home	\$150	\$400	\$40	\$250
Renewal				
One or Two Guest Rooms	\$150	-	-	\$150
Three or More Guest Rooms	\$150	-	-	\$250
Guest Home	\$150	-	-	\$250

\*A refundable deposit of \$400 is required for each new short term rental business license application to cover costs of attending verified complaints and violations. The remainder of the bond would be returned in the case a license was not renewed or was revoked.

### DEFINITIONS

**Short-Term Rental** means a Guest Home, Guest Suite, Guest Rooms, or part thereof wherein accommodation is offered for rent, or rented, to the travelling public on a temporary basis (30 days or less).

**Guest Room** means a habitable room used for Short-Term Rental and that does not contain cooking facilities.

**Guest Suite** means a Detached Secondary Suite Dwelling Unit or Secondary Suite Dwelling Unit used for Short-Term Rental.

**Guest Home** means a One Family Detached Residential dwelling unit, a dwelling unit in a Two Family Detached Residential dwelling or a dwelling unit in a Multiple Family Residential dwelling where such dwelling unit is used in its entirety as one dwelling for Short-Term Rental

**Permanent Resident** in respect of any dwelling or lot means a person who normally resides in a dwelling or on the lot, and for these purposes a person cannot normally reside at more than one location within the City of Rossland.

### MANDATORY INFORMATION REQUIREMENTS

- Proof of ownership of the premises from which the Short-Term Rental will be operated;
- Proof of primary residence of the property for those operators of a Guest Room or Guest Suite (GS GUEST SUITE, GUEST ROOM SUB ZONE) is required. This may include proof of homeowner grant, employer-issued pay stubs, voter registration, and documentation showing you received provincial or federal government benefits, or income tax documentation or receipts. A driver's licence or utility bill alone is not enough.
- Contact information for one (1) or two (2) local contacts, who may be the applicant, as the individual(s) available on a 24/7 basis during the use of Short-Term Rental by a guest, and who

- have consented to the applicant to allow their contact information to be made publicly available, including on-line and to guests of the Short-Term Rental;
- d) Proof of zoning and any required building permit
  - e) Proof of adequate parking pursuant to the Zoning Bylaw.

## **ADVERTISING**

Every advertisement for a Short-Term Rental on all booking platforms must state:

- Business licence number;
- Maximum permitted guest-occupancy of the unit pursuant to the Zoning Bylaw;
- The number of off-street parking spaces available to guests and a statement that such number is the maximum number of vehicles that paying guests of the Short-Term Rental are permitted to bring to the premise.
- Name, address, email, and telephone number of the contact person;

## **INSURANCE**

Short-Term Rental operators are strongly encouraged to disclose their short-term rental to their home insurance provider and to obtain adequate damage and/or liability insurance.

## **GOOD NEIGHBOUR POLICY / COMPLIANCE WITH CURRENT 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 SHORT-TERM RENTALS**

The checklist will help you prepare for your Short-Term Rental inspection. This checklist outlines some of the basic requirements that need to be met in order to be licenced. Be advised that it is your responsibility to ensure all requirements under applicable bylaws are met.

- 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