



Welcome

Required fields are marked with asterisks (*)

Short-Term Accommodation Rental (STAR)

Congratulations on applying to start a short-term accommodation rental business! Although the application process can be long, we are here to help you along the way.

- You must have all the information before you can submit this online application.
- All drawings must be clear and understandable. Please use the grid paper provided in the Good Host Guidebook or a ruler when drawing your plans.
- Before you begin, please read the Good Host Guidebook. It explains the process and lists the documents and information you need.



If you have read the Good Host Guidebook and gathered everything you need for the application then you can get started.

Please sign to indicate that you read and agree to the conditions in the Good Host Guidebook. *



Owner Information

Lets begin! Tell us about you.

- You must own the property to apply.
- ALL owners must be listed on the application.
- By listing all owner you are acknowledging that each owner has given consent to apply for a STAR.
- Owners must be a person. What does that mean? Businesses and societies are not permitted to apply. Why? This helps us to protect the availability of affordable housing in Sylvan Lake.

Name of the applicant *

Email address of the applicant *

Full Name, Mailing Address, Telephone No. and Email of all owner(s) *

A current (within 30 days) **Certificate of Title** is required.

You can provide the certificate with the application or request that the Town provide the Certificate of Title. There is a \$20 fee for the Town to provide the Certificate of Title.

**CURRENT CERTIFICATE OF TITLE
MUST BE WITHIN 30 DAYS**

A current certificate of title, issued within 30 days is required. If you do not have a current certificate you can purchase one from the provincial registry office or you can opt for the Town to provide the certificate for a fee of \$20.

Do you want the Town to provide the current Certificate of Title for a \$20 fee? *

- ☐ Yes - I agree to pay the \$20 fee for the current Certificate of Title
- ☐ No - I have **included** the current Certificate of Title with the application

If you answered “No” please ensure that you have included the current Certificate of Title with the application.



Short-Term Accommodation Rental Property Information

You are doing great! Now tell us about the property.

Address of the property *

The operating name of the STAR (eg The Log House) *

24 hours contact telephone number *

24 hour contact email

All websites where the STAR is advertised

List all the locations that are not websites that the STAR is being marketed *

Is this property under a condominium association, homeowners association, or property management company or the like *

☐ Yes

☐ No

If **YES**, a letter from your respective affiliation outlining the following must be provided:

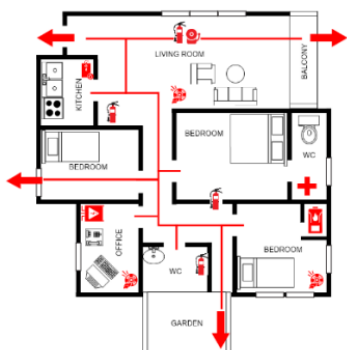
- approval to operate a STAR specifying the specific address;
- and the number of parking stalls allotted to your STAR.

Included the letter of approval with the application

HOME SAFETY & EVACUATION FLOOR PLAN

A Home Safety and Evacuation Floor Plan must be submitted. It should include:

- identify all rooms (bedrooms, kitchen, livingroom, etc)
- identify the location of a sleeping space if you are applying for one
- identify all the doors and windows
- identify all fire extinguishers and their location
- identify the fire exit from each bedroom and sleeping space



Include the Home Safety and Evacuation Floor Plan with the application.

Please make sure the plan is clear and understandable. If you are drawing the plan make sure to use the grid paper in the Good Host Guidebook or a ruler. *

Types of dwelling units

Now let's select the type of home you are applying to use to operate a STAR. To help you understand the types of houses we've included a description of each below.

