

# A Guide to Short Term Rentals in Summerland

This guide is intended to help property owners understand the requirements to obtain a Short-Term Rental Business Licence in Summerland. This guide was designed to reflect the proposed changes to the District of Summerland Zoning and Business Licencing Bylaw that are required to meet the Provincially mandated changes for both Zoning and Short-Term Rental Properties and is subject to change. Additional steps will be required to register your Short-Term Rental with the Province of BC.

## Step 1: Confirm the zoning of the property

*If your property is in one of the zones listed below, the zoning allows for a short-term rental (move along to Step 2).*

The following zones (and only the following zones) allow for a short-term rental as a permitted use:

Urban Residential Zones:

Residential Urban Zones (Formerly RSD1, RSD2, RSD3, RDH, RPN RSH and RMD Zones):

- ✓ RU1 Residential Urban Infill
- ✓ RU2 Residential Urban
- ✓ RU3 Residential Sub-Urban
- ✓ RMD Residential Medium Density

Rural Residential zones:

- ✓ CR1 Country Residential

Agricultural Zones:

- ✓ A1 Small Acreage
- ✓ A2 Large Acreage

### ***How do I find my zoning?***

You can visit Development Services at Municipal Hall, contact Development Services at (250) 494-1373 or [devserv@summerland.ca](mailto:devserv@summerland.ca) or use the Spatial Viewer mapping tool available on the District's webpage: <https://www.summerland.ca/planning-building/gis-mapping/spatial-viewer>

You can search your property address directly on the Spatial Viewer and select the zoning layer to show your property's zoning.

***What if my property is not in a zone that allows a short term rental?***

You cannot obtain a business licence for a use that does not comply with zoning. A short-term rental is only permitted in the zones that list short term rental as a permitted use in the Zoning Bylaw. You have the option to apply for a zoning amendment to allow for such a use. This would require a rezoning application.

**Step 2: Confirm that you have the correct type of dwelling unit**

**Please note the maximum occupancy for a short-term rental is 4 bedrooms and 8 guests.**

*If your dwelling meets the zoning requirement and is in one of the dwelling types listed below with a maximum occupancy of 4 bedrooms/8 guests, this meets the dwelling type requirement (move along to Step 3).*

The only types of dwellings that allow for short term rentals are:

- ✓ Single detached dwelling
- ✓ Duplex Housing Unit
- ✓ Multi-Unit Housing
- ✓ Town Housing Unit
- ✓ Secondary suite
- ✓ Carriage house
- ✓ Manufactured housing -Type 1 (Modular Homes – CAN/CSA A277)
- ✓ Manufactured Housing -Type 2 (Mobile Homes CAN/CSA Z240)

Any other type of dwelling unit is not allowed to be used as a short-term rental under the Zoning Bylaw.

The following dwelling unit types are not allowed a short-term rental: condominiums, apartments, tents, RVs, sheds, barns or any other building that has not been approved for residential occupancy.

**Agritourism**

If you have a farm on agricultural property, you may qualify for an Agri-Tourism Accommodation Business Licence that allows for guests to stay by providing RV or campground sites for guests to bring their own tents/RVs or by providing other types of sleeping accommodation. This is different from a short-term rental so please refer to the Zoning Bylaw, the Agri-Tourism Accommodation bulletin or check with Development Services staff for more information.

### Step 3: Meet the Primary Residency Requirement

**The operator of the Short-Term Rental must be the Primary Resident of the property.**

*If you live on the property for the majority of the year (6 months plus 1 day) and will be the operator of the short-term rental you will meet the Districts Primary Residence and Province of BC Principal Residency requirement (move along to Step 4).*

A Primary Residence is a dwelling unit that a person resides in for the majority of the year and declares for legal purposes as their principal home. The Primary Resident can be the property owner or a long-term tenant. The operator of the short-term rental business must be the Primary Resident of the property.

***What if no one lives on my property for the majority of the year (i.e. there is no Principal Resident)?***

You cannot obtain a business licence for a use that does not comply with zoning or the Provincial Principal Residency requirement. A short-term rental is only allowed on a property with a Principal Resident.

### Step 4: Verification of residential use

Only dwellings that have been authorized for residential use can obtain a short-term rental business licence. Development Services staff will check the property's records for a building permit on file when reviewing the licence application. If the dwelling was built without permits or never received occupancy, a building permit (or completion of the building permit) will be required before you apply for a business licence.

A building permit application form and additional information is available on the District webpage at <https://www.summerland.ca/planning-building/building/building-permits> or at Municipal Hall. Building upgrades will be required to meet the BC Building Code.

### Step 5: Review the Health & Safety Inspection Checklist

A Health and Safety Inspection will be required to obtain a business licence. Before you apply, please review and complete the Health & Safety Inspection checklist available as part of the Short-Term Rental Business Licence Application Form to ensure your short-term rental meets all the requirements outlined before you submit your application. The Health and Safety Inspection may be booked when you submit your short-term rental application.

## **Step 6: Apply for a short-term rental business licence**

*If you meet the requirements from Step 1-5, you are ready to apply for your short-term rental business licence!*

Compile all the supporting documentation listed in the application form, obtain all necessary signatures and fill the application form out completely.

The Short Term Rental Business Licence Application Form can be found on the District webpage: <https://www.summerland.ca/planning-building/planning-development/short-term-rental-regulation> or you can obtain a copy at Municipal Hall. You can apply for a short-term rental business licence the following ways:

In-person at Municipal Hall during business hours (8:15am-5pm, Tuesday-Friday, excluding Holidays) or by email to [business@summerland.ca](mailto:business@summerland.ca)

## **Step 7: Health & Safety Inspection**

You will be contacted by Development Services staff to schedule an inspection once your application has been received. If you are submitting your application in person, an inspection will be scheduled at the time of application.

## **Step 8: Pay business licence fee**

Payment of the \$500 business licence fee is due at time of business licence issuance. You can send a cheque to Municipal Hall via the after-hours drop box at 13211 Henry Avenue in Summerland

or by mail to: District of Summerland  
PO Box 159  
Summerland, BC  
V0H 1Z0

Payments can also be made in-person at Municipal Hall during business hours (8:30am-4pm, Monday-Friday, excluding Holidays). Cheque, cash, debit and credit card are accepted.

## **Step 9: Display a copy of your business licence**

If you pay in person, you will get a copy of your business licence when payment is made. We will mail a copy of your business licence if you pay by mail. Please note that you must include your business licence in all advertising (including online booking platforms).

Business licences are renewed annually on a calendar year basis. The District will mail a reminder at the end of the calendar year for your renewal.