

## 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 ownership requirements

1 Are you the owner of the property?  Yes  No

If you answered “No”, provide a [letter of authorization](#) from the owner of the rental property.

2 Do you consent to a land title search by the City of Calgary?  Yes  No

If you answered “No”, provide a **proof of property ownership**.



*Additional supporting documents may be required upon request.*

#### Fees

Pay the **Short Term Rental – Tier 1 or Tier 2** – see the [Fee schedule](#)



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

#### Supporting documents

Attach a separate **Letter of Authorization** from the condominium board with corporate seal, if relevant to your property



*Additional supporting documents may be required upon request.*

Attach proof of **Home Sharing Liability Insurance Policy Coverage** for the short-term rental property. **The insurance policy must be provided by a certified insurance company, with 2 million dollars liability coverage and in the business licence holder’s name. Coverage from the short-term rental platform will not be accepted as a substitute for liability insurance. [Insurers, Reciprocal Insurance Exchanges, and Fraternal Societies Licensed in Alberta](#)**

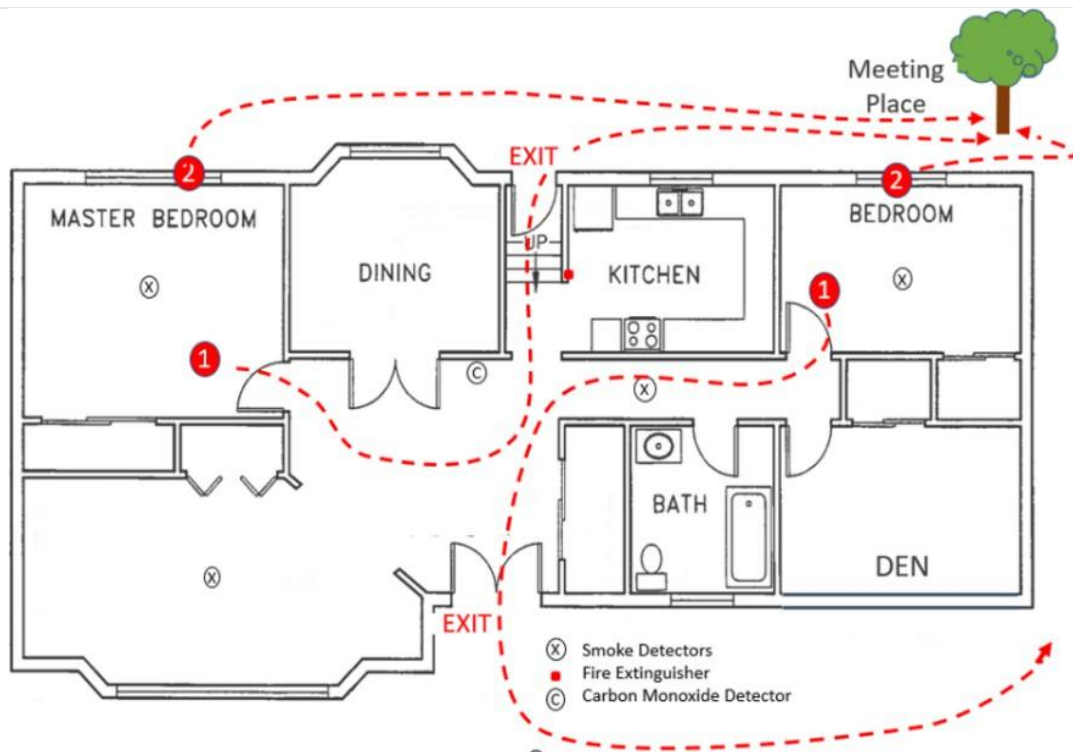


## Plans

Attach one (1) copy of your **Fire Safety Plan** (see example diagram below)

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 plans 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 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 [businessexperienceteam@calgary.ca](mailto:businessexperienceteam@calgary.ca).**