



Accessory Bed and Breakfast Registration and Licensing Program

Planning and Development Services Department
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The New Program

City Council has recently approved a process to legalize bed & breakfasts on properties zoned for one-unit single family residential uses. By legalizing accessory bed & breakfasts, the City aims to encourage this form of tourist accommodation and to ensure that the accommodation provided is safe and comfortable for visitors. A list of registered bed & breakfast establishments holding a valid business license will be provided annually to the White Rock & South Surrey Chamber of Commerce and other interested parties.

How to register and obtain a Business License for an existing or new Bed & Breakfast:

1. Is a Bed & Breakfast use permitted on your property?

Check the Zoning of your property to ensure that you are eligible. Zoning information is available from the Planning and Development Services Department at City Hall, 604-541-2136 or on the City's website at: www.whiterockcity.ca. Zones that now allow an accessory bed & breakfast use are:

- RS-1 One-Unit Residential Zone
- RS-2 One-Unit (Small Lot) Residential Zone
- RS-3 One-Unit (Small Lot, Hillside) Residential Zone
- RS-4 One-Unit (12.1m Lot Width) Residential Zone
- RE-1, RE-2, RE-3 Estate Residential Zones
- RI-1, RI-2 One-Unit (infill 1 and infill 2) Residential Zones

2. Do you meet the requirements for an accessory bed & breakfast?

General Requirements

- Accessory to a *one-unit residential use* only
- Limited to one (1) *accessory bed & breakfast use per lot*
- Limited to a maximum of three (3) *sleeping units*
- Limited to providing accommodation for a maximum of six (6) patrons at any one given time
- Limited to providing accommodation for any patron for a maximum of thirty (30) days in a twelve (12) month period, consecutive or otherwise

- ❑ Have a valid *business license*

Parking Requirements

- ❑ Provide one (1) additional “*off-street Parking Space*” sleeping unit used for the *accessory bed & breakfast use*, provided that all parking for patrons shall be provided on the same lot as the *accessory bed and breakfast use*

Life Safety Requirements

- ❑ Install fire extinguishers, interconnected smoke and carbon monoxide alarms, and emergency lighting in hallways and egress points, to current B.C. Building Code standards and requirements
- ❑ Comply with current B.C. Building Code requirements regarding windows, stairs, handrails, guards, means of egress, and garage separation

Signage

- ❑ Maximum one (1) sign per property containing a bed & breakfast
- ❑ Maximum sign area shall be 0.37m² (4ft²)
- ❑ A non-illuminated fascia sign must be mounted no higher than the first storey of the building
- ❑ A free-standing sign shall not exceed 0.6 metres (20 feet) in height, and may be indirectly illuminated

3. How do you apply for registration of your Bed & Breakfast?

To apply for registration of your bed & breakfast you will need to submit the following to the Planning and Development Services Department counter at City Hall:

Floor Plans

Two copies of the floor plans of the residence with the following information:

- ❑ To scale
- ❑ The entire floor area of each level of the residence
- ❑ Location of kitchen in main residence
- ❑ Location of sleeping units used for the bed & breakfast
- ❑ Location of fire extinguishers
- ❑ Location of interconnected smoke / carbon monoxide alarms
- ❑ Location of emergency lighting
- ❑ Location of exit door(s) and required bedroom exit window
- ❑ Fire Safety Plan (to be installed on the rear of each sleeping unit door). See sample attached for your reference

Site Plans

Two copies of the site plan showing the following:

- Site Plan showing the location of the house on the lot and the location of all parking spaces indicating dedicated parking spaces for bed & breakfast patrons

Registration Fee

A one-time fee is required to apply for registration of an accessory bed & breakfast. Inspections may be required and costs will vary based on the scope of work proposed.

- \$200 application fee
- Building permit fees (if applicable)

4. How do you apply for a business license for your Bed & Breakfast?

Business License Application

Application forms are available from the Planning and Development Services Department at City Hall or on the City's website. In order to obtain a valid business license you must comply with the following requirements:

- Registration – to operate an accessory bed & breakfast, you must successfully complete the registration process outlined above

Business License Fees

To obtain a valid business license for your bed & breakfast, the following fees are required:

- \$150 base fee; plus,
- \$25 per sleeping unit used for the bed & breakfast

For additional information regarding business licensing please contact the Planning and Development Services Department, Business Licence Division at 604-541-2139.