



THE VILLAGE OF  
**N A K U S P**

# Short-Term Rental BUSINESS LICENCE APPLICATION

Nakusp Village Office 91 1<sup>st</sup> Street NW, 250.265.3689, [finance@nakusp.com](mailto:finance@nakusp.com)

I/We hereby ☐ **APPLY** for a Business Licence to carry on a short-term rental business in the Village of Nakusp, namely:

Name of Business/Owner \_\_\_\_\_

Physical Address of Short-Term Rental: \_\_\_\_\_

Email Address: \_\_\_\_\_

Owner/Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Parking spaces available for Guests: \_\_\_\_\_

Number of Sleeping Units: \_\_\_\_\_

Website Listed on: \_\_\_\_\_

Type of Dwelling: ☐ Home ☐ Secondary Suite ☐ Carriage/Laneway House

Applying for: ☐ Year-Round Licence

☐ 90-Day Licence (permitted in **C-1 & LD1** Zones)

Dates: From \_\_\_\_\_ to \_\_\_\_\_

## Payment Options:

In Office: Cash, Debit, Cheque, Credit Card (additional fees apply) 8AM – 4PM Monday to Friday, except for holidays.

Cheque: A cheque can be dropped off in a secure drop box at the Village Office on the far door through the mail slot or mailed to PO Box 280, Nakusp BC, V0G1R0.

Online: Pay online with OptionPay through the website [www.nakusp.com](http://www.nakusp.com). Additional fees are associated with OptionPay; a debit or credit card option is available.

Signature of Applicant: \_\_\_\_\_

## FOR OFFICE USE ONLY:

Folio #: \_\_\_\_\_ Zoning: \_\_\_\_\_

Parking Requirements: \_\_\_\_\_

Bldg/Fire Inspector Comments/Approvals: \_\_\_\_\_

APPROVED: \_\_\_\_\_ DATE: \_\_\_\_\_

Customer Number: \_\_\_\_\_ BL Number: \_\_\_\_\_

Payment Amount: \_\_\_\_\_ Date: \_\_\_\_\_

Cashier of the Village of Nakusp: \_\_\_\_\_

***Short-Term Rentals are required to have an Annual Fire Inspection.  
The annual business licence fee is \$300.***

**\*Short-Term Rental (as per Business Bylaw No. 734, 2024)**

16. (1) A business licence is required for each *short-term rental* unit.
- (2) A person wishing to carry on a short-term rental business is subject to the rules and regulations provided within the *Zoning Bylaw*.
- (3) A *short-term rental business* must include business licence number and number of parking spaces available for guest(s) on their chosen means of advertisement; which includes but not limited to AirBnB, VRBO, and Booking.com.

*“Short-Term Rental” means the rental of a dwelling unit or room for a period of less than 30 days.*

**\*Short-Term Rental (as per Zoning Bylaw No. 729, 2023 as amended)**

- 3.24.1** The following shall apply in zones where short-term rental is a permitted use:
- (a) A valid business license must be issued by the Village for operation.
  - (b) A maximum of one short-term rental is permitted on a Parcel.
  - (c) A short-term rental may not operate on the same Parcel where a Bed and Breakfast, Hotel, Tourist Accommodation is operating.
  - (d) A short-term rental may operate within a principal or accessory dwelling unit pursuant to the conditions of use stated in **Section 6**.
  - (e) Parking for the principal or accessory dwelling unit in which the short-term rental will operate must be provided in accordance with **Section 4**.

**DWELLING UNIT** means a suite operated as a housekeeping unit, used or intended to be used as a domicile by one or more persons and usually containing cooking, eating, living, sleeping and sanitary facilities.

**SHORT-TERM RENTAL** means the rental of a Dwelling Unit to paying guests for periods not exceeding thirty (30) days but does not include a Hotel, Bed and Breakfast, or Tourist Accommodation as defined in this bylaw.

**SLEEPING UNIT** means a bedroom or other area used as a bedroom in tourist accommodations, hotels, bed and breakfasts, dwellings, and accessory dwellings.

**4.4 Off-Street Parking Requirements**

- 4.4.1** Off-street parking spaces must be provided as follows:  
Short-Term Rental – 1 per sleeping unit

**6.0 Zones – Condition of Use**

**R1 – Small Parcel Residential**

- (a) Detached Accessory Dwellings shall only be permitted on Parcels where the principal use is a Single Detached Dwelling.
- (b) Short-term rentals shall be only be permitted in one of two Dwelling Units of a Duplex located on the same Parcel, or in an Accessory Dwelling Unit of a Single Detached Dwelling.