- **apartment:** a residential building with a shared outside entrance(s) consisting of at least 3 dwelling units
- **detached dwelling:** a residential building containing one (1) dwelling unit, which is physically separated from any other residential building, and does not include a manufactured home
- **duplex:** a separate residential building consisting of two (2) separate dwelling units each above grade and having exterior entrances
- **four-plex:** a building containing four (4) dwelling units each with direct exterior access
- **garage suite:** a dwelling unit located above or forming part of a detached garage
- **manufactured home:** means a prefabricated, transportable, single or multi section single family dwelling, conforming with applicable CSA certification standards at time of construction
- **row housing:** a group of three (3) or more dwelling units, each unit separated by a common or party wall and having a separate front and rear access to the outside grade
- **secondary suite:** a separate and subordinate dwelling unit contained within a detached dwelling which meets the requirements of the Land Use Bylaw as amended
- **stacked row housing:** a building containing three (3) or more dwelling units, each unit separated by a common or party wall and having either a separate front or rear access to the outside grade.
Dwelling units within a building may be situated either wholly or partially over or under dwelling units
- **portion of a home:** means renting only a bedroom(s) while the permanent resident is occupying the home

Are you applying for the entire home or a portion of a home? *

- ☐ Entire home
- ☐ A portion of the home

What type of dwelling unit will be used as a Short-Term Accommodation Rental *

- ☐ Apartment in an apartment building
- ☐ Detached house
- ☐ Duplex
- ☐ Four-plex
- ☐ Garage suite (portion of this unit is not permitted, only the entire unit)
- ☐ Manufactured home
- ☐ Row housing
- ☐ Secondary Suite (portion of this unit is not permitted, only the entire unit)
- ☐ Stacked row housing (portion of this unit is not permitted, only the entire unit)

Photos of the STAR are required. Below include photos showing the following:

- outside of the property, both front and rear
- parking
- sleeping space (if being applied for)
- bedrooms include the windows for egress
- other photo that showcase the STAR



Include the required photos of your STAR property. Please ensure that you submit ALL of the required photos listed above. *

Occupancy Calculation

Now let's get into the details of how many adults can sleep in your STAR. Refer back your Host Guidebook if you are unsure about how to answer this section.

Remember:

- Maximum of 2 adults per bedroom or sleeping space
- Children under the age of 18 years of age do not calculate into the occupancy of the property
- **"sleeping space"** means a habitable room that is not a bedroom but is used for sleeping purposes in combination with other uses
- You can apply for 1 additional sleeping space - for example a sofa bed in the living room

Indicate how many bedrooms you are applying for*

- ☐ 1 bedroom ☐ 2 bedrooms ☐ 3 bedrooms ☐ 4 bedrooms
☐ 5 bedrooms ☐ 6 bedrooms ☐ 7 bedrooms ☐ 8 bedrooms

Circle the number of beds in each bedroom below

How many beds in bedroom #1 *

1 2 3 4 5 6

How many beds in bedroom #2 (select N/A if not applicable) *

1 2 3 4 5 6 N/A

How many beds in bedroom #3 (select N/A if not applicable) *

1 2 3 4 5 6 N/A

How many beds in bedroom #4 (select N/A if not applicable) *

1 2 3 4 5 6 N/A

How many beds in bedroom #5 (select N/A if not applicable) *

1 2 3 4 5 6 N/A

How many beds in bedroom #6 (select N/A if not applicable) *

1 2 3 4 5 6 N/A

How many beds in bedroom #7 (select N/A if not applicable) *

1 2 3 4 5 6 N/A

How many beds in bedroom #8 (select N/A if not applicable) *

1 2 3 4 5 6 N/A

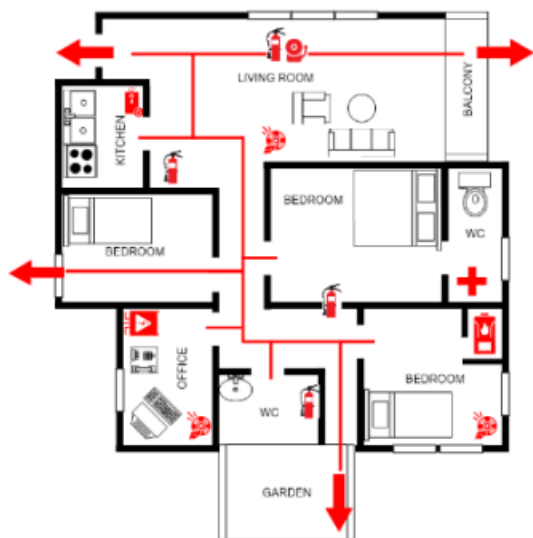
Are you applying for a sleeping space? *

- ☐ Yes (only 1 sleeping space can be applied for with a maximum of 2 adults)
- ☐ No (put N/A in the box below)

If you are applying for a sleeping space where is it located? (only 1 permitted) *

A sleeping plan must be included with the application that shows: *

- * each bedroom
- * number of beds per bedroom
- * the location of a sleeping space (if applied for)



Health and Life Safety Items

Having a safe and healthy home for your guests is very important. You must acknowledge each item to validate that your Short-term Accommodation Rental meets the requirements. You must check each box to acknowledge compliance.

