



Mailing: 70 Kent Street,  
Charlottetown, PE, C1A 1M9  
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Fax: 902-629-4156  
Website:  
[www.charlottetown.ca](http://www.charlottetown.ca)

### For Office Use Only

File #:

Zone:

Permit #:

Permit Fee

PID #

Received:

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

### 1. CONTACT INFORMATION

**APPLICANT**  
Name: Angelina Jones Address: 123 Sample Drive  
902-123-  
Phone: 4567 Cell: 902-890-1234 Charlottetown, PE  
Email: Angelina.jones@123sample.ca Postal Code: C1A 7N8

**OWNER**  
Name: Angelina Jones Address: 123 Sample Drive  
902-123-  
Phone: 4567 Cell: 902-890-1234 Charlottetown, PE  
Email: Angelina.jones@email.com Postal Code: C1A 7N8

### 2. PROPERTY INFORMATION

Address of proposed STR: 123 Sample Drive, Charlottetown, PE  
Type of dwelling unit: Single Detached  
Is the subject dwelling unit the operator's principal residence?  No  Yes  
Do you own the subject dwelling  No  Yes

*\* Operators/Hosts who are not property owners must submit a lease agreement and permission letter from the owner, with consent to operate the rented/leased unit as a short-term rental with their applications.*

What is the total floor area of your dwelling? 990 Square Foot

What will be the total floor area that will be used for your tourist accommodation/STR? 744 Square Foot

Is your STR operating from a secondary suite or garden suite?  No  Yes Please Specify \_\_\_\_\_

How do you plan to rent/operate STRs in your subject dwelling unit?  Rent as one (1) whole dwelling unit  Rent per bedroom (Max 4)  
Indicate the number of bedrooms: 2 Bedrooms \_\_\_\_\_

How many onsite parking spaces do you have? 4

Is your property currently being used for any other uses besides a dwelling?  No  Yes Please specify: \_\_\_\_\_

**THIS IS AN APPLICATION ONLY**

Page 1 of 2

See Reverse for Additional Information

Provide additional details if necessary:

### 3. APPLICATION REQUIREMENTS

Please see attached sample application and guide for more information.

- Complete Licensing Application (See attached sample application and guide)
- Floor Plan, Emergency Exit Plan and Parking Plan of proposed STR (See attached guide)
- Proof of Ownership (A document to show that subject dwelling unit is the operator's principal residence)
- Proof of Principal Residence (See definition and examples of proof of Principal Residence in Section 4 below.)
- Short-term Rental Licensing Fee: \$175.
- Tourism Accommodation Levy (Required with application to renew after first registration period.)
- Proof of Insurance. One policy per property and a minimum of \$2 million dollars in liability is required.

*If renovations are being carried out, a separate building and development application must be submitted.*

### 4. PROVISIONS FOR SHORT-TERM RENTAL 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.**

### 5. DECLARATION & SIGNATURE

I declare 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 am aware that contravention of any provision of the Short-term Rental Bylaw will render me guilty of an offence and liability to a fine, and such other penalties, provided for in section 234 of the Municipal Government Act, RSPEI 1988, c M-12.1.

