

A Guide to Short Term Rentals in Summerland

This Guide is intended to help property owners understand the requirements for a short term rental in Summerland. It provides a step-by-step process for obtaining a business license. It also explains the requirements for short term rentals along the way.

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:

- ✓ RSD1 Residential Medium Lot
- ✓ RSD1(i) Residential Single Detached Intensive
- ✓ RSD2 Residential Large Lot
- ✓ RSD3 Residential Estate Lot
- ✓ RDH Residential Duplex Housing
- ✓ RSH Residential Strata Housing

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 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 and occupancy

If your dwelling 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
- ✓ Secondary suite
- ✓ Carriage house
- ✓ Manufactured housing -Type 1 (Modular Homes – CAN/CSA A277)
- ✓ Manufactured Housing -Type 2 (Mobile Homes CAN/CSA Z240).

Please note that there is a maximum occupancy of 4 bedrooms and 8 guests for a short term rental.

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: duplex, tri-plex, four-plex, townhouse, apartment.

It is also noted that the use of tents, RVs, sheds, barns or any other building that has not been approved for residential occupancy is also not allowed as a short term rental.

If you have a farm on agricultural property, you may qualify for an agri-tourism accommodation that allows for guests to stay by providing RV or campground sites for guest's 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.

What if I want a short term rental but I have a duplex or multi-family unit?

You cannot obtain a business licence for a use that does not comply with zoning. A short term rental is only allowed in single detached dwellings, secondary suites, carriage houses and manufactured housing (Type 1 or 2). It is also not allowed in multi-family zones. You have the option to apply for a development variance permit to the Specific Use Regulations (See Section 7.2 of the Zoning Bylaw) if your zoning allows for short

term rentals as a permitted use. If the use is not allowed under the property's zoning, you have the option to apply for rezoning.

Step 3: Meet the Primary Residence requirement

If you or someone else lives on the property for the majority of the year in a separate dwelling than a short term rental renting the entire dwelling, you will meet the Primary Residence requirement (move along to Step 4).

If you seeking to rent individual rooms on a short-term basis within the dwelling in which you live for the majority of the year, you will meet the Primary Residence requirement (move along to Step 4).

A property with a short term rental must have a Primary Residence on-site. 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.

Only a non-Primary Residence can be rented out as an “entire dwelling” short term rental. This means there must be two units on site – one Primary Residence and a separate dwelling to be used as a short term rental.

A Primary Residence cannot have an “entire dwelling” short term rental. Primary Residences can rent individual rooms within the dwelling to guests (like a traditional bed and breakfast).

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

You cannot obtain a business licence for a use that does not comply with zoning. A short term rental is only allowed on a lot with a Primary Residence. You have the option to apply for a variance to the Specific Use Regulations (See Section 7.2 of the Zoning Bylaw). This would require a development variance permit application.

What options do I have if I want to have a short term rental in my house but I live elsewhere?

One option is to build a secondary suite or carriage house and rent it out long-term. Check that your zoning permits this use and that you are able to meet the Specific Use Regulations or ask Development Services staff if this is an option. By having a long-term tenant on-site, you can meet the Primary Residence requirement without living on the property yourself. You will be required to hire a licenced professional management company to operate the short-term rental with this option.

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 BC Building Code. Check with our Building Inspector to advise of next steps.

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 the Health & Safety Inspection Checklist and do a self-check. Ensure your short term rental meets all of the requirements outlined before you get called for an inspection. Please note that Development Services staff will contact you to book an inspection after the licence application has been reviewed internally.

Step 6: Apply for a short term rental business licence

If you meet the requirements from Step 1-6, you are ready to apply for your short term rental business licence.

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

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 (8:30am-4pm, Monday-Friday, excluding Holidays) or by email to 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 initially reviewed.

Step 8: Pay business licence fee



Payment of the \$500 business licence fee due at time of business licence issuance. You can send a cheque to Municipal Hall by mail to District of Summerland, PO Box 159, Summerland, BC, V0H 1Z0 or via the after-hours drop box at 13211 Henry Avenue in Downtown Summerland.

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

Step 9: Display a copy of your business licence

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

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