

Operator Guidebook

Short Term Rental / Bed & Breakfast Operator
Guidebook in the City of Revelstoke.

April 2022



Development Services
Department

development@revelstoke.ca
250-837-3637

216 Mackenzie Ave
Revelstoke, V0E 2S0
PO Box 170



All about Short Term Rental and Bed & Breakfast

Short Term Rentals (STR) and Bed and Breakfasts (B&B) are a form of accommodation that is undertaken within residential buildings where visitors can stay for less than 30 days. As these forms of accommodation are typically embedded within residential neighbourhoods, regulations are in place to ensure operators are good neighbours and provide safe accommodation that contributes to a positive experience.

What is a STR and B&B? What's the difference?

A STR includes the renting of a fully self-contained dwelling unit (this could be an entire single family dwelling, legal secondary suite or even a condo / apartment unit) to a member of the travelling public for a period of less than 30 days.

A B&B includes the renting of rooms within a single family dwelling that is the permanent, primary address of the owner. The owner and visitors are residing in the same dwelling unit with access to common areas.

The main difference between a STR and B&B is that a STR includes the rental of a fully self-contained dwelling unit, whereas a B&B includes renting rooms in the dwelling where the operator resides.

Why regulate?

The ability to rent your house, especially as a STR when it entails rental of a fully self-contained dwelling unit, can pose challenges in residential areas. This may include issues with respect to noise, garbage, or parking. In addition, it removes potential rental housing from the market that would be available for long term renters and can potentially drive up prices of homes, exasperating the already stressed local housing market.



Having a clear regulatory framework so that residents and visitors alike know where these types of uses are permitted and what regulations they must abide helps reduce conflict within existing residential neighbourhoods.

I want to operate a STR or B&B. Where do I start?

The City has prepared resources to make navigating the process of starting a legal STR or B&B as easy as possible. Before applying for a business license, it is recommended that you review the Factsheet for STR and B&Bs. This fact sheet will likely answer many questions you have about being an operator.

After you have reviewed the factsheet, the next step is determining whether or not your property is zoned to permit the business. All standard residential zones permit B&Bs, but City bylaws are more restrictive of where a STR is permitted. If you are looking to operate a STR, your property must be zoned to specifically allow for the use STR.

If you are zoned to permit a B&B or STR, then the next step would be to apply for a business license. If you are not zoned to permit a B&B or STR, then you need to apply to rezone your property to allow for the use to be undertaken. The City has prepared a [Rezoning Guide](#) to assist property owners in navigating the rezoning process. Prior to submission of a formal rezoning application, it is recommended that you speak with City staff to understand the process and applicable bylaws and policies by which your application will be reviewed under.



Preparing a Business License application

If your property is zoned to permit STR or B&B, the next step is to become familiar with the requirements of operation to help craft your business license application. The City has prepared detailed application forms and checklists to ensure that you provide a complete application. A complete application will typically include:

- Completed application form
- Parking plan
- Floor plan
- Fire evacuation plan
- Good neighbour agreement
- Proof of principle residence (if applicable)
- Authorization from owner or strata (if applicable)

After submission of a business license application, inspections from City officials may be required to ensure that the property is safe for the intended use. Staff will be in touch if more information is needed and to make any necessary arrangements for inspections. Information including address, name of business, and a contact phone number will be posted on the City's webpage so that residents and visitors can quickly determine whether or not a business is legal.

For more information on the business license process, the City has prepared a [Business License Guide](#).



Being a good neighbour in Revelstoke

As part of a business license for a B&B or STR in Revelstoke, the City requires all operators to agree to adhere to the principles of being a good neighbour. This commitment is important to ensure that Revelstoke remains a vibrant, safe, and attractive community for the enjoyment of everyone including residents, visitors, businesses and their workers.

Your responsibilities as a STR or B&B operator

As an operator who is providing accommodation, you are welcoming guests to not only your home but our community. Many of these guests are tourists and not familiar with where amenities and activities are located, as well as the bylaws that are in place to ensure our community remains an enjoyable place for residents and visitors. Take some time to ensure that you are educating your guests as needed so that Revelstoke remains a vibrant community for all.





Can the operator be absent overnight?

It is the expectation that an operator of a B&B or STR (when required to reside onsite) be present anytime that the B&B or STR use is being undertaken.

If zoning regulations allow you to rent your whole home using a 24/7 property management service, the service provider must be available anytime the STR is in operation.

Compliance and enforcement

The City undertakes a proactive and reactive approach for enforcement and seeks to promote awareness of the rules and regulations for operating a STR or B&B. As a member of the community, it is your responsibility to be familiar with and follow City bylaws and rules for operating a STR or B&B. Owners found to be operating a STR or B&B without a license or contrary to City bylaw will be subject to fines of up to \$1000/offence, per day for as long as the offence continues. Some examples of offences include:

- Operating without a valid business license
- Advertising without a valid business license
- Operators not meeting the required operating, regulatory, or licensing requirements
- Nuisance offences or unsightly premises



Please take a moment to consider the following for the safety and well-being of your guests

- Do you have a plan in place to deal with the possible evacuation or evacuation alert for your guests in the event of an emergency?
- How will you communicate any impacts to services (water, sewer, electrical etc.) to your guests?
- Does your homeowners insurance allow you to have rentals in your home, and do you have adequate liability insurance?
- Have you provided your guests with any available tourism resources

Information for guests

NOISE: Ensure that your guests are considerate of the noise bylaw. Quiet hours are Monday – Saturday, before 7:00 am or after 11:00 pm, and Sunday / statutory holidays before 9:00am and after 11:00 pm.