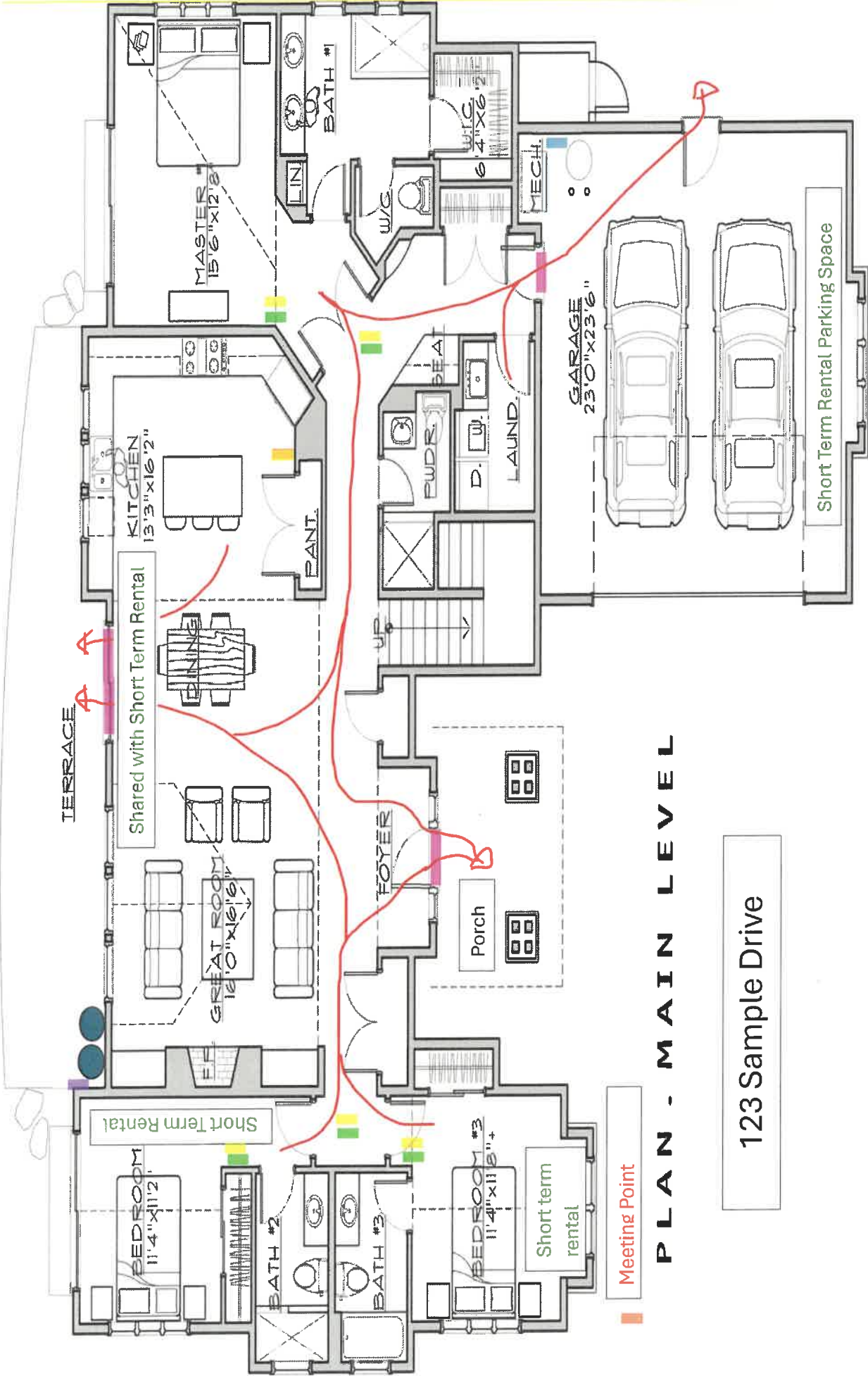
**Note: This is a Yearly Application - Approval Expires March 31 of the Following Year**

SIGNATURE OF APPLICANT:

*Angela Jones*

DATE: 02/22/2024

**THIS IS AN APPLICATION ONLY**

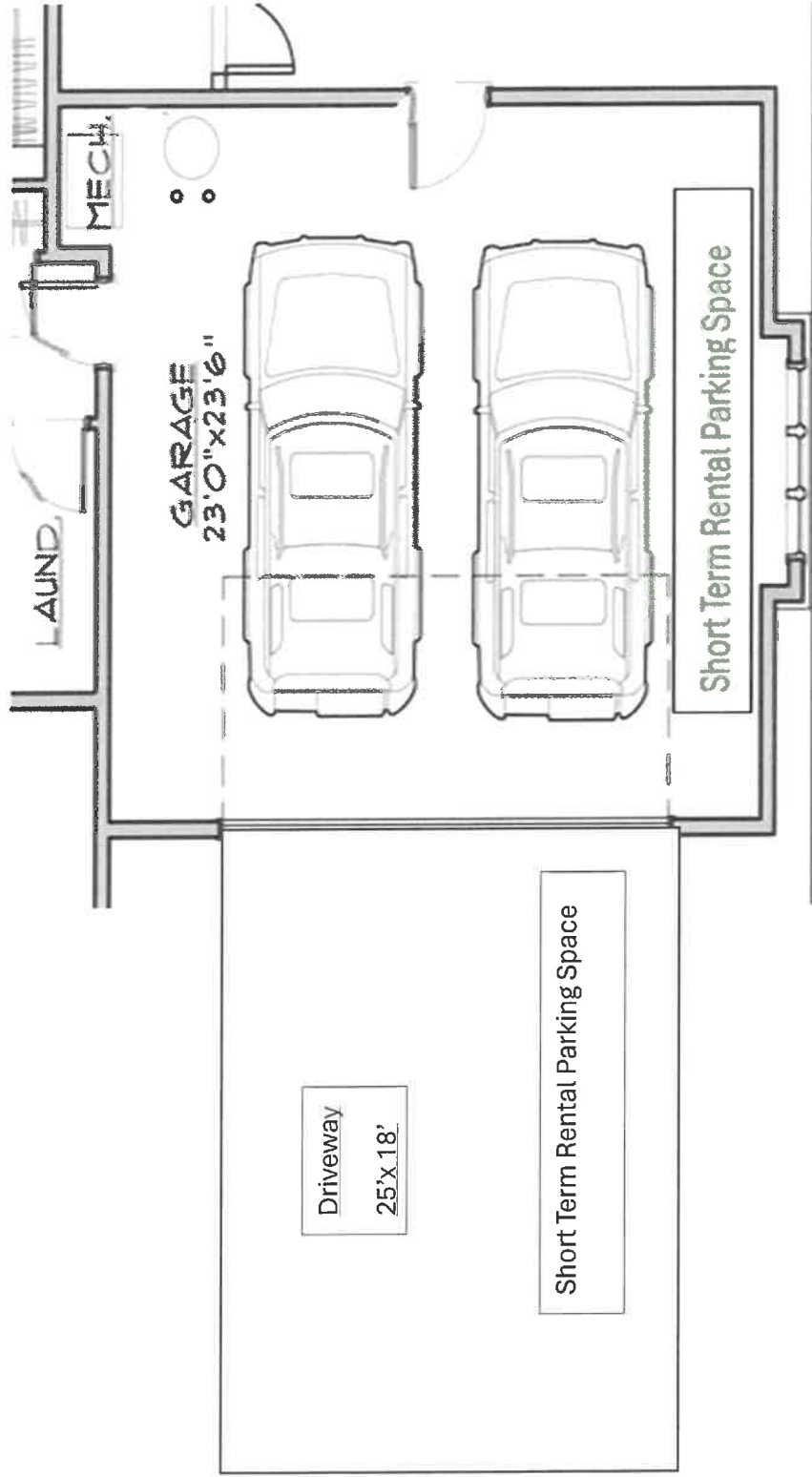


**PLAN - MAIN LEVEL**

123 Sample Drive

**Floor Plan Legend**

- Emergency Exits
- Fire Extinguisher
- Carbon Dioxide Detectors
- Smoke Detectors
- Electrical Panel Shut Off
- Propane Tank Location
- Meeting Point
- Propane Shut Off
- Fire Evacuation Route



456 SAMPLE DRIVE  
PARKING PLAN

Prince Edward Island  
Île-du-Prince-Édouard

Driver Licence / Permis de conduire  
CAN  
PE



44. No. 123456  
45. Issue 1234/56/78 46. Renewal 1234/56/78  
47. Exp 1234/56/78 First License: 1234/56/78

R

1. JONES  
2. ANGELINA GABRIELA

3. 123 SAMPLE DRIVE  
CHARLOTTETOWN, PE C1A 7N8

48. F 49. Hgt/Size 168 cm

50. Eyes/Hair BROW/BRN

51. Class/Classes 2

52. Corr/Correction NON/AUCUN



Signature

53. BCYH PECCYHNDOTHECCYHNDOD

54. RoadClass 1,2,3,6

1234/56/78



Head Office, PO Box 1328 Stn Central, 180 Kent Street, Charlottetown, PE C1A 7N2  
 Toll Free 1 800 670 1012  
 customerservice@maritimeelectric.com

