



# Short Term Rental Licence Application

## Frequently Asked Questions

### **Who needs to have a Short-Term Rental (STR) license?**

All accommodations operating within the Municipality of the District of Chester are required to have a license to advertise, promote, or carry on business.

### **What are the types of short-term accommodations?**

There are three types of accommodations under this license

#### *Short-Term Rental*

This is the use of a residential dwelling unit to provide accommodation for periods of 28 days or less. This includes dwellings like: Apartments, Backyard suites, Condominiums, Duplexes or townhouses. Houses, Rooms for rent in your home, Self-contained secondary suites, Vacation homes or cottages.

#### *Traditional Tourist Accommodations*

This is a building or establishment functioning in a commercial capacity containing one or more unit providing accommodation for periods of 28 days or less. This includes motels, hotels, inns, bed and breakfasts, and campgrounds with roofed accommodations.

#### *Unusual lodgings*

This is for those other types of accommodations which do not fit in the other category and includes Bunkies, Domes, Stationary recreational vehicles (RVs), and Yurts.

### **How much does the license cost?**

There is no fee to obtain the STR license from the Municipality of Chester.

### **What documentation do I need to submit with my application?**

1. Proof of insurance for the property(s) you are applying for.
2. A simple site sketch (scroll down for details and a sample that can be used as a guide).

3. A signed letter of confirmation from your condo board that you are authorized to operate (if applicable), and
4. Proof of authorization if you are submitting this application on behalf of a property owner(s) (if applicable; scroll down for details and a sample that can be used as a guide).

### **Is there anything else I need to do to operate my short-term rental?**

The Province of Nova Scotia requires all short-term rentals to register. Part of this process requires that an operator provide proof of compliance with municipal land-use by-laws. This license can be used as proof of compliance for the purposes of registering with the Province.

For further details on provincial registration requirements, please visit

<https://beta.novascotia.ca/programs-and-services/short-term-accommodations-registration>

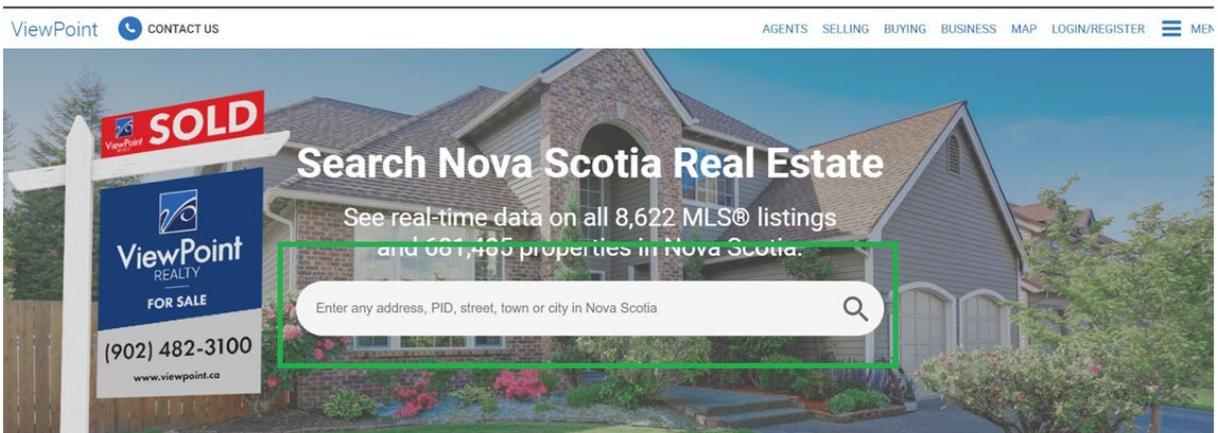
### **What happens after I submit my application?**

Staff will review your application and ensure all documentation is in order and the required permits are in place. This process will take approximately 30 days to complete at which time, you will be issued your STR license.

### **How can I find my PID (Property Identification Number) Number?**

PID is the Parcel Identification Number that exists for all parcels of land in Nova Scotia. It is an eight-digit number and is used to uniquely identify a parcel of property.

1. The easiest method for finding your unique PID is to use the Viewpoint website. If you do not have access to the internet then you can call our office at 902-277-1571 and our Economic Development team will be happy to assist. Visit <https://www.viewpoint.ca/>
2. Enter your property address in the search box



This will bring up a map of your area



\*Chester Example

Zoom into your property and click on it. This will bring up an info box with your PID number.



