



CITY OF WHITE ROCK

15322 – Buena Vista Avenue White Rock BC V4B 1Y6
604 541-2136

Website Address: <http://www.city.whiterock.bc.ca>

Accessory Bed & Breakfast Registration and Licensing Program

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 Development Services Department at City Hall, 604-541-2136 or on the City's website at: www.city.whiterock.bc.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 (Hillside) Residential Zone
- RS-4 One-Unit (Estate) Residential Zone
- RS-6 One-Unit (Large Lot) Residential Zone
- RS-7 One-Unit (Infill) Residential Zone

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

General Requirements

- The bed & breakfast is accessory to a one-unit residential use
- There is only one bed & breakfast on the lot
- There is no other home occupation on the lot
- There is no accessory boarding use on the lot
- There is a maximum of 3 sleeping units used for the bed & breakfast
- Accommodation is not provided to more than 6 patrons at any given time

- Accommodation is not provided to any one patron for more than thirty consecutive days in a 12 month period

Parking Requirements

- One additional on-site parking space per sleeping unit is required. All parking for patrons must be provided on the same lot as the bed & breakfast. Minimum size of a parking stall is 2.5m (8.2ft) in width by 5.2m (17ft) in length.

Life Safety Requirements

- No separate cooking facilities shall be provided for the bed & breakfast
- Fire extinguishers to BC Fire Code requirements must be installed
- Interconnected smoke / carbon monoxide alarms to BC Building Code requirements must be installed **This has been included as a requirement to ensure an audible signal is provided to occupants in a emergency**
- Emergency lighting must be installed in hallways and at egress points to BC Building Code requirements **This has been included as a requirement to ensure safe, illuminated egress is provided to an exterior assembly point**
- Compliance with BC Building Code is required for windows (**i.e. secondary emergency exit**), stairs/handrails/guards, means of egress, and garage separation

Signage

- Maximum one (1) non-illuminated sign per property containing a bed & breakfast
- Maximum sign area shall be 0.37m² (4ft²)
- Sign must be mounted no higher than the first storey of the building
- Sign may only state the name of the bed & breakfast, the address of the premises and/or the words “Bed & Breakfast”

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 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(s)
- 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 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

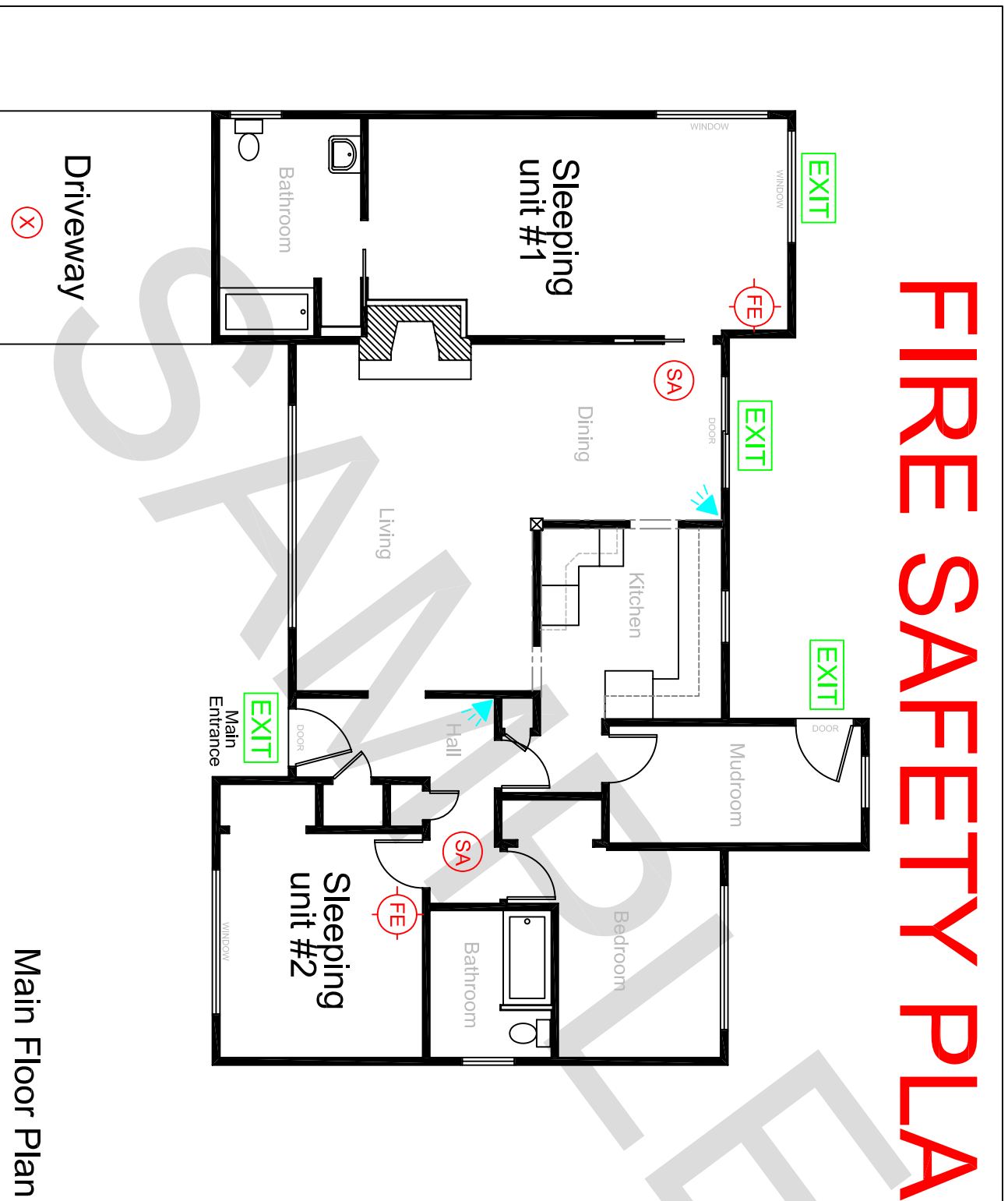
Business License Fees

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 Development Services Department at 604 541-2139.


FIRE SAFETY PLAN



Main Floor Plan

LEGEND:	
	: Emergency Exit
	: Smoke Alarm
	: Emergency Lighting
	: Fire Extinguisher

IN CASE OF A FIRE:
 - CALL 911, say:
 "Reporting a fire at..."
 (insert property address here)

ASSEMBLY POINT IS: 
 "At the end of the driveway"