

# Private home accommodation (PHA) development permit application

## A. General information

Office Use Only

Name of applicant(s)*:				
Civic address:				
Block: ____	Lot: ____	Zoning district: _____		
Mailing address:				
Phone number:		E-mail:		
Type of residence:	Single dwelling unit: ____	two dwelling unit (duplex): ____		
Number of tourist rooms you are applying for:		1 ____	2 ____	
Number of parking stalls you currently have on your property:			____	
Tourist bedroom location(s):	Basement: ____	main floor: ____	second floor: ____	
Number of tourist washrooms provided:		Private: ____	shared: ____	
If food/beverage services will be provided please detail:				

\*you must be the home owner and live in the dwelling unit in which the tourist bedroom is situated to operate a private-home accommodation

**B. Requirements**

	Received
Scaled floor plans of the <u>entire house</u> showing: all rooms labelled with use, stairs, hallway, door and window locations (See the sample drawing provided)	
A scaled site plan showing all off street parking with dimensions in metric measurements (See sample drawing provided)	
Photographs of the parking areas and tourist entrances	
Proof of Eligible residency: completed Statutory Declaration signed by a Commissioner for Oaths	
A building code inspection by an approved inspection agency	
Certificate of insurance (with a minimum of \$2 million per incident) that provides coverage for your private-home accommodation business. The liability insurance must include "Her Majesty in Right of Canada as Represented by Parks Canada Agency" as an additional insured	

**C. Signature: *To the best of my knowledge, all of the preceding information I have provided is accurate and complete.***

Authorized signature:	
Date:	

## General private home accommodation (PHA) information

**Applicant:** You must be the lessee of record (home owner) and reside in the dwelling unit that you wish to licence for PHA(s). Corporate lessees are not eligible for a discretionary use permit. People who own duplexes may only license rooms on the side they occupy.

**Business Licence:** This is the last step in your application process. You must apply for your business licence with the Municipality of Jasper after your discretionary use permit for private-home accommodation has been approved by Parks Canada.

**Building Code Inspection:** You must arrange to have your proposed PHA(s) inspected by an accredited inspection agency to ensure Safety Code Compliance. The inspection report must accompany the completed application. You may contact one of the following inspection groups:

Superior Safety Codes	1-866-999-4777
The Inspections Group	1-866-554-5048

**Commercial Liability Insurance:** Proof of liability insurance with a two million dollar coverage is required. You must demonstrate that you have notified your insurance company that you are renting tourist rooms in your residence. The liability insurance must include “Her Majesty in Right of Canada as Represented by Parks Canada Agency” as an additional insured.

**Compliance Inspection:** An inspection by the Parks Canada Compliance Officer is required to ensure the accuracy of the information supplied in the PHA application.

**Discretionary Use Permit:** According to *the Regulations Respecting the Use of Land in the Town of Jasper (Draft 5.0)* no person shall operate a private home accommodation without an approved discretionary use permit. A discretionary use permit is granted to the head lessee (home owner) and is not transferable upon assignment of the lease.

**Eligible residency:** You must meet the eligible residency requirement to operate a private home accommodation. Eligible residents are people who meet any of the clauses outlined here <https://www.pc.gc.ca/en/pn-np/ab/jasper/info/serviceimmobilier-realty/plan5c> A private home accommodation business does not fulfill Parks Canada’s requirement for a ‘need to reside’ in Jasper. A private home accommodation business is acceptable as a secondary means of income only.

**Food Services:** You may provide your guests with coffee and/or tea. Any other food provided will require a Food Establishment Permit from the Local Health Authority. Please contact the Local Health Authority directly.

**Kitchen facilities:** Residential properties are only permitted to have one kitchen per dwelling unit. As per Jasper’s Land Use Policy, ‘kitchen’ means facilities designed for the storage, preparation, or cooking of food, and includes any room containing counters, cabinets, plumbing, or electrical wiring which, in the opinion of the Superintendent, may be intended for

the preparation or cooking of food. PHAs are to be secondary uses within a dwelling unit, meaning that they shall not have their own kitchen facilities to prepare and cook food.

**Parking Requirements:** Operators must provide one on-site parking stall for every licensed room in addition to those required for the residence at the time of its construction. *The Architectural Motif for the Town of Jasper* defines a parking stall as being 2.7 m (9 feet) wide by 6.0 m (20 feet) in depth. Parking requirements are at the discretion of the Superintendent.

**Permitted bedrooms:** A maximum of two PHA bedrooms are permitted providing all parking requirements have been met. This may include one tourist suite with two bedrooms or two tourist suites with one bedroom each.

**Permitted bathrooms:** If only one full washroom is provided, the maximum number of guests allowed per night is 6. With two full washrooms, the maximum number of guests allowed per night is 8.

**Photographs of parking areas/entrances:** Electronic files are acceptable provided they are in a format supported by Parks Canada's software (JPEG, PDF and TIFF are acceptable). This information will be kept on file.