Electrical outlets/switches/fixtures *

- ☐ there are no missing switch plates or exposed wires
- ☐ GFCI outlet is present where appropriate and light switches located in accordance with Building Code
- ☐ the light switch is a minimum of 3 ft from tub/shower and is GFCI protected

Floors/walls/ceilings *

- ☐ easily cleaned, walls have no cracks or holes
- ☐ floors are not loose or lifting, and have no cracks or holes
- ☐ bath/kitchen: have non-absorbent materials that don't harbor dirt/grease/vermin

All components of food prep area maintained *

- ☐ fridge temperature is at or below 4 C (40 F)
- ☐ stove in good working condition
- ☐ counters and cupboards in good condition, free of cracks, and made of non-absorbent materials
- ☐ sink with hot and cold potable water provided

Garbage managed *

- ☐ sufficient amount of containers inside and outside

Continuous supply of heat and electricity*

- ☐ there is continuous electricity provided at all outlets
- ☐ the furnace in good working condition and able to maintain a temperature of 22C from September 1st to May 1st
- ☐ there are no temporary heat source, corroded venting, cracked heat exchanger

Adequate lighting in stairwell and hallway*

- ☐ It is well lit to prevent physical injury

General nuisance*

- ☐ no blocked exits
- ☐ no mold present
- ☐ no habitable areas with a ceiling below 6.5ft
- ☐ appliances properly vented

Adequate space for sleeping*

- ☐ there is at least 197 ft³ (5.6 m³) airspace/ 32 sq ft (3 m²) per person in bedroom
- ☐ there is at least 102 sq ft (9.5 m²) and 756 ft³ (21.4 m³) of air space per adult sleeping in a habitable room

Plumbing and drainage*

- ☐ the sewage system is in good operating condition
- ☐ there is hot and cold potable water with adequate volume & pressure
- ☐ the plumbing in good working condition (toilets, showers, taps)

Security locks, safe balcony, stairs, railings, egress *

- ☐ locks on doors and windows
- ☐ doors and windows easily open for escape
- ☐ all bedrooms have a window that opens from the inside
- ☐ windows have unobstructed opening with a min of 15 inches for dimensions and opening area is not less than 3.77 sq ft (.35 m²)
- ☐ guard rails on stairs and decks are not broken or loose
- ☐ guard rails on stairs and decks are the height and spacing in accordance with the Alberta Building Code

Premises is clean and pest free *

- ☐ yes

Smoke alarms and carbon monoxide detectors are operational and in right location *

- ☐ located as per My Alberta Health <https://myhealth.alberta.ca/alberta/Pages/Smoke-alarms-and-home-safety.aspx>
- ☐ annually tested

Fire extinguishers *

- ☐ operational
- ☐ not expired

Structurally sound and free from water infiltration *

- ☐ the basement, cellar, or crawl space is structurally sound
- ☐ no damaged or rotting building materials

Adequate ventilation in bedrooms *

- ☐ all bedrooms have easily openable windows meeting egress requirements according to Alberta Building Code

All components of washroom provided have *

- ☐ toilet, sink, and tub or shower provided
- ☐ sink in same room as toilet or adjacent to door to toilet
- ☐ natural or mechanical ventilation
- ☐ hot water 46 – 60 C
- ☐ cabinets and counters in good repair

Potable water source *

- ☐ there is adequate volume/pressure
- ☐ there is hot and cold water provided
- ☐ the well (if applicable) is properly located, in good condition and water sample results are satisfactory

Roof/exterior walls/doors/windows - weather/wind/waterproof *

- ☐ There are no leaks in roof, roof is waterproof, windproof, and weatherproof
- ☐ windows are free of cracks, screened, protect against cold weather and are weatherproof
- ☐ doors are free of cracks, tight-fitting and weatherproof
- ☐ exterior cladding is weatherproof
- ☐ exterior is free of refuse



Release: Please sign to indicate that you understand and agree that:

By acknowledging each box of Health and Life Safety Items I am officially stating that they are in compliance and that falsely reporting compliance can result in the loss of the license to operate a Short- Term Accommodation License.

