



Residential Licence Application

Bylaw and Licensing Division

604.469.4541 • www.portmoody.ca

Business licence billing period: January 1 to December 31

Business Licence No.: _____

Address of Rental

Address:	
Number of off-street parking spaces:	Number dedicated to rental:
This application is a: Short Term Rental (under 90 days)	<input type="checkbox"/> Bed & Breakfast Primary Resident Initial _____ <input type="checkbox"/> Proof of Primary Resident (Gov. issued ID or utility bill) <input type="checkbox"/> Floor Plan (highlighting area being rented) <input type="checkbox"/> Boarding Primary Resident Initial _____ Number of Rooms Rented (no more than 2) _____ <input type="checkbox"/> Proof of Primary Resident (Gov. issued ID or utility bill) <input type="checkbox"/> Floor Plan (highlighting area being rented) Short term rentals may only be operated in a host's bed & breakfast or boarding use and will require a building inspection. Information on how to book the required inspection will be provided after the application is submitted. <input checked="" type="checkbox"/> If you are not the owner of this property you must provide a landlord consent form showing that short term rentals are authorized in the tenancy. Landlord consent forms must be provided annually for renewal.
This application is a: Long Term Rental (over 90 days)	<input type="checkbox"/> Detached Accessory Dwelling Unit <input type="checkbox"/> Secondary Suite <input type="checkbox"/> Residential Rental Unit <input type="checkbox"/> Apartment/Townhouse <input type="checkbox"/> Entire Single-Family Dwelling <input type="checkbox"/> Upper Floor of Home with Secondary Suite <input type="checkbox"/> Boarding Number of Rooms Rented (no more than 2) _____ <input type="checkbox"/> Floor Plan (highlighting area being rented) Boarding use will require a building inspection. Information on how to book the required inspection will be provided after the application is submitted.

Owner Information

Name:	
Address:	
City:	Postal Code:
Phone:	Cell:
Email:	

Applicant Information (if different than Owner Information)

Name:	
Address:	
City:	Postal Code:
Phone:	Cell:
Email:	

Applicant Statement

I/we the undersigned hereby apply for a business licence in accordance with the information stated and declare that the statements are true and correct. I/we undertake, if granted the licence applied for, to comply with each obligation contained in the bylaws now in force or which may hereafter come into force in the City. I/we further understand that all business licences expire on December 31 each year and must be renewed each new year. Every business licence is subject to review at any time and may be suspended or revoked for cause.

Short term rental declaration: In accordance with "City of Port Moody Zoning Bylaw No. 2937 and "City of Port Moody Business License and Regulation Bylaw No. 3000", as amended or reenacted from time to time, a host will be present for the duration of the guest stay. Host agrees to register the rental on the Provincial Short-Term Rental Registry at [Short-term rental registration - Province of British Columbia](#).

This form completed by:	Signature:
Date:	

The information on this form is collected under the authority of "Business Licensing and Regulation Bylaw #3000" and will be used only for the purposes related to this Bylaw. Information printed on the issued licence is a public record. Other personal information identifying the applicant or owner(s) not printed on the licence is protected under the Freedom of Information and Protection of Privacy Act.



Email this form back to licence@portmoody.ca

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