PARKING: Ensure your guests know where they can and can't park. Parking regulations are found within Section 13 of the City's Zoning Bylaw. Be considerate of your neighbours, ensure that you have appropriate parking for guests and consider if they may need oversize parking areas. Appropriate off-street parking is required for STR and B&Bs.

GARBAGE AND RECYCLING: Ensure your guests have access to garbage and recycling. In addition, ensure that your guests are aware of bear smart principles to reduce human-wildlife conflict.

FIRE SAFETY: Ensure your guests are aware of possible evacuation alerts and are aware of your fire evacuation plan.



DOGS: Ensure your guests are responsible pet owners and keep their dogs controlled, on leash at all times unless within designated off-leash areas. Guests must also pick up after their dog.

Helpful Resources

- [STR and B&B Factsheet](#)
- [Zoning Bylaw](#)
- [Business Licensing Bylaw](#)
- [Municipal Ticket Information Bylaw](#)
- [Noise Bylaw](#)
- [Business License Guide](#)
- [Business License Application Form](#)
- [Rezoning Guide](#)
- [Rezoning Application Form](#)

Questions?

We are here to help make the application process as smooth as possible. If you have questions, please contact us.

City of Revelstoke - Development Services
216 Mackenzie Ave (Second St Entrance)
PO Box 170, V0E 2S0

250-837-3637
development@revelstoke.ca
www.revelstoke.ca

This brochure is not a legal document. Any contradiction, dispute or difference between the contents of this brochure and applicable City bylaws, plans, policies or guidelines will be resolved by reference to the bylaws or other official documents.

Photos provided by [Tourism Revelstoke](#).



APPLICATION FORM

NEW BUSINESS LICENCE

Part One: Type of Application (Check all that apply)							
<input type="checkbox"/> New Business		<input type="checkbox"/> Not-For Profit		<input type="checkbox"/> Inter-Community Business			
Part Two: Location Type							
<input type="checkbox"/> Commercial Property / Building		<input type="checkbox"/> Industrial Property / Building	<input type="checkbox"/> Residential Property / Building	<input type="checkbox"/> Mobile or Online Only Business	<input type="checkbox"/> Out of Town Business		
Part Three: General and Contact Information							
Building / Property Owner's Name(s):							
Business Owner's Name(s):							
Business Legal Name:			Incorporation No:				
Business Operating Name:			Phone:				
Business Location Address:			Email:				
Mailing Address:			Website:				
Business Description:							
Online Directory Listing: <input type="checkbox"/> Yes <input type="checkbox"/> No (Mandatory for Short Term Rentals and Bed and Breakfasts) Your business name, phone number, type of business, & website will be listed on the City's website.							
Emergency Contact - The City would use these to provide timely information about urgent service disruptions or evacuations							
Name:		Phone:		Email:			
Part Four: Type of Business see North American Industry Classification System (NAICS) for definitions							
<input type="checkbox"/> Accommodation <input type="checkbox"/> Long-Term Rental <input type="checkbox"/> Bed and Breakfast <input type="checkbox"/> Short Term Rental <input type="checkbox"/> Tourist Accommodation <input type="checkbox"/> Administrative / Support <input type="checkbox"/> Agriculture / Forestry / Fishing / Hunting <input type="checkbox"/> Arts / Entertainment / Recreation		<input type="checkbox"/> Automotive / Mechanical <input type="checkbox"/> Construction <input type="checkbox"/> Educational Services <input type="checkbox"/> Financial / Insurance <input type="checkbox"/> Food / Beverage / Liquor <input type="checkbox"/> General / Personal Services <input type="checkbox"/> Health Care / Social Assistance <input type="checkbox"/> Information / Cultural Industries		<input type="checkbox"/> Management of Companies / Enterprises <input type="checkbox"/> Manufacturing <input type="checkbox"/> Mining / Quarrying / Oil / Gas Extraction <input type="checkbox"/> Public Administration <input type="checkbox"/> Professional / Scientific / Technical Services <input type="checkbox"/> Real Estate / Rental Leasing		<input type="checkbox"/> Retail Trade <input type="checkbox"/> Transportation / Warehousing <input type="checkbox"/> Utilities <input type="checkbox"/> Waste Management / Remediation Services <input type="checkbox"/> Wholesale Trade <input type="checkbox"/> Other Services:	
Part Five: Business Operations and Premises							
Proposed Opening Date:							
Number of People Working in the Business (including owners):							
Full-time Employees:		Part-time Employees:		Seasonal Employees:			
Where are your customers? <input type="checkbox"/> Local		<input type="checkbox"/> Regional	<input type="checkbox"/> Provincial	<input type="checkbox"/> National	<input type="checkbox"/> International		

