



SHORT-TERM RENTAL BUSINESS LICENCE COMMITMENT

SUBJECT PROPERTY

Civic Address:

Business licence applications for short-term rentals must be accompanied by this fully completed declaration.

BUSINESS LICENCE REQUIREMENTS

I declare and confirm that the following information will be provided to all guests:

- ☐ Emergency contact name and phone number (to be available 24/7).
- ☐ Relevant City of Duncan bylaws, including quiet hours, parking restrictions, and garbage and recycling.

I declare and confirm that the following safety information and equipment are in place:

- ☐ Fire Safety Plan permanently posted in the guest sleeping room indicating all exits to the rental premises.
- ☐ Every sleeping room has at least one outside window or door openable from the inside without the use of keys or specialized knowledge. The minimum unobstructed window size is 3.75 sq. ft. with no dimension less than 15 inches.
- ☐ Interconnected smoke alarms on each floor and in each bedroom (BC Fire Code 2.1.3.3).
- ☐ A fire extinguisher (minimum 2A10BC) securely mounted in a visible location near the exit from each floor.
- ☐ Carbon monoxide detector in each sleeping room or within 5 metres of the bedroom door if the premises contains a fuel fired appliance (gas, oil, wood) or an attached garage (note: combination CO and smoke detectors are available).

OR ☐ The rental premises does not contain any of the above carbon monoxide detector requirements.

I further declare and confirm that:

- ☐ The rental premises is my personal residence and that the Business Licence will be cancelled and short-term rental operations ceased in the event that it is no longer my principal residence.
- ☐ All smoke alarms, fire extinguishers and carbon monoxide detectors will be kept in good working order, will be inspected and tested annually, and a written record of such inspections and tests will be kept.
- ☐ A valid Business Licence Number will be included in any advertising, listing or promotional material relating to offering the premises for rent as a short-term rental / bed and breakfast.
- ☐ I will comply with all bylaws of the City of Duncan and all applicable bylaws, rules codes, regulations, and orders of all federal or provincial authorities having jurisdiction over such business.

DECLARATION

I/We declare that all the above statements and information contained in the material submitted in support of this application are, to the best of my/our knowledge, true and correct in all respects. Where the applicant is **not the REGISTERED OWNER**, the application **must be signed by the REGISTERED OWNER** acknowledging this application and authorizing the applicant as an agent for the purposes of this application.

Registered Property Owner
Signature

Registered Property Owner
Signature

Date

Personal information you provide on this form is collected pursuant to Section 26 of the *Freedom of Information and Protection of Privacy Act* and will only be used for the purpose of processing this application. Your personal information will not be released except in accordance with the *Freedom of Information and Protection of Privacy Act*. Questions about the collection of your personal information may be referred to the Corporate Services Coordinator by email: duncan@duncan.ca or phone: 250-746-6126.