



Rural Municipality of Lac du Bonnet
4187 PR 317, Box 100 Lac du Bonnet, MB R0E 1A0
Ph: (204) 345-2619 Fax: (204) 345-6716
Email: rmldb@lacdubonnet.com

SHORT-TERM RENTAL (STR) OPERATION APPLICATION FORM:

- ☐ SHORT TERM RENTAL PERMIT (new applicants only)
☐ SHORT TERM RENTAL LICENCE (new applicants only)
☐ SHORT TERM RENTAL LICENCE RENEWAL

PART 1: APPLICANT'S INFORMATION

First & Last Name	
Roll Number	
Civic Address	
Mailing Address	
E-mail	
Phone	

Are you the PROPERTY OWNER OF THE PROPOSED STR? YES ☐ NO ☐

If no, are you authorized by the Owner to submit this application on their behalf?

YES ☐ NO ☐

Is there more than one OWNER on the land title for this property? YES ☐ NO ☐

List each OWNER of the Proposed STR:

1.	Name:	Phone:	Email:
	Address:		
2.	Name:	Phone:	Email:
	Address:		

PART 2: DESIGNATED STR CONTACT PERSON

The contact person is a person who must be available to immediately respond and deal with any matter arising from the STR Operation.

Name:	Cell Phone:	Email:
Address:		

PART 3: STR PROPERTY DETAILS

Civic Address:					
Unit No.	Street No.	Street Name	Town	Province	Postal Code

Have you previously held an STR Licence for this property? YES ☐ NO ☐

Have you previously applied and been refused an STR licence? YES ☐ NO ☐

Have you previously had an STR licence suspended or cancelled for this property? YES ☐ NO ☐

If yes, When: _____



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PART 4: QUESTIONNAIRE

1. What type of dwelling is this?

- ☐ Single family ☐ Seasonal Cottage ☐ Secondary Suite ☐ Apartment ☐ Mobile Home
☐ Row Houses ☐ Town House ☐ Condominium

If the dwelling unit is a condominium, proof is required that an STR is not prohibited in the declaration, bylaws and rules of the condominium corporation.

2. Number of **legal** Bedrooms in this dwelling unit?

3. Is there a wood stove/fireplace?

YES NO

4. Is the dwelling unit equipped with:

- Hardwired/ interconnected smoke alarms?
- Battery operated smoke alarms?
- Carbon Monoxide alarms?

YES NO
 YES NO
 YES NO

5. Does each legal bedroom have a window opening of at least 35m² (3.8ft²) with no dimensions less than 380 mm (15.2")?

YES NO

6. Does each legal bedroom have an interconnected smoke alarm?

YES NO

7. Does each legal bedroom have a battery-operated smoke alarm?

YES NO

8. Does the dwelling unit have compliant stairs, guardrails, and graspable handrails?

YES NO

9. Is there an Emergency Evacuation plan posted that shows an egress route from each legal bedroom to an outdoor exit?

YES NO

9. Do you have valid fire extinguishers in the dwelling unit on each floor and easily accessible to guests?

YES NO

10. Have you included a floor plan sketch of the dwelling unit that includes all legal bedrooms, egress routes, smoke alarm/ carbon monoxide alarm locations, and fire extinguisher locations?

YES NO

11. Have you included a sketch of the property which shows the designated number of parking spaces (one space for each legal bedroom)?

YES NO

12. Do you confirm that all adjacent neighbours have been served with the Notice of STR Operation and will provide a copy to the RM?

YES NO

12. To your knowledge, is the property in compliance with the version of the Manitoba Building and Fire Codes at the time of permitting?

YES NO



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PART 5: ACKNOWLEDGEMENT

I ACKNOWLEDGE AND UNDERSTAND THAT UPON RECEIVING A STR LICENCE:

1. I am responsible for complying with the STR By-law and any other by-law in force in the Municipality, as amended, repealed, or replaced from time to time including the Zoning By-Law.

Initial: _____

2. I am responsible for complying with the Manitoba Building Code and Fire Code, all associated Bylaws and any other applicable enactment, code, regulation, or standard applicable to the use of the dwelling unit as a STR as outlined in section 11.03 of the STR Regulation and Licensing By-Law.

Initial: _____

3. I am in no way relieved of full responsibility for complying with the Manitoba Building Code and Fire Code.

Initial: _____

4. I am required to advise my home insurance provider that the dwelling unit will be used as an STR and that I am required to obtain adequate damage and liability coverage.

Initial: _____

5. I am required to provide the Municipality & **Adjacent Neighbours** with a contact person who can respond and deal with any matters regarding the use of the dwelling unit for a STR immediately.

Initial: _____

6. I am required to post in a prominent place by all entrances and exits inside the dwelling unit, and in every legal bedroom, an egress emergency route map.