I further unconditionally release the Town of Sylvan Lake and its managers, officers, employees, agents and representatives from any liability, which may arise due to the operation of the Short-Term Accommodation Rental, or any person directly or indirectly associated with the Short-Term Accommodation Rental, including any officers, directors, employees, agents or invitees, for any injury, damage, death or loss, including any loss of income or loss of opportunity, resulting or arising, directly or indirectly, from the operation of the Short-Term Accommodation Rental in the Town of Sylvan Lake.

PLEASE SIGN Release to indicate your unconditional release: *

PARKING

Great job, you are almost done.

Your parking plan is based on the number of bedrooms. Use the information below to help you figure out how much parking you will need.

Remember:

- Your garage counts for parking stalls if you make the space available to your guests
- Parking areas must be hard surfaced if access is gained directly from or to a paved road with the exception of a lane
- Parking areas must be hard surfaced or contain all weather surfaces (gravel) if access is gained directly from a lane
- No relaxation to the parking requirements will be considered
- Tandem parking may be considered at the discretion of the Licensing Inspector
- All parking stalls must be contained on the property
- **On street parking will not be considered to meet the parking requirements**
- Parking allowance from another property is not permitted
- One (1) additional parking stall for every one (1) bedroom added thereafter

Dwelling Unit

(detached, duplex, manufactured home, row housing, triplex, four-plex)

Details: Existing parking is two (2) parking spaces per dwelling unit

Requirement:

- 1 to 3 bedrooms: existing requirement for the dwelling unit (total 2)
- 4 bedrooms: one (1) additional parking space (total 3)
- 5 to 6 bedrooms: two (2) additional parking stalls (total 4)

Secondary Suite

Details: Existing parking is one (1) parking stalls in addition to the two (2) for the primary residence

Requirement:

- 1 to 2 bedrooms: existing requirement for the dwelling unit (total 3)

Garage suites used as Short-Term Accommodation Rental

Details: Existing parking is one (1) parking stalls in addition to the two (2) for the primary residence

Requirement:

- 1 to 2 bedrooms: existing requirement for the dwelling unit (total 3)
- 3 to 4 bedrooms: one (1) additional parking stall (total 4)

Apartments and stacked row housing

Requirement:

- 1 – 2 bedrooms: one (1) parking stall
- 3 bedrooms: two (2) parking stalls

A portion of a Dwelling Unit

(detached, duplex, manufactured home, row housing, triplex, four-plex)

Details: Existing parking is two (2) parking stalls per dwelling unit

Requirement:

- 1 to 3 bedrooms: one (1) additional parking stall (total 3)
- 4 bedrooms: two (2) additional parking stalls (total 4)
- 5 to 6 bedrooms: three (3) additional parking stalls (total 5)

Parking Plan

Please include a Parking Plan for your short-term accommodation rental. REMEMBER dimensions and type of surface of the parking must be included. *

How many parking stalls do you have available for the STAR and where are they located? *

What is the parking surfacing? ie concrete, gravel, etc *

What are the dimensions of each parking stall? *

By submitting and electronically signing this application, I hereby allow right of entry for inspection purposes. The information given on this application is full and complete and is a true statement of the facts relating to this application for a Short-Term Accommodation Rental.

PLEASE SIGN HERE *

The personal information on this form is collected under the authority of Section 33(c) the Freedom of Information and Protection of Privacy Act and will be protected under the provisions of the Act. Personal information, such as names, will not be published unless express consent is provided.

Email addresses will be utilized to facilitate contact as indicated above. If you have any questions or concerns regarding the collection and/or use of this information, please contact Business Licensing at 403 864 5663.