

RDCO Short Term Rental (STR) Business Licence Application

Pursuant to Section 26(c) and 33 of the *Freedom of Information and Protection of Privacy Act*, your personal information is being collected for the purpose of an STR business licence. If you have any questions about the collection, access, use or disclosure of your personal information, contact Privacy Officer at foi.privacy@rdco.com or call 250-763-4919.

Property Information / Business Location

Civic Address							
PID		Lot		Plan		District Lot	
Are you the registered property owner?				Do you reside at the property?			

Business Owner/Operator Information

Business Name			
First Name		Last Name	
Mailing Address			
Email		Phone	
I am applying for an STR which will be located within <u>one</u> of the following:			
	Principal Dwelling		
	Principal Dwelling – Bedroom(s)	Number of bedrooms	
	Secondary Suite		

Designated Representative Information

A Designated Representative is someone who is a designated alternate operator of the STR, who shall be available 24 hours a day, 7 days a week, to respond to any nuisance complaints within a two (2) hour time period.

First Name		Last Name	
Mailing Address			
Email		Phone	
	I will pick up the RDCO issued sign at the RDCO office (1450 KLO Road, Kelowna)		
	Mail the RDCO issued sign to:	Business Owner	Designated Representative

Self-Evaluation Safety Audit Attestation (required annually)

Please initial/check each section applicable:	
	Smoke Alarms tested & logged monthly (as per BC Fire Code)
	Fire Extinguisher Service (annual service by Certified Technician)
	Fire Safety Plan posted (review and update annually)
	Means of egress operable and unobstructed (bedroom doors & windows)
	Carbon Monoxide Alarms tested annually (as per manufactures recommend)
	Electrical installations used and maintained so as not to constitute a fire hazard
	Barbeque soap leak test (propane or natural gas) annually
	Chimney cleaning (if applicable)
	Interior/Exterior passage ways maintained free and clear of obstructions
	I hereby attest that the above requirements are in place and maintained in compliance with RDCO Business Licence Bylaw No. 1555 and Provincial Building and Fire Codes

STR Operator Agreement

I acknowledge and agree to the following:	
	RDCO Inspection Services and/or RDCO Fire Services may conduct random inspections annually for safety compliance
	The maximum stay for guests is no more than 90 consecutive days
	No more than four (4) bedrooms are permitted as part of a STR
	No more than eight (8) overnight guests are permitted as part of STR
	That one (1) parking stall is required (Parking Plan approval required)
	No person knowingly shall allow or permit the property to be used so that noise or sound which emanates therefrom, disturbs the peace, rest, enjoyment, comfort of any person(s) in the neighbourhood or vicinity and all conditions as outlined in RDCO Noise Bylaw No. 403
	The owner/operator of a STR must have a Designated Representative available 24 hrs a day, 7 days a week to address any concerns related to the STR operation and respond to any nuisance complaints within a 2-hour time period
	The STR RDCO issued sign (provided by the RDCO) is to be placed on the subject property adjacent (or affixed to) the civic address sign of the property and visible from a public road
	I have reviewed Zoning Bylaw No. 871 and Joe Rich Rural Land Use Bylaw No. 1195 and agree to operate the proposed STR in compliance with RDCO land use regulations
	I am aware that not complying with the above may result in fines, revocation or cancellation of the STR Business Licence

2026 STR Business Licence Fee Schedule

Application Fee: (a one-time initial application fee)	\$200.00
Annual licence fee 2026*:	\$400.00
*Initial licence fee may be pro-rated for new businesses only applying after June 30 th	

All supporting documents are required as part of this submission (if applicable):

Fire Safety Plan (example)
Site Plan / Parking Plan
Owners Authorization form (required if applicant is not the registered property owner)

In consideration of the granting of permission applied for, I/we hereby agree to indemnify and keep harmless the Regional District of Central Okanagan against all claims, liabilities, judgements, costs and expenses of any kind, which may in any way accrue against the said Corporation in consequences of and incidental to, the granting of this licence, if issued. I further agree to pay the full cost of repairing any damage to Corporation works occasioned by the short-term rental accommodation operations in respect of which this application is made.

Business Owner Signature

Date

Designated Representative Signature

Date