Initial: _____

7. I am required to post in a prominent place by all entrances and exits inside the dwelling unit, that quiet hours are between 11:00 p.m. and 7:00 a.m. the following day, seven days per week.

Initial: _____

8. I must ensure that the maximum number of overnight adult guests in the dwelling unit does not exceed two adults per legal bedroom.

Initial: _____

9. I must ensure that all accommodations are restricted to the dwelling unit and that no additional accommodations are provided elsewhere on the parcel, including in any motor vehicle, travel trailer, tent, or unlawful dwelling unit.

Initial: _____



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10. I must ensure that the maximum number of dogs in the dwelling unit, and on the parcel, does not exceed four (4) over the age of four (4) months and that all dogs are always leashed and in control.

Initial: _____

11. I must include the following information in any on-line or physical advertisements used to market the dwelling unit for use as an STR, including a STR platform:

- i. STR licence number
- ii. Maximum permitted guest occupancy
- iii. Maximum permitted dogs
- iv. Maximum number of parking spots (vehicles permitted)

Initial: _____

12. I must provide my guests with the designated contact person phone number who is available 24/7.

Initial: _____

13. I must post my STR PERMIT in a prominent location outside the dwelling unit near the front entrance during all STR rental periods.

Initial: _____

14. I must maintain the dwelling unit and the parcel in a clean and sanitary condition with adequate measures for storage and disposal of garbage and waste and ensure that all guests dispose of garbage and waste properly and do not litter or any private or public property.

Initial: _____

15. Upon request of the STR officer or enforcement officer to ensure and demonstrate compliance with the requirements of this By-law, I must

- i. Permit reasonable access to the dwelling unit and parcel to conduct inspection
- ii. Provide additional documentation or records

Initial: _____

16. I must ensure that no more than the maximum number of vehicles are parked on the property. (1 per legal bedroom) and that I will provide an equal number of parking spots that are contained within my property lines. I will ensure that no guests shall park on private property, municipal roads, road allowances or public reserves.

Initial: _____



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I, UNDERSIGNED, HEREBY MAKE APPLICATION FOR AN STR PERMIT & LICENCE IN ACCORDANCE WITH THE INFORMATION AS STATED AND DECLARE THAT THE STATEMENTS ARE TRUE AND CORRECT.

I UNDERTAKE, IF GRANTED AN STR LICENCE, TO COMPLY WITH EVERY OBLIGATION CONTAINED IN THE BY-LAWS NOW IN FORCE OR WHICH MAY HEREAFTER COME INTO FORCE IN THE MUNICIPALITY. FAILURE TO MEET THESE OBLIGATIONS MAY RESULT IN THE STR LICENCE BEING SUSPENDED OR CANCELLED.

I UNDERSTAND THAT ALL STR LICENCES EXPIRE ON JULY 1ST OF EACH YEAR AND MUST BE RENEWED EACH YEAR PRIOR TO JUNE 30.

I FURTHER UNDERSTAND THAT EVERY STR LICENCE IS SUBJECT TO REVIEW AT ANY TIME AND MAY BE SUSPENDED OR CANCELLED.

I ACKNOWLEDGE THAT THE PERSONAL INFORMATION IS COLLECTED IN ACCORDANCE WITH THE *FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT C.C.S.M. C. F175*.

Applicant Name:	Applicant Signature:	Date:
Applicant Name:	Applicant Signature:	Date:

PART 6: SUPPORTING DOCUMENTS – All documents must be provided in the original application. Those identified with an Asterix (*) are not required for renewals, unless there have been changes since the original application.

- ☐ STR Permit, Licence or Renewal Application Form
- ☐ STR Self-Inspection Checklist
- ☐ More than one owner– Application must be signed by all owners, or written authorization provided separately.
- ☐ Contact person name, phone, and email
- ☐ Payment of permit fee \$1500.00 (New applicants only)
- ☐ Payment of Licence fee (New & Renewals) \$200.00
- ☐ *Proof of ownership – certificate of title or tax certificate
- ☐ * Site plan sketch (including parking spots)
- ☐ * Photographs of the front and back of the dwelling unit
- ☐ * Floor plan sketch
- ☐ * Egress route map
- ☐ *Condominium - Proof that a STR is not prohibited in the declaration, by-laws, and rules of the condominium corporation.



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INTERNAL OFFICE USE ONLY

STR PERMIT & LICENCE (new)	<input type="checkbox"/> Approved <input type="checkbox"/> Refused
STR LICENCE RENEWAL	<input type="checkbox"/> Approved <input type="checkbox"/> Refused
STR PERMIT FEE	<input type="checkbox"/> PAID \$1500.00
STR LICENCE	<input type="checkbox"/> PAID \$200.00
DESIGNATED OFFICER SIGNATURE:	
COMMENTS & CONDITIONS:	

STR PERMIT
STR LICENCE NO.
