

## Who do I contact for further information?

If you require further information, please contact the Business Licence Division at 604-276-4328.

### Please Note

That the information in this package is intended to assist homeowners interested in operating a B&B and provides details pertaining to requirements and processes. This is not a complete list of requirements and regulations. Please review the Zoning, Business Licence and Business Regulation bylaws for further requirements and regulations. In the event of a conflict between this information package and current City Bylaws, the current Bylaws will prevail.



# Bed & Breakfast Information Package



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## City of Richmond

6911 No. 3 Road, Richmond, BC V6Y 2C1  
[www.richmond.ca](http://www.richmond.ca)  
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Business Licence Division  
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## Where is a B&B permitted?

A B&B is permitted in a single detached housing dwelling unit or in an agricultural district that permits B&B uses.

A B&B is not permitted in a single detached housing dwelling unit or on a lot that contains a secondary suite or a boarding, lodging, agri-tourist accommodation, minor community care facility or child care home business use.

## Am I limited in the number of rooms?

Yes, in a single family dwelling unit the use is limited to three guest rooms and a maximum of six guests. In an agricultural zone that permits a B&B the use is limited to four guest rooms and a maximum of 8 guests.

## How much off-street parking am I required to provide?

You must be able to provide one parking space for each guest room. Required parking must be on your property.



## Do I require a Business Licence to operate a B&B?

Yes, prior to operating a B&B, a business licence must be applied for and issued from the City of Richmond. Your submission must include the following:

- a completed application form
- payment of the annual business licence fee (assessed as per Business Licence Bylaw 7360 – Residential Use)
- proof of being a permanent residence of the premises (i.e. drivers licence)
- copy of Approved Accommodation status from Tourism British Columbia
- copy of guest registry that will be used to record guests stays
- copy of fire evacuation plan
- provide floor plans, drawn to scale of the entire floor area of each level of the residence, indicating the use of each room and clearly labelling the B&B guest rooms and the floor of these rooms
- provide a property site plan, drawn to scale, showing; the location and dimension of the driveway identifying vehicle parking spaces for residents and parking for each guest room; the location of the residence on the property with setbacks indicated from all property lines; landscaping and open areas as required by the Zoning Bylaw; signage size and placement

## How long does it take to process the Licence application?

A complete application may be processed in 2 to 3 weeks.

## Is an inspection required?

Yes, the Licence Inspector will arrange for an inspection. This may include inspectors from Fire-Rescue, Building Approvals and Vancouver Coastal Health.

## Can I have a sign identifying my Bed and Breakfast?

Yes, one fascia sign is permitted with a maximum dimension of 0.3m by 0.6m.

## Can I operate a B&B business and a home business concurrently?

Yes, the operation of a home business or home occupation is permitted so long as it complies with the Home Occupation regulations.

## Do I require the approval of my neighbours?

No, but the City of Richmond does expect B&B operators to respect the residential character of their neighbourhoods and to adhere to the Bed and Breakfast Establishment Code of Conduct. In the event that the City receives complaints regarding the operation of a B&B establishment that fails to adhere to the Code of Conduct, the operator may be required to show cause why their business licence should not be suspended or revoked, or the Licence Inspector may refuse to renew the business licence.