

<b>Part One: Residence type</b> (Check all that apply)	
<input type="checkbox"/> Operator's primary Residence (for at least 8 months of the year)	<input type="checkbox"/> Attached accessory dwelling unit (secondary suite)
<b>Part Two: General &amp; Contact Information</b>	
Property Owner's Name(s):	Phone number:
Email address:	
Operator's Name (if different than owner):	
Phone number:	Email address:
Proposed Business Start Date:	
Location Address:	
Mailing Address (if different than above):	Property Zone:
Number of bedrooms that will be rented:	Maximum number of guests:
Show proof of principal residence by providing any two of the following:	
<input type="checkbox"/> Homeowner's Grant	<input type="checkbox"/> Federal Correspondence
<input type="checkbox"/> Tenant Agreement	<input type="checkbox"/> Vehicle Registration
<b>Part Three: Authorization &amp; Signatures</b>	
<p><i>The Town of Creston collects your information for the purposes of administering Town of Creston programs and services, including permits and licensing services, in accordance with Section 26 of the <a href="#">Freedom of Information and Protection of Privacy Act (FOIPPA)</a>. Information collected with this form, including copies of any associated documentation submitted as part of this application, may be disclosed to the public in accordance with FOIPPA. If you have any questions about the collection and use of information, please contact the Town's Corporate Officer at 250-428-2214, ext. 210.</i></p>	
<input type="checkbox"/>	I/we hereby make application for a business licence in accordance with the information as stated and declare that the statements are true and correct.
<input type="checkbox"/>	I/we undertake, if granted the licence applied for, to comply with each and every obligation contained in the bylaws now in force or which may come into force in the Town of Creston.
<input type="checkbox"/>	I/we further understand that all business licences expire on December 31st of the year in which they are issued and must be renewed annually. Every business licence is subject to review at any time and a licence may be suspended or revoked for cause.
Name:	Signature:
	Date:

The following checklist outlines the standard requirements for complete applications. Check with Development Services staff if you are unsure on submittal requirements. All applications are required to be submitted by email to [info@creston.ca](mailto:info@creston.ca), or in person at Town Hall. Application forms and other related materials can be found on [www.creston.ca](http://www.creston.ca) or at Town Hall. **Only complete applications will be accepted.**

*Depending on the nature and complexity of the application, additional requirements may be requested after an internal review.*

<b>APPLICANT CHECKLIST</b>
<ul style="list-style-type: none"> <li><input type="checkbox"/> Fire inspection completed by the Creston Fire Department. You will be contacted for an appointment. A fire inspection must be completed every three (3) thereafter.</li> <li><input type="checkbox"/> Owner authorization when the Short term rental is operated by anyone other than the owner.</li> <li><input type="checkbox"/> A filled out copy of the attached welcome booklet to Short term guests. You must add the completed Fire Inspection Checklist to the welcome booklet upon completion of the inspection.</li> <li><input type="checkbox"/> Maintain a daily register of the name, telephone number, address and vehicle licence plate number, for every overnight guest of the business.</li> <li><input type="checkbox"/> <b>Non-refundable</b> Short term rental business application fee as per Creston's <a href="#">Fees and Charges Bylaw</a>.</li> </ul>
<p><b>ADDITIONAL WORK</b></p> <p>A building permit may be required to upgrade a dwelling or building to meet building and fire safety standards. Should these additional works be required, a business licence will not be issued prior to the satisfaction of this requirement.</p>

## Office Use

<b>Approvals Required</b>		
<b>Description</b>	<b>Date Received</b>	<b>Approved?</b>
Building		
Planning		
Emergency Management		
Interior Health		
Utilities		
Other		

Terms and Conditions:

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Part One: General & Contact Information		
Property Owner's Name(s):	Phone number:	
Location Address:		
Mailing Address (if different than above):	Property Zone:	
Part Two: Authorization & Signatures		
<p><i>The Town of Creston collects your information for the purposes of administering Town of Creston programs and services, including permits and licensing services, in accordance with Section 26 of the <a href="#">Freedom of Information and Protection of Privacy Act (FOIPPA)</a>. Information collected with this form, including copies of any associated documentation submitted as part of this application, may be disclosed to the public in accordance with FOIPPA. If you have any questions about the collection and use of information, please contact the Town's Corporate Officer at 250-428-2214, ext. 210.</i></p>		
<input type="checkbox"/>	I/ we have examined the contents of the application, certify that the information submitted with it is correct, and agree with the submission of the application.	
<input type="checkbox"/>	I/ we acknowledge that it is my responsibility as the Property Owner to ensure full compliance with the Building Code, the Zoning Bylaw, Building Bylaw and other applicable legislation.	
<input type="checkbox"/>	As owner(s) of the property in this application, I/we hereby consent to the submission of this Short term rental business licence application, and hereby authorize the following person to act as applicant in regard to this application.	
<input type="checkbox"/>	I/we understand that this authorization will remain in full force and effect until I/we notify the Town of Creston in writing that it has been revoked.	
Operator's Name (Authorized Agent):		
Property Owner's Name:	Signature:	Date:
Property Owner's Name:	Signature:	Date:

# Welcome



Short-term Rental Address:

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Contact information of Operator or Emergency Contact (to be available at all times during rental operation and able to respond in person within 60 minutes of being contacted):

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Phone: \_\_\_\_\_

Number of off-street parking spots available (in compliance with Creston's Zoning Bylaw): \_\_\_\_\_

Parking location:

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## INSTRUCTIONS TO OCCUPANTS IF YOU DISCOVER FIRE

1. Call the Fire Department, Dial 911. Tell them you are reporting a fire at: (Address, Creston, B.C.)
2. If you are qualified, attempt to extinguish or control the fire using the available fire extinguisher.
3. At the sound of the smoke alarm or residential sprinkler system siren, leave the area immediately by the nearest safe exit.



## Emergency Contact List

Dial 911 for emergencies

### Creston Police Detachment

250 428 9313

### Creston Fire Department

250 428 4321

### Poison Control

1 800 567 8911

### Fortis Electric

1 866 436 7847

### Fortis Gas

1 888 224 2710

### Creston Valley Hospital

250 428 2286

312 15 Ave N, Creston, BC V0B 1G0

## Additional Contact Information:

### Town of Creston

250-428-2214

### Creston Valley Visitor Center

250 428 4342

Business licence #:

# Important bylaw considerations during your stay

## Noise Control

It's prohibited to create or allow noise in any area that could disrupt the local community's comfort.

- Using any sound-producing devices in a manner that invades the peace of the surrounding area is not allowed.
- Keeping animals or birds that frequently make loud noises disturbing the neighborhood's peace is forbidden.
- Operating any poorly maintained or unnecessarily loud snow vehicles, motorcycles, or motor vehicle that disrupt local tranquility is prohibited.

## Animal Care

- Dogs or cats must not make excessive noise by howling or barking continuously for 10 minutes or more, or sporadically for a total of 15 minutes within an hour, or in any other manner that becomes a nuisance.
- Pets should not roam freely ("At Large") within the town.
- When in public places, dogs and cats must be either in a carrier or on a leash, chain, or tether no longer than 183 centimeters (6 feet).
- Dogs may be off-leash only in the designated Creston off-leash dog park at 1414 Cedar Street, except for dogs deemed dangerous or those not under the immediate verbal control of their owner.
- Pets must not be tied or attached to traffic control devices, fire hydrants, handrails, or any objects in a way that could block public access or create a nuisance.
- No pets are permitted in Centennial Park, Burns Park or Millennium Park.

## Liquid Waste

The following materials are banned from being dumped into the sewer system, including both sanitary and storm sewers, to prevent damage and ensure the system works correctly:

- Flammable Materials; Solid or Viscous Substances (such as cooking or engine oil); Noxious Substances; personal care products (such as wipes or hygiene products).

## Clean Air

- Smoking is not allowed inside parks, public green spaces, or cemeteries, or within 6 meters (about 20 feet) of these areas, except in designated smoking zones.
- It's prohibited to smoke within 6 meters of public school grounds, bus stops, train stations, taxi stands, or designated passenger pick-up or drop-off points, and any entrances, windows, or ventilation systems of public buildings.
- Smoking is banned at outdoor special events, regardless of their location.

## Fireworks & Firearms

- Discharging firearms or paintball guns within the municipality is prohibited.
- Possessing, storing, and discharging fireworks is prohibited without a permit.

## Open Burning

General Restrictions:

- Open air fires are generally prohibited unless specifically allowed by the bylaw.

Exemptions for Cooking Fires:

- Cooking fires in barbecues or fire pits of specific dimensions, using certain fuels, do not require a permit if they meet set requirements.



