



- * Port Alberni Zoning Bylaw 5105 only allows Short Term Rental (STR) within a permanent resident occupied single-detached dwelling, legal suite, or Guest House (Section 6.14 Bed and Breakfast and Guest House Operations).
- * All STR operators MUST comply with Provincial Regulations and City Bylaws.

What is a B&B (Bed and Breakfast)?

A bed and breakfast means the use of part of a single family dwelling for the accommodation of paying overnight transient guests for short term rental (under 90 days) and where breakfast is the only meal which may be served. This can be in a shared space in the SFD, a legal suite, or guest house operation.

What is a SFD (Single Family Dwelling)?

Any building consisting of a dwelling unit which is occupied or intended to be occupied as the permanent home or residence of one household.

Can I have my short term rental in a suite?

- Only 'legal suites' will be granted a business licence. Must obtain building permit to legalize.
- All secondary suites must meet BC Building Code requirements for the safety of all occupants.
- This means any separate space from the main unit must meet fire separation requirements through a building permit for the safety of both permanent resident occupant and the short term renter.

Bed and breakfasts MUST have a valid City of Port Alberni business licence. For any business licence questions please contact Development Services at (250) 720-2835 or bus_licence@portalberni.ca

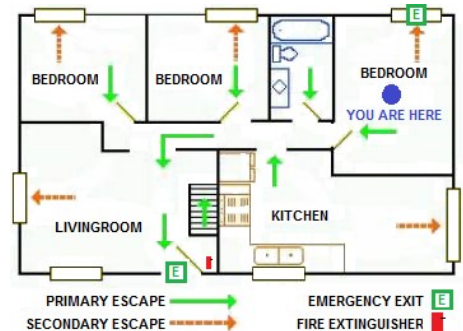
If you are considering operating a bed and breakfast or are making an application for a bed & breakfast business licence, please understand that the following requirements will be part of obtaining a business licence:

THE BUILDING AND FIRE DEPARTMENTS WILL PERFORM A SITE VISIT OF THE PROPERTY TO CONFIRM THAT THE REQUIREMENTS LISTED ABOVE AND BELOW HAVE BEEN MET PRIOR TO THE ISSUANCE OF A BUSINESS LICENCE.

Every bedroom/sleeping area and common area in the home must have a hard wired interconnected smoke alarm (plus a CO alarm where solid fuel/gas burning appliances are present or the house has an attached garage).

Every bedroom/sleeping area must have signs indicating where they are in the house and where the emergency exits are located, similar to the "You are here" information sheets found on the back of a hotel room door. ➡

Provide safe exterior access (entrance/exiting) from the rental area. If the exterior steps attached to the house have more than three risers, a handrail is required.



One 5lb ABC Fire Extinguisher mounted no higher than 5 feet from the top, placed near the exit area used by the guests.

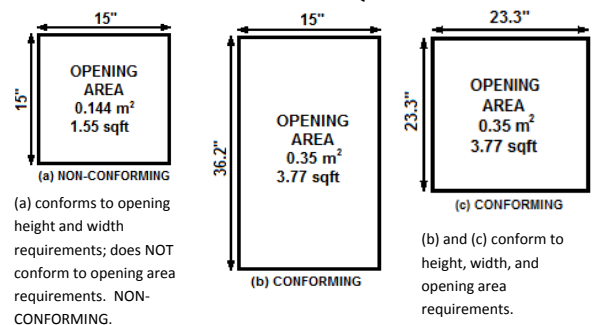
One (1) off-street parking space for each bedroom used by the business must be provided plus 1 for each unit in the SFD.

Bed & Breakfast's are limited to 2 bedrooms or sleeping areas, with not more than 2 guests per room.

Windows that meet the following criteria are required in all rental bedrooms/sleeping areas as a secondary means of egress:

Every bedroom must have a secondary means of egress via a window. If the window sill is more than 1.5m off of the floor a permanent means of accessing this secondary exit is recommended. Window opening area must meet a minimum .35m² (3.77sqft) to be conforming. An example of meeting this requirement would be built-in furniture installed below the window.

