



SHORT TERM RENTAL GUIDE

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WHAT IS A SHORT TERM RENTAL?

A Short Term Rental (STR) is the rental of an existing residential space for less than a month. The City considers this a business which requires a business licence if rented for 14 days or more in a year. An STR may be room(s) within a home, a secondary suite within a home, an entire home, a carriage house, or a dwelling unit within a multi-family building. Advertising may be facilitated by platforms (e.g. Airbnb); renters are primarily tourists and visitors.

WHAT ARE THE DIFFERENT CATEGORIES?

<p>Minor</p> 	<p>Major</p> 	<p>Major High</p> 
<ul style="list-style-type: none"> • Business operates less than 30 days a year • The property owner is the principal resident • Maximum of 6 guests 	<ul style="list-style-type: none"> • Business operates 30 days or more a year • Maximum of 6 guests 	<ul style="list-style-type: none"> • More than 6 guests • Additional staff review and public consultation with adjacent neighbours are involved

WHAT IS THE PROCESS FOR OBTAINING A BUSINESS LICENCE?

Step1. Research

- Consult the neighbourhood; review building permit history and compare with current property plan (unapproved changes to the property, historical or recent, may require additional review and requirements regardless of ownership changes); review the checklist within this Guide; forward questions to staff.

Step2. Apply

- Submit application; staff will contact applicant to schedule an on-site review.
- Major High Occupant applications will involve public notification to adjacent properties.

Step3. Review & Resolve

- Staff will advise if further review or remediation is required and invoice when outstanding items have been resolved. Once all outstanding items have been remedied and payment is received, staff will forward the licence and related materials to Licensee.



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WHAT ARE THE CITY'S REQUIREMENTS ?

Is strata approval required?

Some strata corporations have bylaws to limit or ban Short Term Rentals. Owners or residents violating a strata bylaw can be fined up to \$1,000 a day. Although the City does not require written approval from the strata, each applicant must do their own due diligence and review the regulations of their strata corporation to determine if rentals are allowable PRIOR to submitting application with the City.

Is insurance notification required?

Although the City does not require documentation from insurance providers, each applicant must do their own due diligence and make any necessary adjustments to their coverage PRIOR to submitting application with the City.

What building upgrades are required?

It is the property owner's responsibility to ensure the space they are renting is safe for guests. Depending on the age of your home or rental unit, improvements maybe required to meet life and safety standards. Improvements may need City approval PRIOR to beginning works – please contact staff for further direction. Rental units such as secondary suites or carriage homes must have been authorized by the City via building permits PRIOR to submitting application with the City.

The city's ultimate goal is to allow property owners to rent safe and healthy dwellings to the vacationing public while limiting nuisances to the surrounding neighbours.

↓ The following checklists are provided for convenience and should not be considered a replacement for reviewing pertinent applicable legislation.

✔ ZONING AND BUSINESS LICENCE BYLAW

Rentals are not to be advertised or operated without a valid business licence.

Rentals are only rented out by the property owner or permission from a property owner.

Structural changes that alter the residential character are not permitted.

The property is not permitted to have exterior signage advertising the rental.

Only one rental per property (except in multi-family buildings).

The property owner ensures renters do not create any form of nuisance that is disruptive to the surrounding residents' quiet enjoyment of their property.

A maximum of two (2) persons per bedroom.

Post the City issued placard in a visible location from the street (or common area for multi-units).

Contact numbers for Licensee is required to be listed on the City Business Directory.

All advertising is required to include the Business Licence number.

The licence may undergo a review if repeated infractions or nuisance issues have been filed.



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✓ OVERVIEW OF STANDARD SAFETY AND HEALTH REQUIREMENTS

House and dwelling unit addressing shall be clearly visible from the street. Numbers should be a minimum of 100mm (4 inches) with a contrasting color to house.

Post a basic floor plan of the rental at or near the front door. Illustrate the location(s) of fire extinguishers, smoke & carbon monoxide alarms, electrical panel and utilities. Include 'call 911 in case of emergency' and the property address.

Post 'call 911 in case of emergency' and the property address on or near the back of every sleeping room door.

Hot tubs require a lockable cover and sited outside property setbacks. Hot tubs on decks or balconies may require review by a structural engineer. Hot tubs near the edge of a balcony may require fall protection.

Swimming pools must be surrounded by a minimum 1.2m (4') fence with self-closing and latching gates.

Mount one **3A10BC Rechargeable Fire Extinguisher** per floor, in a visible and accessible location. If the extinguisher is mounted in a cabinet or closet, the door cover must be clearly labeled. Extinguishers are to be serviced annually by certified Fire Protection Technician.

Smoke Alarms (S/A): shall conform to CAN/ULC-S531 with a battery back-up; hardwired to 120 volt power supply on or near the ceiling; and located: on each storey, in each sleeping room, in a location between the sleeping rooms and the remainder of the storey, and in the hallway. The S/A shall be wired (or wirelessly interconnected) so that the activation of one alarm will cause all alarms within the dwelling to sound.

Carbon monoxide (CO) alarms are required in dwelling units that have fuel fired appliances (gas or wood) or attached garages and are to conform to CAN/CSA-6.19 "Residential Carbon Monoxide Alarming Devices".

