



SINGLE ROOM ACCOMMODATION CONVERSION* or DEMOLITION* PERMIT APPLICATION

SR No. _____

Civic Address: _____

Legal Description: Lot _____ Subdivision _____ Block _____

District Lot _____ Plan _____

Building Name: _____

This area must be completed by the person signing this application.

Name: _____

You are the:
Property Owner

Mailing Address: _____

City: _____ Postal Code: _____

Company Name: _____ Phone Number: _____

Agent for Property Owner

Non-Profit Number (if applicable): _____

Note: If the applicant is NOT the property owner, a letter of consent signed by the owner must also be submitted.

Owner's information (If owner is a corporation, provide Incorporation Certificate and names and addresses of all directors & associates):

Property Owner's Name: _____

Address: _____ Postal Code: _____

City: _____ Phone Number: _____

Property Owner's Name: _____

Address: _____ Postal Code: _____

City: _____ Phone Number: _____

Property Owner's Name: _____

Address: _____ Postal Code: _____

City: _____ Phone Number: _____

- | | | | |
|-----|--|-------|---|
| 001 | Convert* occupancy of designated room(s) | _____ | Total # of storeys in this building |
| 002 | Change term or nature of tenancy of designated room(s) | _____ | Total # of SRA rooms in this building |
| 003 | Change frequency of rent payments for designated room(s) | _____ | Total # of non-SRA rooms in this building |
| 004 | Convert* vacant designated room(s) | _____ | Total # of tenants in this building |
| 005 | Repair or alter designated room(s) | | |
| 006 | Demolish* designated room(s) | | |

*see definitions of "conversion" and "demolition" on reverse side of form under "Explanatory Notes"

Describe nature of the proposed conversion or demolition:

Please continue application on reverse

THIS SECTION MUST BE COMPLETED:	OFFICE USE
Are there any permanent residents needing to relocate as a result of this proposed conversion?	
Yes No	
If Yes, you must provide the following information:	
1 The number of permanent residents that will be affected?	
You must also include with this application the following required supporting documents:	
1 Tenant Relocation Plan Application Form (must be submitted whether or not tenant relocation may be necessary)	
2 An affidavit, sworn by the owner or, if the owner is a corporation, by a director of the corporation, setting out why the owner wants to convert or demolish the designated room	
3 One set of floor plans of the existing and proposed floor layout as described below*	
4 Tentative schedule for construction (if applicable)	

* Explanatory Notes: _____

Definition of “conversion” or “convert” means the following under the Single Room Accommodation By-law:

- “(a) a change in the form of occupancy, intended form of occupancy, or customary form of occupancy of a designated room from living accommodation for a permanent resident to living accommodation for a transient guest or to another
- (b) a change in the term or nature of the tenancy to which a permanent resident has the right in respect of a designated
- (c) a change in the frequency of the rent payments a permanent resident must make in respect of a designated room,
- (d) an occupancy or use, or the suffering or allowing of an occupancy or use, of a vacant designated room for a purpose other than living accommodation for a permanent resident,
- (e) a repair or alteration to a designated room or any improvement or fixture in it or a replacement of any such improvement or fixture, except for repairs or alterations that are minor in nature and have no material effect on the enjoyment by permanent residents of their living accommodation, and do not include the relocation of a permanent resident during the repair or alteration and does not result in the room ceasing to be a designated room,
- (f) a reclassification of a building or any portion of a building from Class 1-residential to any other class referred to in the Assessment Act and its regulations, or
- (g) a loss of exemption in respect of a designated room from an obligation to pay or remit hotel room tax under the Hotel Room Tax Act and its regulations;”

Definition of “demolition” or “demolish” means the following under the Single Room Accommodation By-law: “to pull, knock, or tear down or to raze, wholly or partially, a designated room”

Floor plans must be legible, drawn to a scale NOT less than 1/8" to 1', and must:

- (a) Include dimensions and layout of all floor levels including basement and underground parking;
- (b) Identify on each floor:
 - rooms that provide accommodation for permanent residents;
 - rooms that provide accommodation for transient guests (tourists);
 - rooms that provide other non-residential accommodation uses (e.g., lounge, storage rooms, etc.);
- (c) Indicate on each floor the square footage of all rooms and common areas;

Office Use Only

By submitting this application, I, _____, as owner or owner’s agent:

- (a) have verified that the information contained within this document and associated applications and plans is correct and accurate, and describes a use, a building or a work which complies with all relevant by-laws and statutes;
- (b) acknowledge that responsibility for by-law compliance rests with the owner and the owner’s employees, agents and contractors;
- (c) acknowledge that any information and documents provided with this SRA conversion/demolition permit application will be attached to the report to Council and as such, be made available to the public; and
- (d) hereby agree to indemnify and save harmless the City of Vancouver, its officials, employees and agents against all claims, liabilities and expenses of every kind, in respect of anything done or not done pursuant to this application or fact sheet or ensuing permit.

SUBMITTED AT VANCOUVER, BC THIS _____ DAY OF _____ 20_____