



## CITY OF WHITE ROCK

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

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

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### 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](http://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

#### 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 and carbon monoxide alarms to BC Building Code requirements must be installed
- Emergency lighting must be installed in hallways and at egress points to BC Building Code requirements
- Compliance with BC Building Code is required for windows, 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 0.186m<sup>2</sup> (2ft<sup>2</sup>)
- Sign must be mounted no higher than the first storey of the building
- Sign may only state 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:

- Scale ¼"=1'0" or metric equivalent
- The entire floor area of each level of the residence
- The uses and sizes of all rooms
- All doors and windows and their sizes
- Location of kitchen(s)
- Location of sleeping units used for the bed & breakfast
- Location of fire extinguishers

- Location of interconnected smoke and 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)
- Wall construction specifics (i.e. wall thickness, spacing, type of studs, etc.)

Site Plans

Two copies of the site plan showing the following:

- The entire lot
- Property lines with dimensions
- Location of the house on the lot
- Identification and dimensions of all setbacks from all property lines to the house
- 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.