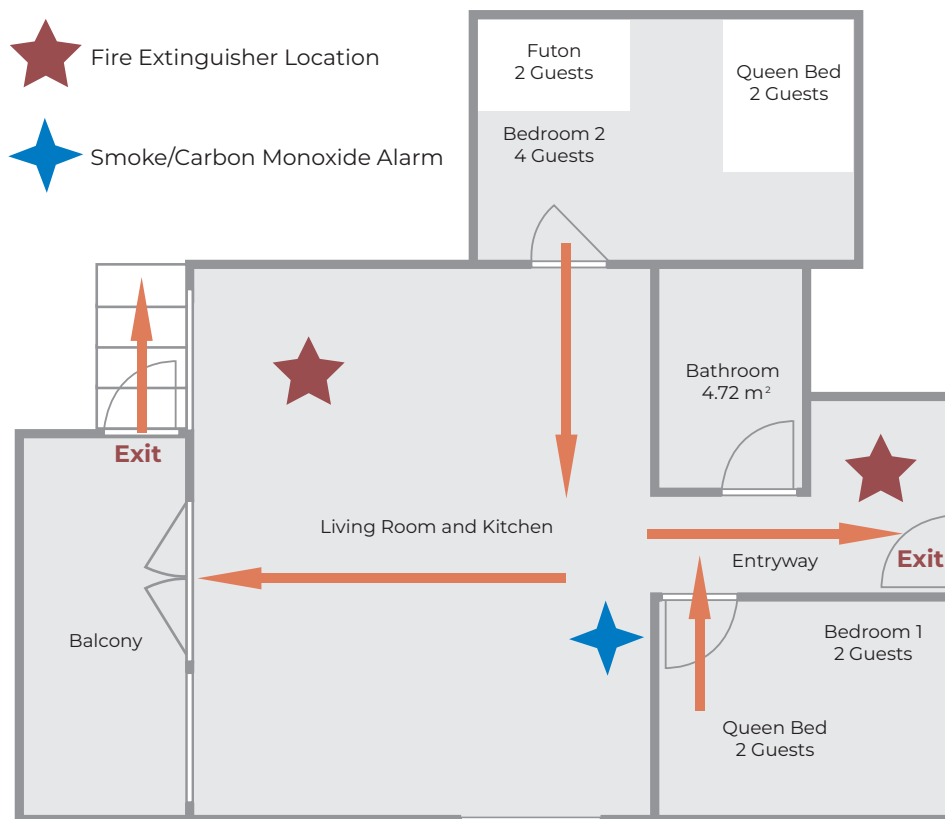
- All smoke alarms are interconnected and must be in working order on every floor level and in every bedroom.
- Carbon monoxide detectors are present in every level of the residence and are in working order. (Only applicable where there is a gas appliance in the house, such as forced air gas furnace or gas fire place, or an attached garage.)
- Electrical cords are in good working condition.
- All escape routes are clear of obstructions and easily accessible. All bedroom windows are required to meet the egress requirements for life safety and have a minimum clear opening size of 3.77 square feet with no dimension less than 15 inches. Opening the window must not require special knowledge to release window hardware to get out.
- Clothes dryer lint trap and exhaust is clean, lint free, and vented to the building exterior.
- No Portable Heaters.
- The furnace has been inspected and the filter replaced in the past year.
- The fire place chimney has been inspected and cleaned in the past year (if applicable).
- All portable fire extinguishers with a minimum 2A-10BC rating shall be made available, visibly mounted on each floor area, and shall be inspected and tagged annually.
- Address numbers are visible and easy to read from your fronting street.
- Exterior Lighting is installed at each entrance into the building.
- All exit doors are free of obstructions. Sleeping area emergency escape and rescue openings are free.
- Sanitation standards are met (free of mold, mildew, or infestation) and all plumbing is in working order.
- All stairs with three or more risers are provided with approved handrails. Guard rails are required on all stairs and landings more than 600 mm (24 inches above grade). The height of the guards is 36" for decks and landings less than 1.8 meters (6 ft) above the ground and 42" for those higher than 1.8 meters (6 ft) above the ground. Guards on all stairs (inside and outside) are required to be 900 mm (35 ½" high).
- Cooking facilities are ventilated to the building exterior.
- Dwelling has no broken windows, doors, or other structural hazards.
- Approved covers are in place on all electrical switch and outlet boxes.
- All circuit breakers are labeled, in English, to show what they control and are accessible to guests.
- All water heaters have a pressure relief valve, with extension tubes installed to 1" above the floor or drain pan.
- All natural gas appliances have individual gas shut-off valves, located in an accessible location.
- Fire & Safety Plan posted at all required entrances and exits.

# Fire Safety Plan

It is also required that you post a fire and safety plan at entrances and exits and in each approved bedroom. The fire safety plan must include the following information:

- Responsible person contact information
- Emergency contact number (911)
- Designated meeting point
- Location of fire extinguisher and smoke/carbon monoxide alarm (s)
- Location of window exits of code-approved size

## Example Plan



## INSTRUCTIONS TO OCCUPANTS IF YOU DISCOVER FIRE

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