



2025 SHORT TERM RENTAL PERMIT APPLICATION

4165 Columbia Valley Highway

Cultus Lake, BC V2R 5B5

604 858 3334

reception@cultuslake.bc.ca

PERMIT

Date/Time Stamp

WAITLISTED

APPLICANT INFORMATION		
Applicant Name(s) MUST BE A LEASEHOLDER:		
Mailing Address:		
Telephone:	Cell:	Email:
DESIGNATED PRIMARY CONTACT INFORMATION		
Please provide contact information for the individual whom you wish to be contacted first regarding any issues or bylaw contraventions. Examples are, but not limited to: noise complaints, parking contraventions and garbage issues, and who will be responsible for rectifying any situation within two (2) hours of notification, to avoid a Bylaw Offence Notice or warning being issued. This individual must be available 24/7.		
Name:		Address:
Telephone:	Cell:	Email:
DESIGNATED SECONDARY CONTACT INFORMATION (if applicable)		
Please provide contact information for the individual whom you wish to be contacted second regarding any issues or bylaw contraventions. Examples are, but not limited to: noise complaints, parking contraventions and garbage issues, and who will be responsible for rectifying any situation within two (2) hours of notification, to avoid a Bylaw Offence Notice or warning being issued. This individual must be available 24/7.		
Name:		Address:
Telephone:	Cell:	Email:

CURRENT LEASE LOT DETAILS

Cultus Lake Park Short-term Rental Address:

Total number of designated parking spaces provided for your Short-term Rental:

Total approved on site parking stalls:

Approved by:

Total guest occupancy for your Short-term Rental:

Approved by:

Total sleeping units for your Short-term Rental:

(Sleeping units are defined as a bedroom, and, if approved by the CAO or designate, may include a sofa bed, bunk bed or murphy bed; with a limit of two (2) guests per sleeping unit. **A floor plan is required with your application.**)

Have you previously held a Short-term Rental Permit for this leased lot?

Yes No

Have you previously applied and been refused a Short-term Rental for this leased lot?

Yes No

If yes, when?

Have you previously had a Short-term Rental cancelled for this leased lot?

Yes No

If yes, when?

Is this application for whole house rental use?

Yes No

Is the Short-term Rental provided with:

a) Hardwired/interconnected smoke detectors in each bedroom?

Yes No

b) Battery operated/interconnected smoke detectors in each bedroom?

Yes No

c) Carbon Monoxide detectors?

Yes No

d) Fire extinguishers?

Yes No

Is there a Fire Escape Plan easily visible to guests and posted near the exits?

Yes No **GARBAGE AND RECYCLING MANAGEMENT PLAN**

Please describe in detail your weekly Garbage, Recycling and Green Waste Management Plan. This must be beyond Cultus Lake Park's bi-weekly garbage and weekly green waste scheduled pick-up service.