A certificate or receipt from a WETT certified Technician is required for dwellings that have wood burning fireplaces advising that the appliance has been reviewed and/or cleaned within the last year. Exterior open fire pits are not permitted.

Bedroom windows are to open without obstruction. The opening cannot be less than 0.35 m² (3.8 sqft) with no dimension less than 380 mm (15"). Where a window opens into a window well, a clearance of not less than 760 mm (30") shall be provided in front of the window. There should be no security grilles that require keys, tools or special knowledge of the opening mechanism.

Pathways to exterior exits such as hallways and stairs should be free and clear of obstructions at all times.

Stairs, guards and handrails are to be sturdy and in good general condition without missing or damaged steps. Treads shall have appropriate rise and run dimensions with compliant landings. Older homes may require additional or replacement of existing stairs, handrails and guards.

Decks and balconies are to be in good condition with sturdy guardrails where required. The surfaces are to be firm without dry rot or holes. Stoops and steps from deck are to comply with applicable code.

The door from a garage to the home must be a solid door with weather-stripping and self-closing hinges.

Plumbing fixtures must be supplied with potable water supply. Fixtures must have hot on the left and cold on the right. Drainage fixtures must have a trap to ensure sanitary gases will not enter the dwelling. Garden Hose connections must have a back flow device (i.e. vacuum breakers). Hot water tanks shall be installed per Code including a Temperature & Pressure Relief Valve, safe gas lines, flue vent, and combustion air.

An overflow pan and expansion tank are required when installed within finished space.



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EXAMPLES AND TEMPLATES

Short Term Rental

Licensed



SHORT-TERM RENTAL

Address:

Business Licence:

Type:



For more information on this business, please visit:
Penticton.ca/bdirectory

Example of a Smoke, Carbon Monoxide and Fire Extinguisher Maintenance Log

Please use this document to record the dates when the alarms are tested and fire extinguisher maintained in the rental. Every alarm must be tested monthly and every entry must be initialed by the person undertaking the test. Smoke alarms, carbon monoxide alarms and fire extinguishers are required to be maintained in accordance with manufacturer’s instructions. Please make certain that this document is available to be produced at the request of City of Penticton staff.

Month	Date	Initial	Comment
Jan.			
Feb.			
Mar.			
Apr.			
May			
June			
July			
Aug.			
Sept.			
Oct.			
Nov.			
Dec.			

Annual Fire Extinguisher Maintenance required via certified Fire Protection Technician



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EXAMPLES AND TEMPLATES CONT'D

Example of Sleeping Room Information

IN CASE OF EMERGENCY



Know 2 ways out of every room.

It is important to find 2 ways out of every room in the house in case one exit is blocked or dangerous to use.

ADDRESS OF RENTAL

NAME AND PHONE NUMBER OF PROPERTY CONTACT



Test alarms at least once a month by pushing the test button.



Some people, especially children and older adults, may need help to wake up. Make sure someone will wake them if the smoke alarm sounds.



Call 911 from a cell phone or neighbors phone. Stay outside until emergency crew says it is safe to go back inside.



Replace all smoke alarms when they are 10 years old or if they do not sound when tested.



When the smoke alarm sounds, get outside and stay outside. Go to your outside meeting place.

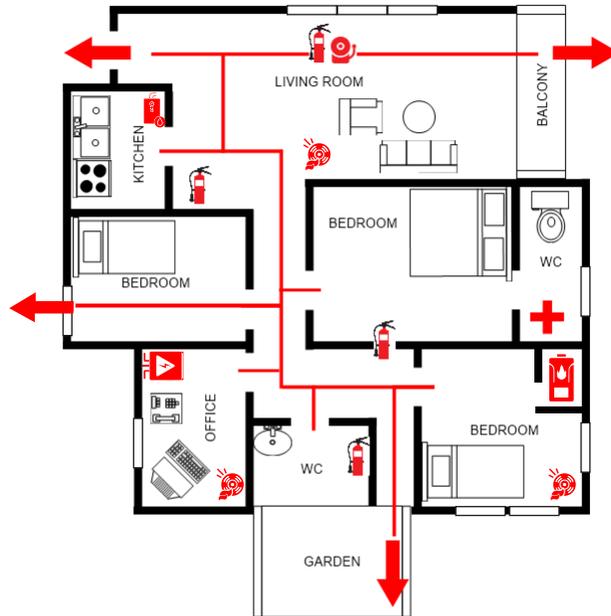


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EXAMPLES AND TEMPLATES CONT'D

Example of a Floor Plan

CALL **911** IN CASE OF EMERGENCY



FIRE ALARM	ELECTRICAL PANEL	Property Address Here
FIRE EXTINGUISHER	FURNACE	
FIRST AID	SMOKE & CARBON MONOXIDE ALARMS	
EMERGENCY EXIT	HOT WATER TANK	
ROUTE		

Please note: Building Bulletins are prepared to provide convenient information for customers and should not be considered a replacement for reviewing the bylaw or associated legal documents. If there is any contradiction between this guide and relevant municipal bylaws and/or applicable codes, please refer to the bylaws and/or codes for legal authority.

Have Questions? We're here to help. Please contact Licensing Services
(250) 490-2488 or businesslicense@penticton.ca
Located at City Hall on the first floor at 171 Main St, Penticton BC V2A 5A9