Will your business include any of these goods or services?	<input type="checkbox"/> Food	<input type="checkbox"/> Alcohol	<input type="checkbox"/> Body Services	<input type="checkbox"/> Child Care	<input type="checkbox"/> Retail Cannabis
New or existing building?	<input type="checkbox"/> New Building	<input type="checkbox"/> Existing Building	<input type="checkbox"/> Building in Progress	<input type="checkbox"/> No Building	
Do you rent or own the building?	<input type="checkbox"/> I rent the building	<input type="checkbox"/> I own the building	<input type="checkbox"/> Other:		
Is any construction or renovation contemplated? * <input type="checkbox"/> Yes <input type="checkbox"/> No (If <u>yes</u> , please specify):					
<i>*If yes, a building permit may be required. Please note that if a building permit is required, your business licence will not be issued until the building permit process is completed.</i>					
Are you installing a sign? <input type="checkbox"/> Yes <input type="checkbox"/> No	Total Business Floor Area (m²):		Number of Off-Street Parking Spaces:		
Food or Drink Establishment:					
Number of Seats:					
Rental Accommodation (secondary suites, apartment buildings, tourist accommodation, and campgrounds):					
Number of Bedrooms, Units or Campsites:					
Short Term Rentals (STR) / Bed and Breakfast:					
Number of Bedrooms:		Number of Guests:		Owner lives onsite <input type="checkbox"/> Yes <input type="checkbox"/> No	
Contact Information (if different than Part 2) will be listed on licence and the City's Online Business Licence Directory					
Name:			Phone:		
Provide proof of principal residence by including: <input type="checkbox"/> Provincial Homeowners Grant; or at minimum 2 of the following:					
<input type="checkbox"/> Drivers License or Government ID	<input type="checkbox"/> Government Records	<input type="checkbox"/> Tax Documents	<input type="checkbox"/> Vehicle Registration	<input type="checkbox"/> Other	
Home Occupations (excluding secondary suites, bed and breakfasts, and STRs)					
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is the business operated in a principle building or in an accessory building? If yes, a building review is required before inspection.				
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are there any internal / external structural alterations to the principal building or any indications that the building is used for any purpose other than a dwelling?				
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is there any external display or advertisement of a sign which exceeds 0.3 m ² in area?				
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is there any external storage of materials, containers or finished products?				
<input type="checkbox"/> Yes <input type="checkbox"/> No	Is there any use of mechanical equipment?				
<input type="checkbox"/> Yes <input type="checkbox"/> No	Are there any non-resident employees?				
Part Six: Signatures					
Note: Unless otherwise instructed by the licensee, information on this form will be released for listing on an internet base. Please consult the Business Licence Guide to make sure you understand the content of this form. For questions related to this form, please contact Development Services at (250)-837-3637 or email development@revelstoke.ca .					
<input type="checkbox"/>	I hereby make an application for a Business Licence in accordance with the particulars as above stated and declare that the above statements are true and correct.				

<input type="checkbox"/>	In accordance with the application checklist and advisement of City staff, I have included all necessary documentation and plans required for this application.		
<input type="checkbox"/>	I understand that the granting of a business license is dependent on being in compliance with the Bylaws of the City and that the proposed business will not be carried out in contravention of the <i>Criminal Code</i> or the <i>Controlled Drugs and Substances Act</i> .		
<input type="checkbox"/>	I undertake, if granted the license applied for, to comply with every obligation contained in the Bylaws now in force, or which hereafter, come into force in the City.		
<input type="checkbox"/>	I will provide written notification to the City and submit an Update to Existing Business Licence application, if proposing name, address, ownership, or location changes.		
<input type="checkbox"/>	I understand that licenses are automatically renewed, and applicable fees are charged. Should we choose to cease operation of the business, it is our responsibility to advise the City and submit a completed Business Licence Cancellation Form, to ensure cancellation the business license prior to December 31.		
Name:		Signature:	Date:
Office Use Only			
Application No.:		Licence No.:	Customer ID:
NAICS Code:		Code / Licence Type:	Fee:
Planning <input type="checkbox"/> Yes <input type="checkbox"/> No		Building <input type="checkbox"/> Yes <input type="checkbox"/> No	Fire <input type="checkbox"/> Yes <input type="checkbox"/> No
		Health <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Date of Review	Comments	Initials of Approval
Planning			
Building			
Fire			
Interior Health			
Additional Comments:			



BUSINESS LICENCE
CHECKLIST
SHORT TERM RENTAL / BED AND
BREAKFAST

This checklist outlines the standard requirements for complete applications. All applications are required to be submitted in person at the Development Services department in City Hall or by email to development@revelstoke.ca **Only complete applications will be accepted.**

Depending on the nature and complexity of the application, additional requirements may be requested after an internal review. **We encourage all applicants to consult with Development Services staff before submitting an application.**