ACKNOWLEDGEMENTS — Failure to comply with the statements below may result in suspension, revocation and/or denial of future Short-term Rental permits. Applicant must initial each box.	Initial:
1. I understand I should seek independent legal advice in respect of the responsibilities I am assuming upon the granting of a STR Permit by Cultus Lake Park and in respect of this acknowledgement.	<input type="checkbox"/>
2. I understand that I should inform my insurance provider and advise them of my use of the Leasehold property within Cultus Lake Park as a Short-term Rental.	<input type="checkbox"/>
3. I understand that I must provide on site parking stalls, up to a maximum of four (4), for my Short-term Rental and enter the license plates into the Parking Permit Portal prior to renter(s) arrival, to avoid a Bylaw Offence Notice(s).	<input type="checkbox"/>
4. I acknowledge that I must include my STR Permit number, total occupancy, sleeping units and parking information on any digital advertising of my Short-term Rental and provide Cultus Lake Park office with copies of my advertisements within 15 days of approval. I further acknowledge that I must post my STR Permit in a conspicuous location inside my home and will not advertise on the Leasehold property.	<input type="checkbox"/>
5. I acknowledge that I must provide an escape route map for STR guests to use in the event of an emergency.	<input type="checkbox"/>
6. I, the undersigned, hereby declare that all information stated on the Short-term Rental application are true and correct. I understand that the Permit Application fee and all applicable fee(s) associated will not be refunded after the Permit is issued.	<input type="checkbox"/>
7. I undertake, if granted the Permit applied for, to comply with each and every obligation contained in the current Cultus Lake Bylaws and Policies. I understand it is my full responsibility that guests adhere to and follow the parameters set for each Cultus Lake Bylaw. I also will inform Short-term Rental guests of the Bylaws and to make them available for each guest(s) for the duration of their stay.	<input type="checkbox"/>
8. I understand that I will be informed of all guest related Bylaw infractions and it is the responsibility of the Designated Primary Contact to contact guests within two (2) hours of being notified to rectify the issue. I also acknowledge that any fines are the responsibility of the Leaseholder(s) and that any unpaid fees before the 31st of December each year, will be added to or form part of the lease fees as fees in arrears.	<input type="checkbox"/>
9. I understand that all Short-term Rental Permits expire on December 31st of each year and must be renewed each year prior to March 15th. Every Short-term Rental Permit is subject to review at any time and may be suspended or revoked for cause by the CAO as per Section 5 of the Short-term Rental Policy.	<input type="checkbox"/>
10. I understand payment of the Permit Application Fee does not guarantee approval of the Permit and I cannot commence business until such time as the Permit has been approved and issued. I will also notify Cultus Lake Park of any changes in the above stated particulars, approvals and acknowledgements.	<input type="checkbox"/>
11. I acknowledge that operating a Short-term Rental without a valid Permit is an offence for which penalties are prescribed, and if found guilty of an offence under the Cultus Lake Park Short-term Rental Bylaw No. 1174, 2020 and all Amendments, is subject to applicable fees.	<input type="checkbox"/>
12. I understand that it is my responsibility to make application annually to obtain a Short-term Rental Permit, and further understand the procedures for Permit renewal and the Permit waitlist.	<input type="checkbox"/>
13. I acknowledge that all STR permit applications will be reviewed by staff, and if approved, I must have a meeting with the CAO or designate regarding bylaws and responsibility of operating a STR.	<input type="checkbox"/>
14. I acknowledge that the personal information collected on this form is collected in accordance with the <i>Freedom of Information and Protection of Privacy Act</i> and that Cultus Lake Park has authority to collect my/our information for the purposes of administering this Permit according to the <i>Local Government Act of Regulations</i> and the <i>Cultus Lake Park Act</i> .	<input type="checkbox"/>

LEASEHOLDER APPROVAL— ALL applicable leaseholders listed for your property must sign.

By signing below, I/We approve and agree to the use of a Short-term Rental operation on the above stated property that the applicant and I/We are on title as Leaseholders ‘Jointly’ or ‘In Common’ with. I also understand and agree to equal responsibility and obligation contained in the current Cultus Lake Bylaws, Amendments and Policies for Short-term Rentals (STR’s).

Leaseholder(s) Signature: X	Leaseholder(s) Name:	Date:
Leaseholder(s) Signature: X	Leaseholder(s) Name:	Date:
Leaseholder(s) Signature: X	Leaseholder(s) Name:	Date:
Leaseholder(s) Signature: X	Leaseholder(s) Name:	Date:

Date: _____

Approved by:

Approved? YES / NO

REQUIREMENTS CHECKLIST (OFFICE USE):

<input type="radio"/> STR Permit fields are filled out and complete
<input type="radio"/> STR Application fee received. Receipt #
<input type="radio"/> Fire Escape Plan submitted
<input type="radio"/> Floor Plan submitted
<input type="radio"/> Garbage and Waste Plan submitted
<input type="radio"/> STR applicants Building Site Lease Version:
<input type="radio"/> Bylaw infraction fines/fees paid up to date
<input type="radio"/> Bylaw parking review complete
<input type="radio"/> Status update of application communicated
<input type="radio"/> STR Permit fee received. Receipt #:
<input type="radio"/> STR Permit sent to applicant
<input type="radio"/> Data entered into STR Master List
<input type="radio"/> Interview complete with CAO or designate prior to approval/renewal. Date & time:
<input type="radio"/> STR Advertising received. (Occupancy / parking confirmed)