**District of Saanich 770 Vernon Avenue Victoria BC V8X 2W7**

**t. 250-475-5401**

**f. 250-475-5444**

[**businesslicence@saanich.ca**](mailto:businesslicence@saanich.ca)

District of Saanich Business Licence Application

Bed and Breakfast

**Business Account Number (Office use only):**

**CFS Number (Office use only):**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Business Name:** | | | **Company Ownership Name (i.e. ABC Ltd.):** | | | | |
| **Applicant(s) Name and Address** | | | | | | | |
| First | | | Last | | | | |
| Address | | | City | | | | Postal Code |
| Phone Number: | | | Email: | | | | |
| First | | | Last | | | | |
| Address | | | City | | | | Postal Code |
| Phone Number: | | | Email: | | | | |
| **Business Information** | | | | | | | |
| Number of Owners: | Proposed Location Opening Date: | | | | CRA Business Number (If applicable): | | |
| Business Telephone Number: | | Home Phone Number or Cell Phone Number: | | | | Business Email or Other Email: | |
| Business Website: | | | | Zoning: | | | |
| **Accommodation Details** | | | | | | | |
| Number of sleeping units: | | | Sleeping unit sq. ft., if multiple please list all (Common areas, kitchens, and outdoor space are **not** included): | | | | |
| Parking Space(s) Provided: | | | | | | | |
| **WILL ANYONE BE RENOVATING OR ALTERING THE PREMISES? □ YES □ NO**  Description of proposed changes: | | | | | | | |

# Applicant Checklist

 Have you submitted a copy of a valid photo ID? Please submit a valid photo ID and address with application.

**□**

 Have you submitted a copy of the floor plan?

**□**

 Confirm that Home Occupation uses are permitted. Home Occupation means a use accessory to a residential use where a resident carries on an occupation or practices a profession. For further information regarding permitted uses, refer to Saanich Zoning Bylaw No. 8200 Section 5.5 or email [zoning@saanich.ca](mailto:zoning@saanich.ca)

**□**

 Have you read the Saanich Bed and Breakfast Guidelines?   
<https://www.saanich.ca/blt>

**□**

# IMPORTANT NOTICE

* **Short-Term Rentals that are not a licensed Bed and Breakfast or tourist accommodation are not permitted in Saanich.**
* **Short-Term Rental** means the renting of a dwelling unit, or one or more sleeping units in a dwelling unit, for overnight accommodation for a period of less than 30 consecutive days but does not include Bed and Breakfast or Tourist Accommodation.
* **Bed and Breakfast** means a home occupation use providing temporary accommodation to guests that involves the use of sleeping units in a dwelling unit where the room rental rate includes breakfast provided on the premises.
* **Tourist Accommodation** means a use providing for the accommodation of the transient public in individual dwelling units or sleeping units; may include within the principal building licensed premises, dining facilities, meeting rooms, personal services, and retail sales.
* Bed and Breakfast hosts are required to display a valid business licence number on their listing. If a listing does not include a valid business license where required by the local government, the short-term rental platform must remove the listing at the request of the District.
* All business licences are issued in conformance with the District of Saanich BUSINESS LICENCE BYLAW, 2002, No. 8213 as amended.

By submitting this business licence application, the listed applicant hereby declares that all the information is correct and that they will comply with the bylaws and regulations of The District of Saanich.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Applicant’s Signature** |  | **Print Name** |  | **Date** |

This collection of personal information is authorized under the Local Government Act, Community Charter and section 26(c) of the Freedom of Information and Protection of Privacy Act. The information will be used for processing this application. Questions can be directed to the District's Privacy Officer at 770 Vernon Avenue, Victoria BC V8X 2W7 t. 250-475-1775, email [foi@saanich.ca](mailto:foi@saanich.ca)

**THIS SECTION IS FOR OFFICE USE ONLY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Department** | **Approval** | **Date** | **Comments** | **Bylaw Rate(s)** |
| Planning |  |  |  | Category: |
| Fire |  |  |  | Intermunicipal: |
| Inspections |  |  |  | Fee: |
| LBO |  |  |  | Inspector: |
| Conditions:  **□** Max 40 m2 can be used for bed and breakfast **□** Primary Residency **□** Portable Fire Extinguishers  **□** Smoke Alarms **□** Carbon Monoxide (C0) Alarms **□** Egress from Bedrooms | | | | |