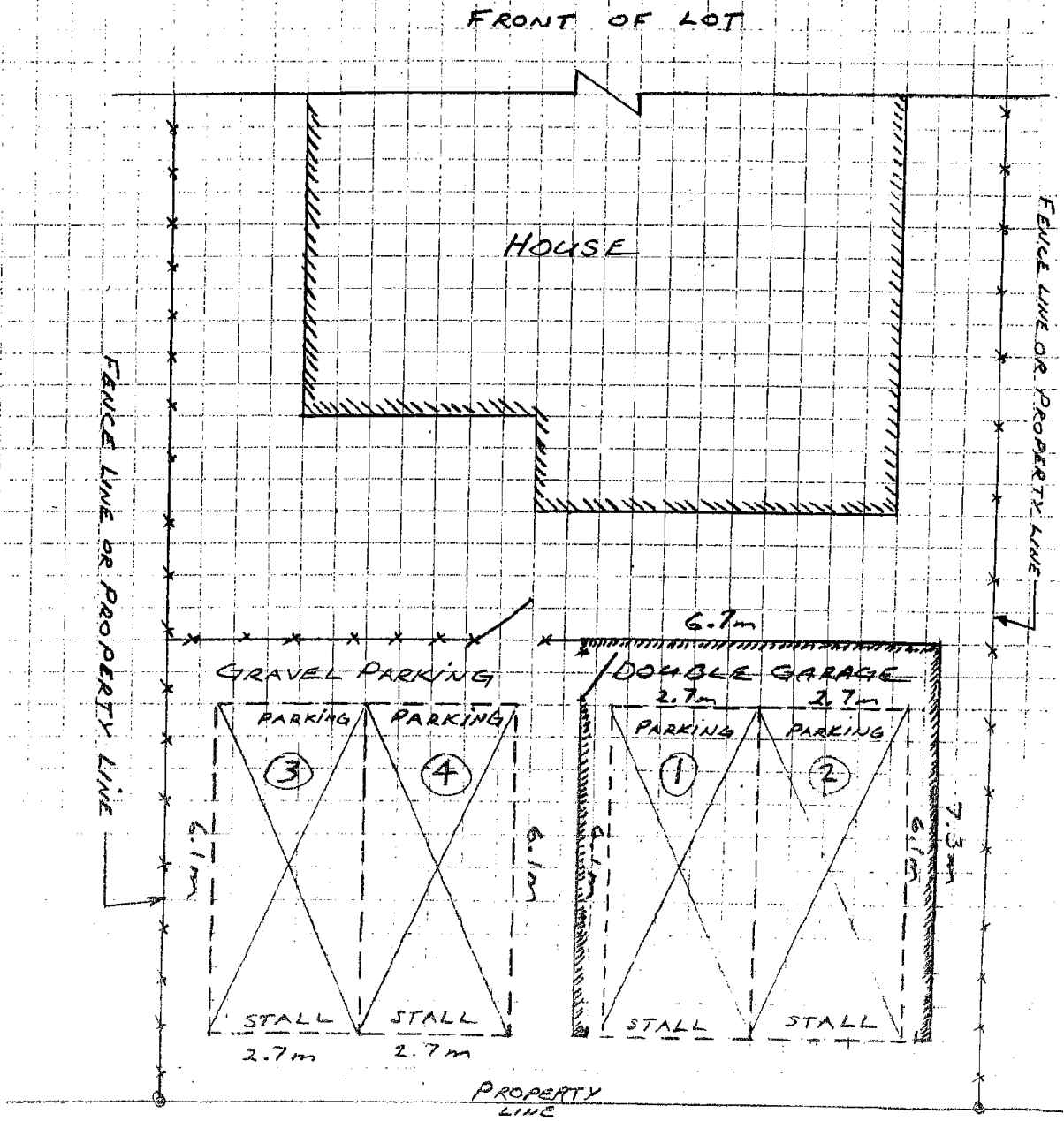
**Scaled sketch plans:** Be as detailed as possible. Do not omit any of the specified information. You must provide your measurements in metric on an 11 x 17 tabloid sheet (8.5 x 11 is acceptable for small areas). Please refer to the examples provided below.

**Zoning district:** PHAs are considered 'discretionary uses' under Jasper's land use policy. This means that PHAs are only permitted in certain land use zones in residences which meet certain conditions. Not all homes are suitable for PHAs. If you do not know the zoning district you are in, you may leave this part of the application blank provided you have supplied your civic address. Private Home Accommodation is considered a discretionary use in the R1, R2, R2H, CCWa, and CCWb zones; please contact the Development Officer to confirm if your leasehold is situated in the appropriate zone.



SAMPLE PARKING SKETCH

SITE PLAN FOR 700 CAVELL ST. (BLOCK —, LOT —)  
 SHOWING PARKING ON THE REAR PORTION OF LOT  
 SCALE: 1:100 (OR 1" = 8')  
 DATE: \_\_\_\_\_



REV 1.0.0.0



SAMPLE FLOOR PLAN SKETCH

BASEMENT PHA PLAN FOR 700 CAVELL ST.

SCALE: 1:50

FRONT OF HOUSE

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