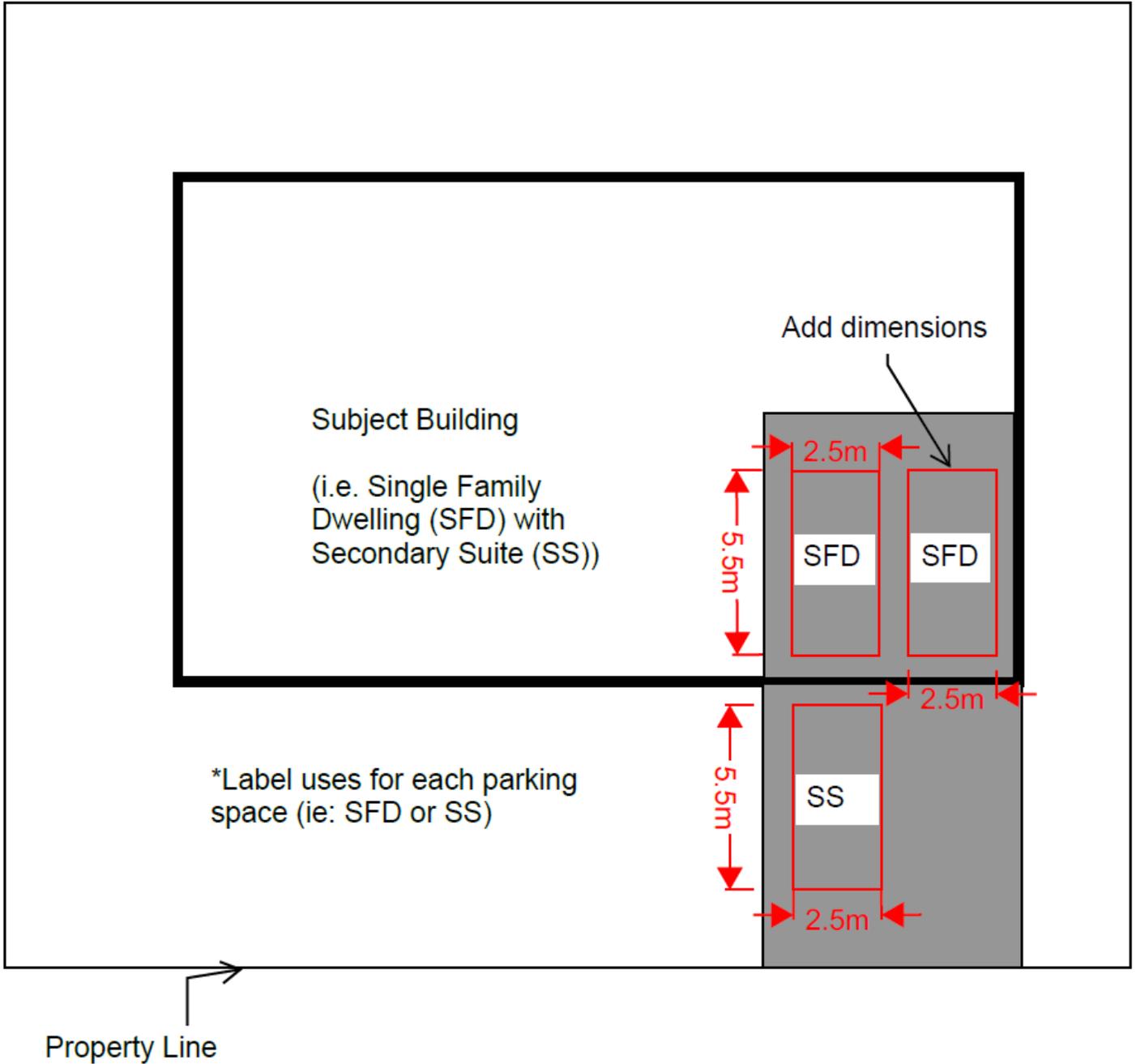
OFFICE USE	SUBMITTED	CHECKLIST	DETAILS
<input type="radio"/>	<input type="radio"/>	Completed Application Form	Business Licence Application
<input type="radio"/>	<input type="radio"/>	Fire Stat Dec	Statutory Declaration must be completed and signed with application package
<input type="radio"/>	<input type="radio"/>	Parking Plan	Plan illustrating location of parking (aerial view photo or site plan)
<input type="radio"/>	<input type="radio"/>	Floor Plan	Floor plan of the entire house that must show all levels of the residence, indicate the use of each room, and clearly label those rooms / areas proposed to be used for the STR / B&B
<input type="radio"/>	<input type="radio"/>	Fire Evacuation Plan	Operators must provide a Fire Evacuation Plan and display the plan at entrances and exists, and in each permitted bedroom.
<input type="radio"/>	<input type="radio"/>	Good Neighbour Agreement	Signed agreement where the Operator agrees to demonstrate to the City and community members to be a responsible STR / Bed and Breakfast operator within the City
<input type="radio"/>	<input type="radio"/>	Proof of Principal Residence	Bed and Breakfast Operators and Short Term Rental Operators that are required to live on site and the subject home is their principal residence. Examples of proof: <input type="checkbox"/> Provincial Homeowners Grant OR at minimum 2 of the following: <input type="checkbox"/> Drivers License or Government ID <input type="checkbox"/> Government Records <input type="checkbox"/> Tax Documents <input type="checkbox"/> Vehicle Registration <input type="checkbox"/> Other
<input type="radio"/>	<input type="radio"/>	Owner or Strata Authorization Form	Property owner or strata authorizing Operator to apply on their behalf (if applicable)
<input type="radio"/>	<input type="radio"/>	Fire Inspection Approvals	Site inspections conducted to ensure that building code is met. To be completed after application submission
<input type="radio"/>	<input type="radio"/>	Building Inspection Approvals	Site inspections conducted to ensure that building code is met. To be completed after application submission

ADDITIONAL WORK

A building permit may be required to upgrade the dwelling unit where the Short Term Rental / Bed and Breakfast will be provided, to meet building and fire safety standards. Should these additional works be required, a business licence will not be issued prior to the satisfaction of this requirements.



