

## Before you apply

### SECTION 1: Application resources

- Visit [calgary.ca/str](https://calgary.ca/str) for more information about short term rentals.
- Review the [Good Host](#) and [Good Guest](#) guides.
- Review our [Digital document criteria](#) prior to submitting your application.
- Remove all personal information on plans.



*If you are using a secondary suite for your short term rental, the suite must be registered with The City prior to application. Visit [Secondary Suite](#) for details.*

## Prepare your application

### SECTION 2: Application requirements for business licence

#### Property owner

- 1 Are you the owner of the property? ☐ Yes ☐ No
- 2 If yes, do you consent to a land title search by The City of Calgary? ☐ Yes ☐ No

**If you do not consent to a land title search** by The City of Calgary, provide a proof of property ownership.

- 3 If no, **you do not own the property**, provide a [letter of authorization](#) from the owner of the rental property.

#### Primary Residence

- 1 Is this your primary residence? ☐ Yes ☐ No

- ☐ If yes, provide or attach valid photo identification such as a drivers license (**SHOWING THE ADDRESS OF THIS PROPERTY AND PRIMARY RESIDENCE**) as part of your online application.

#### Fees

- ☐ Pay the **Short Term Rental – Primary Residence or Non-Primary Residence** – see the [Fee schedule](#)



*Business licence and other associated fees (including Fire Inspections fees) are to be paid at the time of application*

#### Insurance verification

- ☐ I confirm that I, as the Business Licence holder, have liability insurance in my name or the corporate name, that covers the use of the property as a Short Term Rental.

#### Condominium bylaw compliance

- ☐ I have reviewed my condominium bylaw and confirm I can apply for a business licence for the purpose of operating a Short Term Rental. Any disputes regarding this matter should be addressed between the condominium board and the applicant.

Plans

- ☐

Attach one (1) copy of your **Fire Safety Plan** (see example diagram below)  
 Note: If you are renewing your business license and there are no changes, you are not required to resubmit the Fire Safety Plan.

Your **Fire Safety Plans** must include the following:

- ☐

Address
- ☐

Room designations
- ☐

All **accessible floors** in the rental property
- ☐

Location of the **fire exits from the rental property**
- ☐

Evacuation procedures for occupants including **“Meeting Place”**
- ☐

Emergency **contact information** for local fire departments
- ☐

Location of **Windows used for exit in case of emergency**
- ☐

Location of **Doors**
- ☐

Location of **Smoke alarm(s)**
- ☐

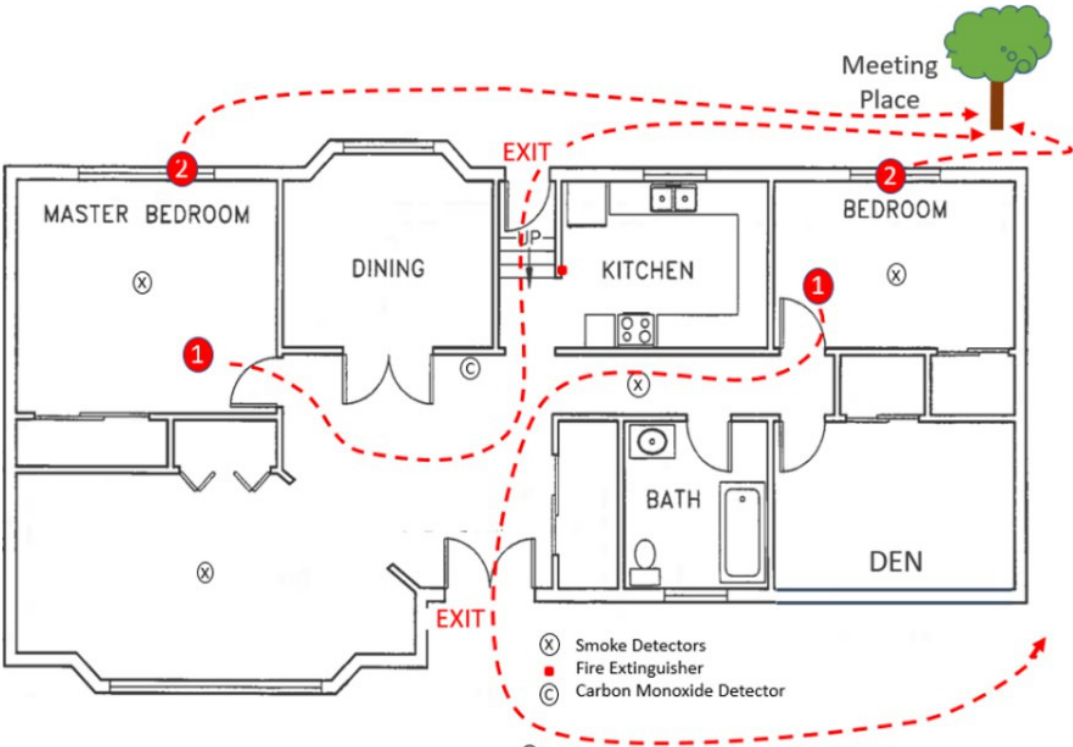
Location of **CO – carbon monoxide detector(s)**
- ☐

Location of **Fire extinguisher(s)**
- ☐

**Primary exit path** from bedroom(s)
- ☐

**Secondary exit path** from bedroom(s)
- ☐

**Legends** to the symbols used in drawing



## Comments

1. Ensure floor plan is clear. Floor plans that are poorly hand drawn will not be accepted.
2. Architectural plans with room and building dimensions, or lighting plots will not be accepted. Too much information makes the plan confusing.
3. One floor plan per page. Too many pages on a single page reduces the size of the drawing and makes it difficult to read.

For detailed fire code references see Building Owner's Responsibility for Fire Safety on The City of Calgary short term website <https://www.calgary.ca/for-business/licences/short-term-rentals.html>.



*This application does not relieve the owner or the owner's authorized agent from full compliance with the requirements of any federal, provincial or other municipal legislation, or the terms and conditions of any easement, covenant, building scheme or agreement affecting the building or land.*

*The Development Authority or Safety Code Officer may require additional materials considered necessary to properly evaluate the proposed development (as stated in Part 2, Section 26(3) of Land Use Bylaw 1P2007, section 5(1) of Bylaw 39M2018 and the current National Building Code – Alberta Edition)*

## Apply

### Apply online

Apply **online** by visiting [apply.calgary.ca](https://apply.calgary.ca)



Create a myID personal account to apply online at [myid.calgary.ca](https://myid.calgary.ca)



**Need help or have questions? Contact your file manager or email the Business Experience Representative team at [businessexperience@calgary.ca](mailto:businessexperience@calgary.ca).**

It is a requirement that a short-term rental has liability insurance and references short-term rental house sharing.

Ensure you have liability insurance that references short-term rental house sharing for your business licence.