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

**1. CONTACT INFORMATION**

**APPLICANT** Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Email: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**OWNER** Name: \_\_\_\_\_ Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Cell: \_\_\_\_\_  
 Email: \_\_\_\_\_ Postal Code: \_\_\_\_\_

**2. PROPERTY INFORMATION**

Address of proposed STR: \_\_\_\_\_  
 Type of dwelling unit: \_\_\_\_\_  
 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? \_\_\_\_\_

What will be the total floor area that will be used for your tourist accommodation/STR? \_\_\_\_\_

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: \_\_\_\_\_

How many onsite parking spaces do you have? \_\_\_\_\_

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

Provide additional details if necessary: \_\_\_\_\_

**THIS IS AN APPLICATION ONLY**

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See Reverse for Additional Information

### 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: \_\_\_\_\_ DATE: \_\_\_\_\_