2008

Retain this portion for your records

METER NUMBER 000000	CONSUMPTION PERIOD FROM 30	TO 14524	DAYS USE 15220	PREVIOUS READING 1.0	PRESENT READING 696	MULTIPLIER 696	KWH-USED DEMAND Kw / KVA	
<b>NAME AND MAILING ADDRESS</b> Angelina Jones 123 Sample Drive Charlottetown, PE C1A 7N8			Bill issued on 09Aug: includes payments received on or before 09Aug. Previous Balance 118.15 Payment Received - Thank you - 01 Aug 118.15CR ----- Balance Before Current Billing ----- 0.00 Service Charge - \$24.57 per month 24.57 Energy Charge - 1st Block 696 @ 14.37 cents per kWh 100.02 - 2nd Block 0 @ 11.42 cents per kWh 0.00 Sub total 124.59 HST = \$124.59 X 15.0% 18.69 PEI Government Energy Rebate = \$100.02 X 10.0% 10.00CR ----- Total Billing Current Month ----- 133.28 Interest will be charged at 1.65% per month on unpaid balance after 29 Aug					
<b>ACCOUNT NUMBER</b> Customer Premise Contract 000000-000000-0000								
<b>SERVICE ADDRESS</b> 123 Sample Drive Charlottetown, PE C1A 7N8								
<b>TYPE OF SERVICE</b> RESIDENTIAL URBAN								
<b>HST REGISTRATION NUMBER</b> 121119879RT0001								
<b>YOUR CONSUMPTION HISTORY</b> (E INDICATES ESTIMATED CONSUMPTION)			Do you, or someone you know, operate a dump truck? Take the time to be aware of where power lines are located. Driving away before the tip box is seated down could result in tragedy. If you operate dump trucks or heavy equipment of any kind, always be aware of power lines.  Your average cost of electricity for this period was \$4.15 per day.  Visit our Website: <a href="http://www.maritimeelectric.com">http://www.maritimeelectric.com</a>				Pre-Authorized Payment Plan 133.28	
BILL MONTH	ENERGY USED	# OF DAYS						KWH/DAY
Aug	696	30						23
Jul	665	30						22
Jun	557	32						17
May	677	28						24
Apr	720	29						24
Mar	907	30						30
Feb	983	32						30
Jan	757	29						26
Dec	807	30						26
Nov	949	32	29					
Oct	657	30	21					
Sep	774	32	24					
Aug	686	30	22					
Jul	744	30	24					

See the reverse for service and energy information



PO Box 1328 Stn Central  
 Charlottetown, PE C1A 7N2

Please return this portion with your payment and print the account number shown below on the back of your cheque.

0000000000000000000000000133280000133283 -

Angelina Jones  
 123 Sample Drive  
 Charlottetown, PE C1A 7N8

A  
 A18

This PRE-AUTHORIZED PAYMENT will be withdrawn from your bank account on or after the due date.

Billing Month:	Aug
Payment Due On or Before:	29 Aug
Amount:	\$ 133.28
Account Number	
Customer Premise Contract	000000-000000-0000
	\$

Enter amount paid here if different than amount owing

13016341090013

96



*Tourism Industry Act R.S.P.E.I. 1988, Cap T-3.3*

# Tourist Establishment License

Province of Prince Edward Island, Tourism PEI

ACCOMMODATION NAME:

*123 Sample Drive*

is hereby licensed under the Tourism Industry Act  
and regulations made thereunder to operate.