**R2 – Low Density Residential**

- (a) Detached Accessory Dwellings shall only be permitted on Parcels where the principal use is a Single Detached Dwelling.
- (b) A Short-Term Rentals shall be permitted in one of two Dwelling Units of a Duplex located on the same Parcel,
- (c) A Short-Term Rental shall be permitted within an Attached or Detached Accessory Dwelling unit if the Primary Use is a Single Detached Dwelling.

### R3 – Multiple Unit Residential

- (a) A maximum of one Dwelling Unit shall be permitted to be used as a Short-Term Rental in a Duplex or Multiple-Unit Residential development;
- (b) A Short-Term Rental shall be permitted if the primary use is a Single Detached Dwelling and is operated in an Attached or Detached Accessory Dwelling.

### RU1 – Rural Residential

- (a) Only one (1) Short Term Rental is permitted as an Accessory Use to a Single Detached Dwelling in a Detached or Attached Accessory Dwelling unit.

### C1 – Core Commercial

- (a) A Short-Term Rental shall be permitted to operate in any Dwelling Unit for a maximum of 90 days per calendar year, provided the Dwelling Unit is otherwise occupied long-term.**
- (b) A Short-Term Rental is permitted to operate within an Attached Accessory Dwelling when the primary use of the parcel is a commercial business or is a Single Detached Dwelling that is occupied long-term.
- (c) For clarity, only one (1) Short-Term Rental is permitted to operate on any parcel when allowed under subsection 6.7.7 of this bylaw.
- (d) Dwelling unit(s) shall:
  - (i) Be permitted in the same building as a Principal Use;
  - (ii) Be located above, to the rear of, or below the Principal Use, provided that the Principal Use is situated at-grade;
  - (iii) Have a separate access; and
  - (iv) Per unit, occupy a maximum of 50% of the gross floor area of the Principal Use at street level.
- (e) Any Parcel that has been developed as a Single Detached Dwelling prior to adoption of this Bylaw is hereby considered a conforming use, unless purposefully demolished for any other reason than to allow for the rebuilding of the dwelling after an event including a fire, earthquake, damage due to extreme weather, or flood.

### C2 – Service Commercial

- (a) Short-Term Rentals shall only be permitted on a property where a Single Detached Dwelling is the principal use, and only operate within an Attached or Detached Accessory Dwelling unit.
- (b) An Attached or Detached Accessory Dwelling shall only be permitted on a property where the Primary Use is a Single Detached Dwelling.
- (c) Dwelling unit(s) shall:
  - (i) Be permitted in the same building containing a separate Principal Use;
  - (ii) Be located above, to the rear of, or below the Principal Use, provided that the Principal Use is situated at-grade;
  - (iii) Have a separate access;
  - (iv) Per unit, occupy a maximum of 50% of the gross floor area of the Principal Use at street level; and
  - (v) Have a minimum floor area of 55 m<sup>2</sup>.

### C5 – Neighbourhood Mixed Use

- (b) Only one (1) Short-term rental unit shall only be permitted on a parcel of land where:
  - (i) the Primary Use is a Single Detached Dwelling but the Short-Term Rental is located in an Attached or Detached Accessory Dwelling; or,
  - (ii) the Primary Use is a Duplex or a Multiple-Unit Residential development.
- (c) Dwelling unit(s) shall:

- (i) Be permitted in the same building as a Principal Use that contains an Eating Establishment, Office, Retail Sales, Medical Clinic, or Personal Service Establishment;
- (ii) Be located above, to the rear of, or below the Principal Use, provided that the Principal Use is situated at-grade;
- (iii) Have a separate access; and
- (iv) Per unit, occupy a maximum of 50% of the gross floor area of the Principal Use at street level.

LD1 – Lakeshore Development

- (a) Dwelling unit(s) shall:
  - (I) Be permitted as an accessory use to an Eating Establishment, Pub, Office, or Retail Sales in the same building as a Principal Use;
  - (II) Be located above, to the rear of, or below the Principal Use, provided that the Principal Use is situated at-grade;
  - (III) Have a separate access;
  - (IV) Per unit, occupy a maximum of 50% of the gross floor area of the Principal Use at street level; and
  - (V) Have a minimum floor area of 55 m<sup>2</sup>.
- (b) Only one (1) Short-Term Rental unit shall be permitted on a Parcel where:
  - i) the Primary Use is a Single Detached Dwelling but the Short-Term Rental is located in an Attached or Detached Accessory Dwelling; or,
  - ii) the Primary Use is a Duplex or a Multiple-Unit Residential development.
- (c) **A Short-Term Rental shall only be permitted to operate in any Single Detached Dwelling for a maximum of 90 days per calendar year, provided the Single Detached Dwelling Unit is otherwise occupied long-term.**

For full details regarding the Business Licence Bylaw and Zoning Bylaw please refer to our website – under Municipal Services - Bylaws and search through the document library:

<https://nakusp.com/municipal-services/bylaws/> .