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## TOURIST HOME - SHORT-TERM RENTAL (STR) APPLICATION

### 1. CONTACT INFORMATION

	Name: _____	Address: _____	
APPLICANT	Phone: _____	Cell: _____	
	Email: _____	Postal Code: _____	
	Name: _____	Address: _____	
OWNER	Phone: _____	Cell: _____	
	Email: _____	Postal Code: _____	

### 2. PROVISIONS FOR SHORT-TERM RENTAL (STR) OPERATIONS

- **A Short-term Rental** means the rental of an entire dwelling unit or a portion of a dwelling unit that serves as the operator/host's principal residence for a continuous period of less than one month and defined as a permitted use by way of a Tourist Home.
- **Operators can only use their Principal residence for an STR operation.**  
**Principal residence** means the residential unit that is owned or rented by a natural person, alone or with others, where the natural person is ordinarily a resident and makes their home and conducts their daily affairs, including, without limitation, paying bills and receiving documentation related to identification, taxation, and insurance purposes, driver's licenses, income tax returns, medical plan documentation, vehicle registration and voter registration; or similar information; and
  - a) Where the natural person has no other property designated as such within the City of Charlottetown or any other jurisdiction.
- **A Tourist Home** means temporary accommodations for travelers or transients within a Dwelling Unit for the exclusive use of one (1) guest and their party of guests, such as a Heritage Inn or Hostel or a Tourist Home, but a Hotel and Motel are separate uses and separately defined.
- **A Tourist Home/Short-Term Rental** is permitted in any residential zone, subject to the following requirements:
  - a. Permitted in any type of Dwelling Unit, except an Apartment Dwelling;
  - Dwelling Unit** means a suite operated as a housekeeping unit, used, or intended to be used by one or more persons and usually containing cooking, eating, living, sleeping and sanitary facilities, but does not include a Lodging House, Lodging House Limited, Hotel or recreational vehicle.
  - b. Must be the Principal Residence of the operator/host;
  - c. A maximum of four (4) bedrooms in the Dwelling Unit can be dedicated to the operation;
  - d. No kitchen and/or cooking appliances are permitted in a guest room;
  - e. No more than one (1) booking may be permitted for short-term rental lodging in each Dwelling Unit at one time;
  - f. The operator/host does not have to be present at time of stay if the entire dwelling unit is rented;
  - g. Permitted in a secondary or garden suite with the condition that the operator/host is present in the Principal Residence during the time of stay; and
  - h. Parking shall be subject to the parking regulations of the Zoning and Development By-law
  - i. The STR is licensed under the Tourism Industry Act; ***You must ensure your operation is licensed by the province of Prince Edward Island after the City of Charlottetown approves the use.***

**THIS IS AN APPLICATION ONLY**

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See Reverse for Additional Information

### 3. PROJECT INFORMATION

Address of proposed STR: \_\_\_\_\_  
Type of dwelling unit: \_\_\_\_\_  
Is the subject dwelling unit the operator's principal residence?  Yes  No

**Answer the following questions with as much detail as possible:**

- What is the total floor area of your dwelling? \_\_\_\_\_
- What will be the total floor area that will be used for your STR accommodation? \_\_\_\_\_
- How many onsite parking spaces do you have? \_\_\_\_\_
- How do you plan to rent/operate the STRs on your subject dwelling unit?
  - Rent as one (1) whole dwelling (Entire dwelling unit)
  - Rent per bedroom (Permitted up to 4 bedrooms)  
Indicate the # of bedroom units to be used for STR accommodation: \_\_\_\_\_
- Is your property currently being used for any other uses besides a dwelling?
  - No
  - Yes, please specify: \_\_\_\_\_
- Provide additional details if necessary: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### 4. APPLICATION REQUIREMENTS

- Complete Project Information (Section 3)
- Floor plan of proposed home occupation (*including parking plan*)
- Proof of ownership (*document to show that subject dwelling unit is the operator's principal residence*)  
*\* Operators/Hosts who are not property owners must submit a lease agreement from the owner, with consent to operate the rented/leased unit as a short-term rental with their applications.*
- Short-Term Rental Licensing Fee: \$175.00
- Tourism Accommodation Levy (*required with application to renew after first registration period*)
- Proof of Insurance
- Emergency Exit Plan

***If renovations are being completed, you must submit a Separate Building & Development Permit Application***

### 5. DECLARATION & SIGNATURE

I do solemnly declare & certify that the information and documents provided in this application are true and complete and are made with full knowledge of the circumstances connected with this Application. I understand that approval of this application is for existing units that do not require any building permit renovations.

**Note: This is a Yearly Application - Approval Expires March 31 of the following year.**

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

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