



SHORT-TERM RENTAL BUSINESS LICENCE APPLICATION

penticton.ca

Applications must be completed in full. Email completed application with supporting documentation to STR@penticton.ca or submit to Business Licences Dept – City Hall, 171 Main St, Penticton, BC V2A 5A9

Please see website for: • Business Licence Bylaw No. 2026-01
• Zoning Regulation Bylaw No. 2024-22

1. Applicant is:

Property Owner and Principal Resident

Non-owner Primary Resident/Long-term Tenant (see required documentation checklist)

Name: _____

Mailing Address: _____

City: _____ Prov: _____ Postal Code: _____

Email: _____ Phone: _____ Cell: _____

2. Short-Term Rental Information

Civic Address or Physical Location: _____

Business Operating Name: _____

3. Rental Housing Type:

Full Single-Family Dwelling (SFD)

Secondary Suite

Room within Home

Condo/Duplex Unit
(Multi Family Non Strata)

Condo/Duplex Unit
(Multi Family Strata Development)

Carriage House

Indicate how many bedrooms you are applying to use. (Maximum is 2 persons per room up to 8 Guests.)

Number of Bedrooms _____

Combo Room _____

Number of Guests _____

High Occupant STR (More than 8 guests) Council Approval Received: Yes No

4. Have you previously held a business licence for a vacation accommodation, short-term rental, or B & B at this address? Yes No

5. If the Owner/Tenant is unavailable, please identify the designated responsible person who will act as the primary contact for the short-term rental. This individual must be available 24/7 while the rental is operating, have access to the premises, and have the authority to make decisions regarding the property and rental agreement.

Name: _____

Mailing Address: _____

City: _____ Prov: _____ Postal Code: _____

Email: _____ Phone: _____ Cell: _____

6. Property Manager or Management Company (if applicable):

Name: _____

Mailing Address: _____

City: _____ Prov: _____ Postal Code: _____

Email: _____ Phone: _____ Cell: _____

7. Privacy Notification:

Information collected on this form is done so under the authority of the Freedom of Information and Protection of Privacy Act (FOIPPA) and is protected in accordance with FOIPPA. Personal information will only be used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose. For further information regarding the collection, use, or disclosure of personal information, please contact the Corporate Services Department at 250-490-2400.

Please review the Required Document Checklist below and include all required documentation that applies to your STR application. Applications will not be processed unless all required documentation is attached.

Completion of this application does not guarantee approval. Business licences will be issued only upon approval of the application, receipt of the required **Short-Term Rental Business Licence fee**, and submission of all associated documentation. Operating a Short-Term Rental without a valid licence is an offence and may result in prescribed penalties.

IMPORTANT:

The operator has read and agrees to comply with all applicable **City of Penticton bylaws and regulations**. Licences are issued on an annual basis, renewed on the anniversary of the approval date, are **non-transferable**, and all licence fees paid are **non-refundable**. I understand that I may not commence operations until a Short-Term Rental Business Licence has been approved and issued by the City.

I, the undersigned confirm as the business owner(s)/operator(s) that the above information is true and will comply with ALL relevant provisions of the provincial Short-Term Rental Act and all other City bylaws and regulations. Further, failure to meet these obligations may result in the business licence suspended.

Applicant Name (Individual completing the form):

Applicant Signature:

Date:

Required Documentation Checklist:

☐ **Proof of Property Ownership**

Copy of land title, proof of a current mortgage, or a current Homeowner Grant.

☐ **Non-Owner Primary Resident Letter of Authorization**

If you are not the property owner, submit a [Letter of Authorization](#) from the property owner.

☐ **Proof of Principal Residence**

- If owned for over one year, provide proof the **provincial Home Owner Grant was claimed**.
- In other cases, acceptable documentation may include proof of receipt of provincial or federal government benefits, income tax documentation, or official receipts.
- *Note: A driver's licence or utility bill alone is **not sufficient**.*

☐ **Title Search (No Older Than 30 Days)**

A Title Search for all lots, dated within the last 30 days. Available online from the Land Title Office at www.ltsa.ca

☐ **Letter of Authorization from Strata Corporation** (if STR is located within a strata development).