EXAMPLE PARKING PLAN





City of Revelstoke

P.O. Box 170, Revelstoke, British Columbia V0E 2S0
revelstoke.ca

Fire Code Compliance for Business Licence Issuance STATUTORY DECLARATION

I, _____

(full name of owner or authorized signatory)

of _____,

(business name and address)

DO SOLEMNLY DECLARE THAT:

1. I am the registered owner, lessee, or authorized operator of the above-noted business premises and am duly authorized to make this declaration for the purpose of obtaining or maintaining a business licence under the City of Revelstoke Business Licensing and Regulation Bylaw No. 1503, as amended.
2. I hereby confirm that the structure, building, or unit used for business operations complies with the BC Fire Code, the Fire Safety Act, and any applicable municipal fire safety requirements to the best of my knowledge and belief.
3. I acknowledge that the City of Revelstoke may issue a business licence prior to the completion of a fire safety inspection, and I accept full responsibility for ensuring ongoing compliance with all applicable fire and life safety standards.
4. I further acknowledge and agree that:
 - a. The issuance of a business licence does not constitute certification or assurance by the City of Revelstoke that the premises meet the BC Fire Code or other fire safety regulations.
 - b. The City of Revelstoke, its officers, employees, and agents are absolved of all liability for any loss, damage, injury, or claim arising from non-compliance with fire safety requirements or any fire event occurring on the premises.

- c. In the event that fire code violations are identified by the City’s Fire Rescue Services during a subsequent inspection, it is my sole responsibility to correct such deficiencies within the time specified by the Fire Chief or designate.

- d. Failure to correct any identified fire code violations in a timely manner may result in enforcement action, including suspension or revocation of the business licence under Business Licensing & Regulation Bylaw No. 1503 and/or prosecution under the Fire Safety Act.

DECLARED this ____ day of _____, 20 ____.

Signature of Declarant

(Print Name of Declarant: _____)

(Print Business Name: _____)



City of Revelstoke
Development Services
216 Mackenzie Ave, Revelstoke, BC
250-837-3637 | development@revelstoke.ca

FIRE SAFETY REQUIREMENTS

Business operators are required to have appropriate safety measures in place to protect guests or patrons in the event of an emergency. A Fire Evacuation Plan must be submitted with the Business Licence application package where you will have accommodations guests or business patrons in your building.

Fire Evacuation Plan

Once approved by the Fire Inspector, the evacuation plans must be permanently installed, they are required in each sleeping room (on the back of the door or adjacent to the door), and in conspicuous location on each floor level.

The evacuation plan must include the following information:

- Operators name and contact
- Address of property
- Emergency contact number (911)
- Location of rental bedrooms, extinguishers, smoke / carbon monoxide alarms
- Location of entrances and exits
- Fire Exit Route
- Include a legend
- Instructions to occupants if you discover a fire

Fire Extinguishers

Fire extinguishers with a minimum 2A10BC rating are required on each floor level. The fire extinguishers should be located adjacent to the exit or along the exit path in accordance with NFPA 10 "Portable Fire Extinguishers". The extinguishers must be kept clear and obstruction free at all times.

