

## **SHORT-TERM RENTAL / BED & BREAKFAST CHECKLIST**

(All STR and B&B operations must complete this checklist as part of their Business License application.)

### **PART-1 APPLICANT INFORMATION**

1. Name of the STR / B&B Operator: \_\_\_\_\_

2. Civic address of the STR / B&B property: \_\_\_\_\_

3. Civic Address of the Operator's residence, if different from the above: \_\_\_\_\_

4. Zoning Designation of the STR / B&B property: \_\_\_\_\_

5. Business License Term:  Annual (>6 months)     Seasonal (6 months or less)

6. Details of 2 Local Contacts (who will be available to respond to phone calls, 24 hours a day, during the duration of guest stay, and live within 5 kilometres of the STR / B&B location):

a) \_\_\_\_\_

Name	Civic Address	Phone

b) \_\_\_\_\_

Name	Civic Address	Phone

### **PART-2 STR / B&B INFORMATION**

(The information gathered is intended to inform the Town's STR regulatory framework. Operation of a STR / B&B prior to October 22, 2024 without a license will not trigger an enforcement action by the Town.)

7. Type of STR / B&B:  STR in a Carriage House  
 STR in a Secondary suite  
 1 or more STR(s) in a building with commercial principal use  
 B&B in 1 or 2 bedrooms in the single-detached dwelling  
 B&B in 3 or more bedrooms in the single-detached dwelling

8. Previous use of the space intended / being used for STR / B&B operation:

Not Applicable  
 Long-Term Rental  
 Guest room / additional space for family  
 Office room  
 Other (specify) \_\_\_\_\_

9. For how long has the STR / B&B been operating in the past?

More than 5 years       Less than a year  
 3-5 years                 Not Applicable / New  
 1-2 years

10. Name the platform(s) you use / intend to use for advertising your STR / B&B?

Name(s): \_\_\_\_\_

I don't advertise       I don't know / still exploring

11. Number of off-street parking spaces available for the exclusive use of STR / B&B: \_\_\_\_\_ stalls

**The following regulations in the Town of Smithers Zoning Bylaw No. 1936 that apply to STR / B&B Operations (check all that apply):**

- **Bed and Breakfast<sup>i</sup>** operations may be carried out in a single detached dwelling provided that:
  - The building does not contain a secondary suite, including one that is used as a STR;
  - The relevant home occupation regulations are adhered to;
  - Provide 1 off-street parking stall per guest room available;
  - Maximum of 3 rooms are used for the accommodation of the travelling public;
  - The British Columbia Building Code, Fire Code and any other requirements of the Statutes of British Columbia are adhered to.
  
- In the LDR-1 Low Density Residential, R-6 Rural Residential, R-7 Rural Residential Hobby Farm, and A-1 Agricultural Zone, **Short-Term Rentals<sup>ii</sup>** are permitted as an auxiliary use within a secondary suite or carriage house or a part of a single-detached dwelling, provided that the following requirements are met (check all that apply):
  - It is operated by a permanent resident<sup>iii</sup> residing in a dwelling unit on the parcel where the short-term rental use is occurring;
  - The relevant home occupation regulations are adhered to;
  - Only one STR operates from a parcel at any particular time;
  - It shall not produce 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 property; and
  - Provides at least 1 off-street parking stall per suite / sleeping unit.
  
- **STR operations** are permitted as an auxiliary use in a commercial / mixed use building in the C-1 Town Centre Commercial, C-1A Downtown Commercial, and C-3 Tourist Commercial zones, provided that the following requirements are met (check all that apply):
  - The ground floor of the building is used only for permitted principal uses;
  - It shall not produce 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 property; and
  - Provides at least 1 off-street parking stall per suite / sleeping unit.

**The following regulations in the Town of Smithers Business License Bylaw No. 1850 that apply to STR / B&B Operations:**

- A Business License is mandatory for all STR and B&B operations.
- An STR/B&B operator shall include the Business License number as part of their STR/B&B listing / advertising on various platforms.
- In zones where the principal resident requirement applies, an applicant for a STR / B&B Business License shall submit at least one of the following documents to confirm the permanent resident status (check all that apply):
  - Proof of current mortgage (if it applies)
  - Proof of the most recent homeowner grant
  - Title search (not older than 30 days)
  - Written authorization from the owner (for non-owners)

- Either an owner or a tenant can apply for a STR / B&B Business License; a tenant applying for a STR / B&B license shall submit written authorization from the property owner, confirming their permanent resident status on the parcel proposed for STR / B&B operation.
  - In commercial zones, multiple STR operations from a single property may be permitted under one license, while auxiliary license will be required to operate STRs from multiple locations.
  - In residential and agricultural zones, the number of STR business licenses permitted per parcel shall be limited to 1 per parcel; the same parcel may also contain a B&B operation from a portion of the single-detached dwelling under an auxiliary business license.
  - All STR / B&B operations shall comply with the requirements of municipal bylaws and the BC Building Code. Application for a STR/ B&B will trigger a building inspection.
  - All STR /B&B applicants shall provide details of two local contacts<sup>iv</sup>, who will be available to respond to phone calls, 24 hours a day, during the duration of guest stay, and lives within 5 kilometres of the property where STR / B&B operation is carried out.
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**I hereby acknowledge that I have read and understand the above requirements established by the Town of Smithers for regulating Short-Term Rental / Bed & Breakfast Operations.**

Name of the Applicant: \_\_\_\_\_

Signature of the Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Your personal information is maintained in accordance with the Freedom of Information and Protection of Privacy Act. If you have any questions regarding the use of your personal information, please call the Director of Corporate Services for the Town of Smithers at 250-847-1600

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<sup>i</sup> “bed and breakfast” means the use of a room or rooms without cooking facilities in an owner occupied single detached dwelling for the temporary sleeping accommodation of the travelling public for a period of less than thirty (30) days, with breakfast meals being prepared and served to guests.

<sup>ii</sup> “short-term rental” means the rental of a dwelling unit or portion thereof for the temporary sleeping accommodation of the travelling public for a period of less than thirty (30) days.

<sup>iii</sup> Permanent resident” is an individual who currently lives and intends to live on a property for most time of the calendar year, at least for 180 days. At a given time, an individual or household will only have one permanent residence, which he/she/they use for all communications with the government(s) or for taxation purposes.

<sup>iv</sup> For all B&B operations and those STRs that are required to comply with the permanent resident requirement, the operator shall self-identify as the primary local contact. The secondary contact shall be available to respond to any communications on the STR / B&B operation when the primary contact is away. For STRs that are not required to meet the permanent resident requirement, the local contacts can be individuals other than the STR operator, where the operator cannot meet the specified requirements.