

Notice to Property Owners: Mandatory Registration of Rental Properties

The Town of Happy Valley-Goose Bay requires registration for all rental properties, effective March 1, 2026. This registration will be applicable to both commercial and residential properties for both long-term tenants and short-term guests.

Short-term rentals are defined in the [Tourist Accommodations Act Section 2\(e\)](#):

"short-term rental" means the provision of an accommodation for compensation to an individual or group of individuals for overnight lodging for a period of 30 days or less"

Action Required: Register Your Property/Business

If you own commercial property and rent or lease space on a long-term or short-term basis, the municipality requires specific information to ensure that the building's use is in the appropriate development zone and that the tenants are registered to ensure that they are added to the assessment roll. The onus is on the Property Owner to advise the municipality when a tenant moves into or leaves a commercial space, and the effective dates. If the use is permitted within the Town's Development Regulations, no further action is required on your part (other than notice of tenant changes). If there is a change in use of the building or space, you will need to update your file with the Town and obtain a Building Permit.

Any building that is to be used for sleeping accommodation is required to have a valid building permit prior to beginning construction or renovation. This includes any work to change the use of a storage building or other building to sleeping accommodations. This applies to both commercial and residential properties. Additionally, a valid Occupancy Permit is required before using the space.

The Province of Newfoundland and Labrador requires all short-term rental operators to register with the Province. You can find more information on the [Tourism, Culture, Arts and Recreation](#) website. The Town uses the definitions in Section 2 of the [Tourist Accommodation Act](#), whether or not the intent is tourism-related. An "operator" under this definition is deemed to be a business under Section 2 (d) of the [Towns and Local Service Districts Act](#) and is subject to business tax as per the Town's [Policy F0001](#).

If you are currently operating, or intend to operate, a short-term rental such as a bed and breakfast, boarding house, or vacation rental (including Airbnb, VRBO, etc.) within the municipal boundary, you are required to register the property with the Town and obtain the necessary permits. You must also provide proof of registration with the Province.

Why Should I Register?

- For Compliance: This ensures your rental business (or accommodation) adheres to the development regulations, zoning, and relevant bylaws, policies, or other regulations.
- For Safety: This ensures the property meets basic fire safety and building code standards.
- For Legality: Failure to register may result in a Stop Work Order until compliant. Insurance companies may also require an Occupancy Permit from the municipality and unregistered properties may affect the validity of any insurance by the insurer.

How Do I Register?

If you are a property owner renting out a property, you are required to register with the Town.

The following steps are required to register your property in order to rent it, whether commercial or residential.

Residential: It can be either long-term rental or short-term rental.

For Long Term: Only non-owner-occupied properties need to be registered with the Town.

1. The Rental Property Registration Form (featured below) must be completed and submitted to the Town.
2. A one-time Fire and Life Safety Inspection must be completed. Please contact the Town's Fire Protection Office at 709-896-7128 to arrange the inspection. The property must be declared safe to occupy.

For Short Term (30 days or less):

1. A Discretionary Land Use Application (\$275) and a Rental Property Registration Form must be completed and submitted to the Town.
2. The Town will advertise your application for 7 days for public comments. It will then be discussed at the next scheduled Council meeting, where Council will vote on the Committee's recommendation.
3. Once Council approval is granted, you may proceed with the business registration process by completing the Town's Business Application (\$100) and ServiceNL's Short Form and Building Accessibility Form.

4. A Fire and Life Safety Inspection must be completed (contact the Town's Fire Protection Office at 709-896-7128). This can be initiated once permission is granted by ServiceNL.
5. Once all steps are completed, a Permission to Operate letter will be issued, authorizing the business operation.
6. In addition to annual property tax, short-term rental residential properties are subject to an annual home-based business tax. This will be the greater of \$500.00 or 3% of gross revenue to a maximum of \$5,500.00, as per the No Fixed Place of Business rate under Policy F0001.

Commercial:

1. The Rental Property Registration Form must be completed and submitted to the Town.
2. If self-occupied, you must obtain a Permission to Operate letter (Business Application required).
3. If tenant-occupied, you must notify the Town of any change in tenant or change in use to keep records updated.

Make sure tenants/renters have Permission to operate their business within the Town boundaries. ([Click on this link to register your business](#))

You are required to provide government-issued identification to verify ownership of the property. If you are a tenant, an approval letter from the property owner is required.

We are available at any time during the process to assist with any steps of the registration. For further information, please contact our Engineering Technician at (709) 896-3593 or by e-mail at muntech@townhvgb.com.

Yearly Tax Amounts:

For commercial properties, in addition to an annual property tax, the property owner or their tenant will be responsible for paying an annual business tax on their short-term rental property/occupied space. This will be in accordance with the category of operations per Policy F0001.

For residential properties, in addition to an annual property tax, the property owner will be responsible for paying an annual home-based business tax on their short-term rental property. This will be the greater of \$500.00 or 3% of gross revenue to a maximum of \$5,500.00 as the No Fixed Place of Business rate in Policy F0001.

More Information

Detailed information about the registration/licensing process and the application form can be found on our [website](#) or by visiting the Town Hall during regular business hours of Monday to Friday from 9 am to 4 pm.

If you are unsure if you have all the necessary permits in place or have any other questions relating to registration and permits, please contact the **Engineering Technician** at 709-896-3593 or email muntech@townhvgb.com.

If you have any questions relating to business tax, please contact the **Supervisor of Assessment and Taxation** at 709-896-7124 or email sat@townhvgb.com.

Registration Deadline is **May 31, 2026**.