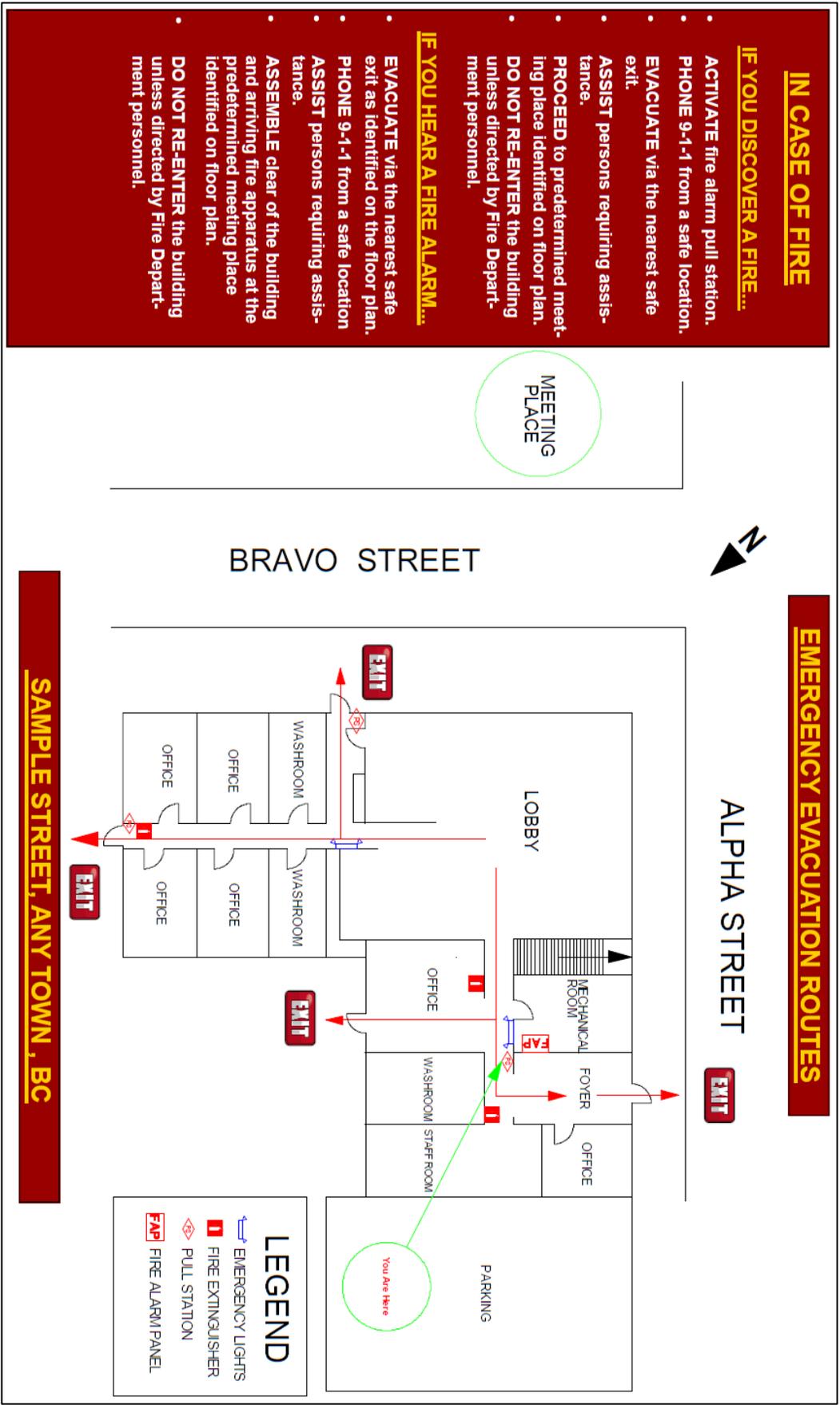
Smoke and Carbon Monoxide Alarms

Hardwired and interconnected smoke alarms are required in each bedroom and on each floor level in accordance with CAN/ULC-S553 "Installation of Smoke Alarms". In certain situations, a wireless system of smoke alarms that includes one hardwired may be permissible.

Other

Any other obvious deficiency that poses a threat to fire and life safety will also be documented and forwarded to the appropriate authority having jurisdiction.

Example Fire Evacuation Plan





This agreement made this _____ day of _____, 20____

WHEREAS _____ (the “Operator”):

Wishes to demonstrate to the City of Revelstoke (the “City”), and the Citizens of Revelstoke their effort to be a responsible Short Term Rental operator within the City.

Recognizes their role as a responsible operator and neighbor within the community and agrees to work with the City and its departments to resolve all concerns.

Wishes to promote Revelstoke as a vibrant, safe, and attractive community for the enjoyment of everyone, including residents, visitors, businesses, and their workers.

Recognizes that non-compliance with the Short Term Rental Operator Good Neighbour Agreement may be brought to the attention of the Business Licensing Supervisor, License Inspector, or City Council, and may trigger a licence suspension and / or revocation hearing.

Recognizes that Short Term Rental operators have a civic responsibility to address the conduct of their guests; and that City Bylaws require that certain standards of conduct and maintenance apply to their property.

Recognizes that should the Operator’s license be suspended or cancelled and any Short Term Rental bookings and / or nuisance incidents pertaining to the operation of a Short Term Rental continue to occur and remain unresolved, the City may exercise its power to pursue additional enforcement action including increasing fines and / or legal injunctive action.

AND WHEREAS the City wishes to:

Commend the Operator for their recognition of their civic responsibilities, and commitment to fostering a good working relationship with the City and the Operator’s neighbours.

Demonstrate its commitment to early resolution of disputes with the Operator in relation to this Agreement whenever possible.

NOW THEREFORE in conjunction with and in consideration of obtaining, continuing to hold, or renewing a Short Term Rental business license, the Operator covenants and agrees with the City to comply with the conditions set out in Zoning Bylaw and Business Licensing and Regulation Bylaw.

The business Operator by its authorized signatory (Owner / Operator)

 Signature



STRATA CONSENT FORM

SHORT TERM RENTAL

Part One: Property Information																	
Civic Address:																	
Legal Description:																	
Part Two: Strata Council Information																	
Executive Strata Council Member's Name:																	
Address:																	
City:																	
Phone:																	
Part Three: Operator's Information																	
Operator's Name:																	
Mailing Address:																	
City:	Province:	Postal Code:															
Phone:	Email:																
Part Four: Authorization																	
I, on behalf of the Strata for the above mentioned property,																	
<input type="checkbox"/>	have read the Short Term Rental Business License application form submitted by the Operator																
<input type="checkbox"/>	authorize the Operator to apply for a Short Term Rental, as specified in the completed Short Term Rental Business License application form attached with this form																
<input type="checkbox"/>	consent to the above address being used as a Short Term Rental in compliance with the City Bylaws																
<input type="checkbox"/>	allocate a total number of ___ off-street parking space(s) to the ___ - bedroom(s) unit designated for Short Term Rental																
<input type="checkbox"/>	I agree to immediately notify the City, in writing, of any changes regarding this information																
<table style="width: 100%; border: none;"> <tr> <td style="width: 33%; border: none;">_____</td> <td style="width: 33%; border: none;">_____</td> <td style="width: 33%; border: none;">_____</td> </tr> <tr> <td style="border: none;">Executive Strata Council Member's Name</td> <td style="border: none;">Signature</td> <td style="border: none;">Date</td> </tr> <tr> <td colspan="3" style="height: 20px;"> </td> </tr> <tr> <td style="border: none;">_____</td> <td style="border: none;">_____</td> <td style="border: none;">_____</td> </tr> <tr> <td style="border: none;">Operator's Name</td> <td style="border: none;">Signature</td> <td style="border: none;">Date</td> </tr> </table>			_____	_____	_____	Executive Strata Council Member's Name	Signature	Date				_____	_____	_____	Operator's Name	Signature	Date
_____	_____	_____															
Executive Strata Council Member's Name	Signature	Date															
_____	_____	_____															
Operator's Name	Signature	Date															



