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

PEI Business Navigator*
businessnavigator@gov.pe.ca
1-833-335-0536

Quality Tourism Services Inc.
info@qts.ca
902-368-3501

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.
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](https://www.gov.pe.ca). Your business number must be included in your application for a Tourism Establishment License.

If you require assistance with this, 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](https://www.gov.pe.ca). 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](https://www.gov.pe.ca) 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](https://www.gov.pe.ca).

4. Schedule an Initial Property Inspection
Once you have submitted your licensing application, Quality Tourism Services (QTS) will contact you to schedule an inspection. If you have a preferred date for inspection, please contact QTS directly by calling 902-566-3501.

Please have your water test completed and the results ready to provide to the inspector.

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!

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