



## Who is this form intended for?

This notice is intended for any person who wishes to register a tourist accommodation establishment for the purpose of tourist rentals for periods not exceeding 31 consecutive days. Section 4 must be completed and signed by the competent authority (municipality, borough or regional county municipality) who will then return it to you.



## Do I have to use this form?

No, this notice is provided as an example by the Ministry of Tourism. The municipality may provide you with another equivalent document.

**However, the CITQ strongly recommends that you use the template provided by the Ministry of Tourism.**

All the information required by the CITQ to confirm that the proposed use of your establishment complies with municipal regulations can be found on this template and its use allows you to avoid having your registration application abandoned or refused because of an unacceptable document.

To ensure that your application for registration can be processed, you must also ensure that you have first received the properly completed Notice of Compliance signed by the municipality, borough or regional county municipality in whose territory the establishment for which you are applying is located.



## When to use this form?

Under the *Tourist Accommodation Act*, a document from a competent authority demonstrating that the operation of a tourist accommodation establishment does not contravene the municipal by-law relating to use must accompany applications for:

- registration of a new tourist accommodation establishment
- registration of a tourist accommodation establishment for which there is a change of operator
- updates to the type or number of accommodation units offered within a tourist accommodation establishment (for example, adding units or converting rooms to dormitories)

## Instructions – [Notice of Municipal Compliance](#)



1. Complete sections 1 through 3 of the form and Appendix A as needed. The document can be completed directly on screen before saving or printing.
2. Send the notice to the planning department of the municipality, borough or regional county municipality of your establishment.
3. Once an authorized municipal employee has completed and signed\* Section 4 of the notice, they will return it to you.
4. Attach the signed notice and other required documents to your application form\*\*. This form must be completed online on the CITQ website: [https://citq.qc.ca/en/demande\\_enregistrement.php](https://citq.qc.ca/en/demande_enregistrement.php)

\*If you have been advised by the municipality that the use requested for the establishment does not comply with the municipal land use planning by-law, you may not apply for registration.

\*\*If the notice of compliance is required as part of an update to the type or number of lodging units in an existing establishment, you may need to submit the notice of compliance to a CITQ agent or via your CITQ Portal account.

## How to Complete the Notice of Compliance?



### 1. Applicant Information

Indicate in this section the contact information of the proposed operator of the establishment.

The operator can be the owner or a tenant of the establishment. The operator can be an individual or a legal entity (company). If there is more than one owner or lessee, list them all.

### 2. Establishment Information

Indicate in this section the contact information of the establishment.

- Indicate, if applicable, the name you intend to use for your establishment.
- Indicate the main address of the establishment.
- If your facility has only one house, apartment or cottage type unit, or one or more units of another type (rooms, dormitory beds, etc.) check the NO box.
- If your facility has more than one (two or more) house, apartment or cottage type unit, check YES and complete **Appendix A**.

### 3. Requested use

In this section, check the category of the establishment that will be operated and for which you wish to apply for registration.

Be sure to read the category definitions. You may only choose one category.

For the **Youth Tourist Accommodation** and **Primary Residence categories**, before checking this box, make sure your establishment meets all the definition criteria. If not, you must select the **General Tourist Accommodation Establishment** category.

Examples of General Tourist Accommodation Establishment: Hotel, motel, inn, bed and breakfast, tourist residence, second home, secondary dwelling, youth hostel with less than 30% of the units containing dormitory beds<sup>1</sup>, etc.

<sup>1</sup> A dormitory is a room containing at least two beds offered for rent on an individual basis.

### Types and number of accommodation units

Indicate in this table the number of units of each type that your facility will consist of based on your planned accommodation offering. Complete this based on the way you plan to take rental reservations.

#### For example:

- If you plan to rent one or more cottages, enter the information in the appropriate box. Since the cottage will be rented in its entirety, it is the cottage that corresponds to the accommodation unit.
- If you plan to rent one or more rooms (through separate reservations), indicate the number of rooms in the corresponding box.

If no units of a type are provided, enter 0 or leave blank.

Enter the total number of accommodation units requested in the box provided.

**A primary residence establishment shall have only one accommodation unit.**

#### 4. Section reserved for the municipality

This section must be completed and signed by an authorized employee of the municipality, borough or regional county municipality on whose territory your establishment is located.

The municipal employee will indicate on the application whether the use requested in Section 3 for the establishment listed in Section 2 (and, if applicable, in Appendix A) complies with the municipal planning by-law relating to use.

It will also include the following information:

- the maximum number of accommodation units permitted by regulation to be operated at that location
- the name and number of the regulation on which their response or decision is based
- the name, contact information and position of the municipal employee completing and signing this section of the notice of compliance
- The municipality will return the notice to the operator (applicant) once Section 4 has been completed and signed.

#### Appendix A

If your facility consists of more than one (two or more) house, apartment or cottage type unit, you must complete Appendix A.

- Indicate the address and, if applicable, the name of each unit
- Indicate for each unit the number of rooms in the residence and its maximum capacity
- Use one line per unit