OWNER CONSENT FORM

SHORT TERM RENTAL

Part One: Property Information		
Civic Address:		
Legal Description:		
Part Two: Property Owner(s) Information		
Registered Property Owner Name(s):		
Address:		
City:		
Phone:		
Part Three: Operator's Information (Renter/Tenant Only)		
Operator's Name:		
Mailing Address:		
City:	Province:	Postal Code:
Phone:	Email:	
Part Four: Authorization		
I, the registered owner(s) of the above mentioned property,		
<input type="checkbox"/>	have read the Short Term Rental Business License application form submitted by the Operator	
<input type="checkbox"/>	authorize the Operator to apply for a Short Term Rental, as specified in the completed Short Term Rental Business License application form attached with this form	
<input type="checkbox"/>	consent to the above address being used as a Short Term Rental in compliance with the City Bylaws	
<input type="checkbox"/>	I agree to immediately notify the City, in writing, of any changes regarding this information	
 <hr/>		
Owner's Name	Signature	Date
 <hr/>		
Operator's Name	Signature	Date



1. What is a Short Term Rental (STR)?

A Short Term Rental is the use of a Dwelling Unit on a temporary basis (less than 30 days at any one time) for the financial benefit of the property owner to provide accommodation to the traveling public within a residential or mixed-use building.

2. What is a Bed and Breakfast (B&B)?

A B&B is the licensed use of a single family dwelling unit by a resident of the dwelling unit for the provision of temporary lodging of paying guests in not more than four guest rooms in the dwelling and the serving of a morning meal to such guests and includes the use of common living and dining areas in the dwelling by such guests. **Bed and breakfast use is prohibited in conjunction with a Secondary Suite.**

3. What is the difference between a STR and a B&B?

A STR can be operated in a **self-contained** dwelling unit, where a B&B must be operated in the main principal residence and entails the renting of rooms in the residence and use of common areas. A B&B cannot be in a separate dwelling unit from the principal residence.

Depending on your zoning, a STR may be permitted as a whole home rental with 24/7 property management services, or, may require a permanent resident STR operator to live onsite in a separate dwelling unit (i.e. operator lives in a legal secondary suite while the visitors stay in the primary dwelling, or vice versa).

4. What constitutes a self-contained dwelling unit?

When determining if your operation constitutes a STR or a B&B, owners need to consider whether they are requesting to allow visitors to stay within a self-contained dwelling unit. If the answer is yes, then you are looking to run a STR. While each situation is unique, some items that staff review in considering if a space is a self-contained dwelling unit include combinations of some of following items:

- Separate entrance
- Separate kitchen, dining, and living space
- Bedroom with windows, bathroom

- If the space has meaningful access to common areas of the house (e.g. a space that has everything needed to be self contained but includes a door to the main house may still be considered a self-contained dwelling unit)
- Separate washer and dryer
- Separate heating and ventilation system

5. Can I use a Carriage Suite or Garden Suite as a STR or B&B?

No, this is not permitted. A carriage suite or garden suite can only be rented on a long term basis.

6. What zones / properties permit a STR and B&B? What are the regulations?

All standard residential zones permit a B&B. A B&B must meet the following requirements: be operated within a single family dwelling; contain no more than 4 bedrooms that are rented; serve morning meals; allow use of common space to owners and renters; and not be located in a secondary suite.

STR includes more regulatory provisions than a B&B and vary depending on your zoning. The following **Comprehensive Development (CD) Zones** permit STRs. Please note that this does not include any strata regulations that you may be required to abide by. Please contact your strata for specific requirements.

CD Zone	CD Zoning Regulations
CD Zone 2 (RMR)	<ul style="list-style-type: none"> • The use of a dwelling unit for temporary commercial tourist accommodation whether by means of a rental pool or not is permitted anywhere in this zone. • There is no requirement for a permanent resident onsite operator, and whole home rentals are permitted in all residential developments.
CD Zone 3 (North side of Victoria Road, adjacent to Farwell Neighbourhood)	<ul style="list-style-type: none"> • There is no requirement for a permanent resident onsite operator, and whole home rentals are permitted in all residential developments.
CD Zone 4 (Row Houses at Townley and Downie)	<ul style="list-style-type: none"> • There is no requirement for a permanent resident onsite operator, and whole home rentals are permitted in all residential developments. • STR use is restricted to no more than 120 days per calendar year. • Maximum occupancy shall be based on two adults per licensed bedroom with a total maximum of two licensed bedrooms per dwelling unit. • No signage is permitted. • Property owners are required to provide a contact number for themselves or representative located within the City and available 24 hours a day. • The contact number is to appear on the Business License posted in the STR unit.

CD Zone 5 (West of Farrell Road, North of Victoria)	<ul style="list-style-type: none"> • There is no requirement for a permanent resident onsite operator, and whole home rentals are permitted in all residential developments.
CD Zone 7 (Powerhouse Road)	<ul style="list-style-type: none"> • There is no requirement for a permanent resident onsite operator, and whole home rentals are permitted in all residential developments. • STR units must be owned, leased and/or rented along with the adjoining area of principal use. • STR units must be accessory to or in conjunction with a principal use. • STR units must be located within a principle building and be adjacent to the area of the principal use. • STR maximum occupancy per licensed bedroom is two, and the maximum amount of bedrooms is three. • STR units cannot exceed 70 sq. m in area, and are restricted to a maximum occupancy of 120 days per calendar year. • Property owners are required to provide a contact number for themselves or a representative located within the City and available 24 hours a day, and the contact number is required to appear on the Business License posted in the STR unit.
CD Zone 8 (Mackenzie Village)	<ul style="list-style-type: none"> • There is no requirement for a permanent resident onsite operator, and whole home rentals are permitted in all residential developments. • The maximum occupancy shall be calculated based on two adults per licensed bedroom with a total maximum occupancy of ten people. • No signage is permitted. • The property owner is required to provide a contact number for themselves or a representative located within the City and available 24 hours a day. The contact number is to appear on the Business License posted in the STR unit.