MINIMUM WINDOW SIZE REQUIREMENTS



Compliance with all rules and regulations as stated in the Business Licence Bylaw 4951 and Zoning Bylaw 5105 is required.



Development Services currently issues a "Bed and Breakfast Business Licence" for short-term rentals in alignment with the Zoning Bylaw and BC Legislation. BC legislation does not require the City of Port Alberni to allow or licence short-term rentals.

Section 6.14 *Bed and Breakfast and Guest House Operations* allows short-term rentals within a permanent resident occupied single-detached dwelling or guest house.

Short-Term Rentals in Port Alberni

Development Services has recently begun issuing business licences for short-term rentals in legal secondary suites within single-detached homes. This aligns closer with provincial limits on short-term rentals, while still meeting Zoning Bylaw regulations.

Short-term rentals are currently permitted in Port Alberni within:

- A single-detached home with a bedroom rental.
- A single-detached home with a legal secondary suite (R or RR zoning).
- A guest house operation (C9 zoning).

BC legislation covers the following:

- Obtain and display City of Port Alberni business licence.
- Provincial short-term rental registration.
- Principal residence requirement including limits on secondary suites and accessory dwelling units.
- Changes to legal non-conforming use protections.
- Strengthening local government tools to enforce short-term rental bylaws.
- Increased fines and tickets.
- Provincial compliance and enforcement unit.

- Short-term rental owners must obtain a City of Port Alberni Bed & Breakfast Business Licence.
- All short-term rental operators must comply with the City of Port Alberni bylaws, regulations, and policies.
- BC's short-term rental legislation must also be met.

Only 'legal suites' will be granted a business licence.

- All secondary suites must meet BC Building Code requirements for the safety of all occupants.
- This means any separate space from the main unit must meet fire separation requirements through a building permit for the safety of both the permanent resident occupant and the short-term renter.

Legal Suite Requirements:

- Only 'legal suites' will be granted a business licence.
- A building permit (including the secondary suite pre-application checklist) must be submitted prior to a business licence application to convert all suites (illegal/in-law/unauthorized) to a legal suite.
- A contractor or registered professional (ie. Engineer) may need to be consulted regarding meeting BC Building Code requirements for a legal secondary suite.
- All secondary suites must meet BC Building Code requirements for the safety of all occupants. This means any separate space from the main unit must meet fire separation requirements through a building permit for the safety of the permanent resident occupant and the short-term renter.

Non-legal/unauthorized/in-law suites:

- Use of unauthorized suites prohibited. Short-term rentals may not operate in any area of the home that is configured as a self-contained dwelling unit.
- No separate cooking appliances or facilities. No cooking appliances or facilities to be located outside of the principal kitchen of the main dwelling, unless the bed and breakfast is operating within a legal suite that was constructed with a valid building permit and meets all requirements of the BC Building Code and applicable bylaws.
- Guest rooms must be within the primary dwelling unit. All guest accommodations must be located within the main dwelling unit and have direct interior access to common areas. Guest rooms may not be located in self-contained areas with separate entrances, unless it is a legal suite built to BC Building Code Standards under a building permit. There shall be no lock placed on doors restraining occupants from gaining access to the common areas.

The Building and Fire departments will perform a site visit/inspection of the property to confirm that municipal and provincial requirements are met.

For a full list with details of BC's short-term rental legislation, please refer to <http://www2.gov.bc.ca/gov/content/housing-tenancy/short-term-rentals>

Residents interested in operating a short-term rental (bed and breakfast business licence) from their primary residence may complete a business licence application found at www.portalberni.ca/content/business-licensing

For questions regarding business licensing or building inspections, please contact:
Development Services at (250) 720-2835 or business@portalberni.ca