### **How do I create a simple site sketch?**

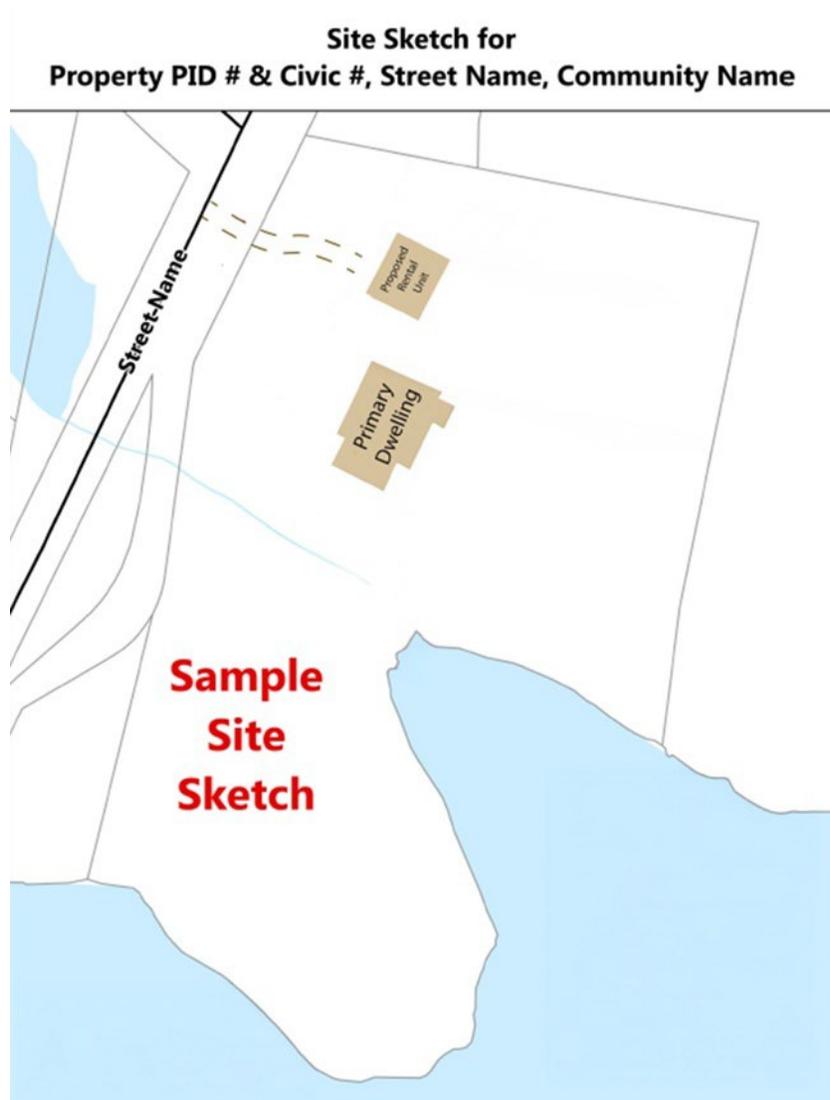
Your site sketch needs to include the following:

- PID number and property address at the top
- boundaries of your property,
- street names that border your property,
- all buildings on your property,

- indicate which buildings are proposed to be used for short-term rentals
- the driveway
- any parking areas

The site sketch can be hand drawn or digital as long as it clearly provides the details listed in the bullets above.

Tip: while using viewpoint.ca to find your PID, take a screenshot of your property to start your site sketch.



**How do I draft a proof of authorization if I am submitting this application on behalf of a property owner(s)?**

Owner Permission Template – Single Owner

Name

Address 1

Address 2

Contact Details

To whom it may concern,

This letter is to confirm that I am the owner of [insert property address and PID]. I confirm that [insert name of authorised agent / person signing the application] is authorised to act on my behalf in the submission of this application for a short-term rental license.

By signing this letter, I acknowledge that, once an application has been submitted, Municipal Staff will be reviewing the status of occupancy permits and any work orders for this property to determine the property's eligibility for a short-term rental license.

Sincerely,

---

[Name of owner]

## Owner Permission Template – Multiple Owners

Name

Address 1

Address 2

Contact Details

To whom it may concern,

This letter is to confirm that We are the owners of [insert property address and PID]. We confirm that [insert name of authorised agent / person signing the application] is authorised to act on our behalf in the submission of this application for a short-term rental license.

By signing this letter, We acknowledge that, once an application has been submitted, Municipal Staff will be reviewing the status of occupancy permits and any work orders for this property to determine the property's eligibility for a short-term rental license.

Sincerely,

---

[Name of owner]

---

[Name of owner]

---

[Name of owner]

**What if I have any further questions?**

If you have any further questions, please contact our Economic Development staff at 902-277-1571 or by email at [tourism@chester.ca](mailto:tourism@chester.ca)