The following **Standard Residential Zones** permit a STR under the following regulations:

Standard Zone	STR Zoning Regulation	STR Zoning Regulations that apply to all zones in this table
MU-1, MU-3, and R-LD6	<ul style="list-style-type: none"> • Permitted in a single family dwelling, provided that a permanent Resident operates the STR and provides 24 hour property management services for the STR use. • Rentals of full single family dwellings are permitted in these zones without permanent resident onsite operators, so long as 24/7 property management services are provided. 	<ul style="list-style-type: none"> • Permitted as an accessory use to a Single Family Dwelling. • Not permitted to be undertaken in a garden suite or carriage suite. • Not permitted on a Lot where a are Centre Minor, Hostel, a Bed and Breakfast or a Group Home already exists. • A maximum of four Sleeping Units and a maximum occupancy of eight people at any time within the Dwelling Unit designated as the STR.
MU-2 and the 59 properties	<ul style="list-style-type: none"> • Only permitted in a single family dwelling that contains a secondary suite. 	

<p>as shown in Section 6.6.6 of Zoning Bylaw No. 2406</p>	<ul style="list-style-type: none"> • Only permitted when operated by a Permanent Resident residing in either the single family dwelling or secondary suite. • The Permanent Resident must be present any time the STR use is occurring. • Only permitted on a Lot where a Residential Use is occurring. The Residential use must be occurring in the Dwelling Unit that is not being used for the STR use. • Whole home rentals in these zones are not permitted. 	<ul style="list-style-type: none"> • Shall not change, alter, detract from the residential character or external appearance of the Single Family Dwelling. • Shall not create a nuisance for surrounding properties, including, but not limited to, noise, light pollution or traffic that is disruptive to surrounding residents' use and enjoyment of their properties. • No signage will be permitted in conjunction with any STR.
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7. What are the business licensing requirements?

The following Business Licensing regulations are applicable for STR and B&B:

- A Business License is required for all STR / B&B operators.
- The owner shall provide the City with the current contact information for the operator of the STR or B&B.
- The operator shall be available 24 hours a day, seven days a week to address any nuisance concerns that may result while the STR or B&B is operating.
- If required, the owner shall accommodate all necessary inspections from the Fire or Building Officials and Bylaw Enforcement Officers.
- The owner must display the Licence so that it is prominently displayed within the STR or B&B premises and must also display a valid Licence as part of any marketing including, but not limited, to online listings for the STR or B&B.
- No advertising of a STR or B&B without a valid business license.
- For **STR operators** on properties in the MU-2 zone and those that are within boundaries as shown in Section 6.6.6 of the Zoning Bylaw, and for **all B&B operators**, you are required to be a permanent resident, live onsite with the property being their principle residence, and cannot have more than one principle residence for the purpose of operating a STR or B&B.

8. How much parking do I need for a STR or B&B?

You need 1 space per licensed bedroom. If you fall within a CD zone and the property is managed by a strata with a fixed amount of stalls, please speak directly with City staff after submission of your business license application. It is recommended that with your application you include a letter from the strata authorizing use of the parking spaces.

9. Who can operate a STR or B&B?

A STR or B&B can be operated by the owner or a renter (with permission of the owner). Permission from a strata may also be required, if applicable. For a STR, if there is no requirement for a permanent resident onsite operator and a whole house rental is permitted, the operator can be a local 24/7 property management service.

10. Does a STR or B&B impact my taxes?

The City of Revelstoke sets tax rates based on classifications set by BC assessment. BC assessment determines assessed value and what classification your property falls within. The City does not have control over what classification a property is, only the tax rates applicable for that classification. Should owners have questions about how operating a STR can impact their taxes, it is recommended that they contact BC assessment.

11. How much is a business license?

Business license fees are charged annually. The cost for a STR and B&B is \$500.00, plus \$250.00 per licensed bedroom.

12. How is the City enforcing STR / B&B regulations?

The City is taking a proactive and reactive approach to STR and B&B regulation. The City will receive complaints and follow up if the operator is running a business without a valid business license. In addition, through the use of software, the City will track online listings for STR and B&B, and if no license has been issued, will be in contact with owner to ensure licenses are applied for. If operations continue, owners may be subject to ticketing.

13. How much are tickets?

Each of the regulations contained within the zoning bylaw and business licensing bylaw are identified as separate offences in the Municipal Ticketing Information Bylaw. Each offence is subject to a fine of up to \$3,000.00 per day that the offence continues.

14. I'm not permitted a STR. What are my options?

If you aren't permitted a STR or cannot comply with the regulations, the City recommends you consider the following:

- 1) Long term (greater than 30 day) rental. The City is currently experiencing a shortage of rental accommodation and recommends property owners consider renting to permanent residents of the community.
- 2) Operate a B&B. All standard residential zones permit B&Bs. This requires you to share your home with visitors who are renting out bedrooms in your principal residence with shared access to common space. A business license is required for all B&Bs.
- 3) Apply to rezone your lands to a zone where STR is permitted. While City cannot restrict the ability for an owner to submit a rezoning application, in accordance with Council policy regarding STRs, staff are unlikely to support individual rezoning applications. While staff are required to follow policy, Council is the final decision-making authority for any rezoning application and can approve the application even if it does not align with Council policy.