

Short-term Residential Rentals Guide



What is a short-term rental?

The rental of part of a dwelling unit in the City of Richmond used to provide overnight stay accommodations for any rental period less than 30 consecutive days in exchange for payment.

Short-term rental operators **MUST** register with the City of Richmond in order to operate. The City offers two (2) different licence options depending on your property type. The property must meet **ALL** the criteria in order to qualify for a business licence.



Option 1: Bed and Breakfast (B&B) Business Licence Requirements *(Renewed Annually)*

To qualify for a Bed and Breakfast business licence, the following criteria must be met:

- The residential rental must be a single detached house (not an apartment, duplex or townhome) operated by the individual registered owner or an immediate family member, such as a spouse or child. Must have written permission from the registered owner.
- The operator **MUST** reside in the home as their principal residence.
- Operators must notify neighbours of the proposed bed and breakfast rental operation and provide contact information.
- A maximum of three (3) rooms to be rented at the same time.
- Allow a maximum of six (6) guests, two (2) guests per room at any one time.
- A 500-metre distance from existing Bed and Breakfast (B&B) rentals will be required for all new operations.



Option 2: Boarding and Lodging Business Licence Requirements *(Renewed Annually)*

To qualify for a Boarding and Lodging licence, the following criteria must be met:

- The residential rental can be a single detached house, duplex, apartment or townhouse.
- Must be operated from your principal residence by the individual registered owner, a director of a corporate registered owner, or have written permission of the registered owner. The operator **MUST** live in the home.
- Only allow a maximum of two (2) guests at any one time.
- If in a strata building, obtain written permission from the strata council and abide by all the strata bylaws.
- Must **NOT** hold a Bed and Breakfast business licence.
- Hosts are not permitted to provide separate cooking facilities in the guest rooms.
- Not permitted in a secondary suite, coach house or granny flat.

Bed and Breakfast (B&B) Business Licence will not be permitted for the following:

- Homes with secondary suites, granny flats or coach houses.
- In suites or rooms with separate cooking facilities.
- Must NOT hold a Boarding and Lodging business licence.

The homeowner or operator **MUST** be living in the home as the “host” for both types of short-term rentals, whether they are a B&B or Boarding and Lodging business. Short-term rental of the entire residence or residential unit for less than 30 days is **NOT** allowed under any circumstance.

B&B and Boarding and Lodging operators are also encouraged to carry adequate liability and property damage insurance as part of the Richmond B&B Code of Conduct.

Richmond’s regulations are designed to prevent B&Bs and Boarding and Lodging operations from taking over neighbourhoods. This helps to preserve the quality of life in neighbourhoods by preventing excessive noise, traffic and parking demand. It is also important to ensure that short-term rentals do not impact the current supply of affordable housing rentals in the community.



Compliance

Clearly indicate your licence number for your short-term rental (STR) property in all rental advertisings or listings.

A short-term rental business licence will NOT be issued if your property is not in compliance with all city bylaw regulations, including having any active permits or non-compliant files. Please refer to the following bylaws for all regulations and requirements:

- [Business Licence Bylaw 7360 \(2002\)](#)
- [Business Regulation Bylaw 7538 \(2003\)](#)
- [Richmond Zoning Bylaw 8500 \(2009\)](#)

Richmond’s regulations and short-term residential licensing requirements provide consistent standards that support hosted short-term residential rentals while preserving the high quality of life enjoyed in local neighbourhoods. It’s important for residents to understand these regulations and meet all requirements before applying for a business licence.



Option 1: Applying for a Bed and Breakfast business (B&B) Licence

To apply for a B&B business licence, please pick up an application package at Richmond City Hall or download an application form at

www.richmond.ca/ShortTermRental.

Please have the following information ready:

- Identification to prove that you are a principal resident of the home or an immediate family member who resides in the home. Must have written permission from the registered owner.
- Floor plans of the home.
- Fire evacuation plan for each room proposed to be rented.
- Landscaping plan and site plan.
- Parking plan showing the parking spot for each guest.
- Application for any signs intended to identify the B&B business.
- Sample of the notification letter that will be provided to neighbours.
- Sample of the guest registration form (as per the *Hotel Keepers Act*).

The business licence fee can be found in the [Consolidated Fees Bylaw 8636](#) or by contacting the Business Licence Department.



Option 2: Applying for a Boarding and Lodging Licence

To apply for a Boarding and Lodging business licence, please pick up an application package at Richmond City Hall or download an application form at www.richmond.ca/ShortTermRental.

Please have the following information ready:

- Sample of the guest registration form (as per the *Hotel Keepers Act*).
- Identification to prove that you are the individual registered owner, a director or a corporate registered owner, or have the written permission of the owner.
- Application for any signs intended to identify the Boarding and Lodging business.



Enforcement

The City investigates complaints and is proactively reviewing existing short-term rental operations and online advertising in the community to ensure they are complying with the City's regulations. Fines related to short-term residential rentals are \$1,000 per offence under the Municipal Ticketing bylaw, and a maximum fine up to \$50,000 for a conviction in Court of an offence under the City's Bylaws.

Please send your bylaw concerns to bylawrequest@richmond.ca or call the Bylaw Complaint line directly at 604-276-4345. This will ensure that your concerns are dealt with in a prompt and efficient manner.

For more information:

City of Richmond

Business Licence Department

6911 No. 3 Road, Richmond, BC V6Y 2C1

604-276-4328 | buslic@richmond.ca | www.richmond.ca/ShortTermRental