DATE OF ISSUE: 5/19/2020

LICENSE NUMBER: 1234567

DATE OF EXPIRY: 6/18/2024

# CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)

2/05/2024

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**If this certificate is being prepared for a party who has an insurable interest in the property, do not use this form.**

<b>PRODUCER</b> Anytime Insurance Company 123 Insurance Street Charlottetown, PE C1C 1C1	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2"><b>CONTACT NAME:</b> Jason Doe</td> </tr> <tr> <td><b>PHONE</b> (A/C, No. Ext): 902-123-4567</td> <td><b>FAX</b> (A/C, No): 902-789-1234</td> </tr> <tr> <td colspan="2"><b>E-MAIL</b> ADDRESS: jason.doe@anytimeinsurance.ca</td> </tr> <tr> <td colspan="2"><b>PRODUCER</b> CUSTOMER ID #: 555-010101</td> </tr> </table>	<b>CONTACT NAME:</b> Jason Doe		<b>PHONE</b> (A/C, No. Ext): 902-123-4567	<b>FAX</b> (A/C, No): 902-789-1234	<b>E-MAIL</b> ADDRESS: jason.doe@anytimeinsurance.ca		<b>PRODUCER</b> CUSTOMER ID #: 555-010101							
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<b>PRODUCER</b> CUSTOMER ID #: 555-010101															
<b>INSURED</b> Angelina Jones 123 Sample Drive Charlottetown, PE C1A 7N8	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 80%; text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="width: 20%;">NAIC #</th> </tr> </thead> <tbody> <tr><td>INSURER A :</td><td></td></tr> <tr><td>INSURER B :</td><td></td></tr> <tr><td>INSURER C :</td><td></td></tr> <tr><td>INSURER D :</td><td></td></tr> <tr><td>INSURER E :</td><td></td></tr> <tr><td>INSURER F :</td><td></td></tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A :		INSURER B :		INSURER C :		INSURER D :		INSURER E :		INSURER F :	
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INSURER C :															
INSURER D :															
INSURER E :															
INSURER F :															

**COVERAGES** **CERTIFICATE NUMBER:** 506383047 **REVISION NUMBER:**

**LOCATION OF PREMISES / DESCRIPTION OF PROPERTY** (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 123 SAMPLE DRIVE, CHARLOTTETOWN PE C1A 7N8

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	COVERED PROPERTY	LIMITS	
<input checked="" type="checkbox"/>	<b>PROPERTY</b>				<input checked="" type="checkbox"/> BUILDING	\$500,000.00	
	<b>CAUSES OF LOSS</b>				<input checked="" type="checkbox"/> PERSONAL PROPERTY	\$50,000.00	
	<b>DEDUCTIBLES</b>				BUSINESS INCOME	\$	
<input checked="" type="checkbox"/>	<b>BASIC</b>	1234567	09/18/2023	09/18/2024	BUILDING	\$	
	<b>BROAD</b>				1000.00	EXTRA EXPENSE	\$
	<b>SPECIAL</b>				1000.00	RENTAL VALUE	\$
	<b>EARTHQUAKE</b>					BLANKET BUILDING	\$
	<b>WIND</b>					BLANKET PERS PROP	\$
	<b>FLOOD</b>		BLANKET BLDG & PP	\$			
				<input checked="" type="checkbox"/> Commercial Liability	\$2,000,000.00		
					\$	\$	
	<b>INLAND MARINE</b>	TYPE OF POLICY				\$	
	<b>CAUSES OF LOSS</b>					\$	
	<b>NAMED PERILS</b>	POLICY NUMBER				\$	
	<b>CRIME</b>					\$	
	<b>TYPE OF POLICY</b>					\$	
	<b>BOILER &amp; MACHINERY / EQUIPMENT BREAKDOWN</b>					\$	
						\$	
						\$	
						\$	

**SPECIAL CONDITIONS / OTHER COVERAGES** (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 The Property Policy is 100% Replacement Cost. In no event shall the limit exceed the Total Insured Value (reflected here in the Building Value) if partial loss is sustained.

<b>CERTIFICATE HOLDER</b> Angelina Jones 123 Sample Drive Charlottetown, PE C1A 7N8	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Clear All