



Tourism Accommodation Starter Guide

**A guide to operating a tourism accommodation
establishment in Prince Edward Island**

Am I a Tourism Operator?

On Prince Edward Island, if you are a temporary guest accommodation that operates for a continuous period of less than one month, be it marketed via a booking site like Airbnb or any other means, you must be licensed as a tourism property.

Tourism accommodations in Prince Edward Island range from all types of camping (tent sites to glamping) to all types of fixed roof accommodations (hostels to high-end hotels).

The [Tourism Industry Act](#) and [Regulations](#) describe the requirements for a licence. It is strongly recommended that you review the legislation in detail before completing a license application

CHECKLIST

- ☐ **Register Your Business**
- ☐ **Apply for a Tourism Establishment License**
- ☐ **Complete Water Testing**
- ☐ **Schedule an Initial Property Inspection**
- ☐ **Open**
- ☐ **Complete Monthly Reporting**

Additional details on each step can be found on the following pages

Resources

Tourism PEI

industrysupportpei@gov.pe.ca
1-866-213-7521

PEI Business Navigator*

businessnavigator@gov.pe.ca
1-833-335-0536

For municipal contact details refer to the [Municipal Directory](#).

Still unsure? Have more questions? Contact a Business Navigator* at 1-833-335-0536 or email businessnavigator@gov.pe.ca for personalized assistance.

Checklist Details

1. Register your Business

You are required to register your business in Prince Edward Island. You can register a new business online in the [Online Corporate Business Registry](#). Your business number **must** be included in your application for a Tourism Establishment License.

If you require assistance with this, please visit the [Provincial Business Registration Starter Guide](#) or reach out to the PEI Business Navigator by calling 1-833-335-0536 or emailing businessnavigator@gov.pe.ca.

2. Apply for a Tourism Establishment License

New and existing properties **must** apply for a Tourism Establishment License. This can be completed through [Operator Self-Serve](#). An initial application fee of \$180 is payable at the time of application submission.

If your property is located in a municipality with planning authority, you **must** have municipal approval before making an application to Tourism PEI. Visit the [Municipal Directory](#) to determine if your operation is located in a municipality with zoning bylaws or contact Tourism PEI at 1-866-213-7521.

3. Complete Water Testing

If your property is not served by a municipal water system, you **must** provide an initial satisfactory drinking water test from the PEI Analytical Laboratories (the only accredited lab in the province). Once operational, you **must** perform bacteria water testing for your tourism accommodation every three (3) months during the months that the property is open to receive guests. For detailed instructions on collecting and submitting water samples, visit [Water Testing for Accommodation Operators](#).

4. Schedule an Initial Property Inspection

An inspection is part of the licensing process as outlined in the *Tourism Industry Act* Regulations; visit [About Tourism Accommodation Inspections](#) to learn more.

Once you have submitted your licensing application, a Tourism Standards Officer will contact you to schedule an inspection.

Please have your water test completed and the results ready to provide to the tourism standards officer.

5. Open — Congratulations, you're in business!

Once your tourism accommodation has been approved and you have paid the final license fee, which is calculated based on how many rentals units you have on your license, you can open for business.

6. Complete Monthly Reporting

Once licensed, you are **required** to report monthly occupancy to Tourism PEI by the 10th day following the end of each month that you are operating. This report details monthly occupancy and related visitor origin information (province or state of and country of visitor).

With this data, Tourism PEI produces monthly indicator reports to inform government and industry about where our visitors come from and when they visited. You can easily report monthly occupancy by signing into your Operator Self-Serve account.

There may be additional Provincial regulations required for the operation of your tourism establishment. A Business Navigator is always here to help. Contact us today!

Still unsure? Have more questions? Contact a Business Navigator* at 1-833-335-0536 or email businessnavigator@gov.pe.ca for personalized assistance.