



Bed and Breakfast

No.: BUSLIC-02
Date: 2019-12-12

Purpose:

To inform owners, operators and residents of the Bed and Breakfast regulations and requirements to operate a Bed and Breakfast business in Richmond.

Background:

Bed and Breakfast regulations were first introduced in Richmond in January of 2011. On May 8, 2017, Richmond City Council adopted additional regulations and requirements to be followed by Bed and Breakfast operators in Richmond.

Requirements:

- A Bed and Breakfast use is permitted only in single detached housing dwelling unit.
- A Bed and Breakfast use is not permitted on a lot that contains a secondary suite, a granny flat or a coach house or a boarding and lodging, minor community care facility, agri-tourist accommodation or a child care home business use.
- A Bed and Breakfast use is permitted only in a single detached dwelling unit that is the principal residence of the operator, where the operator is an individual and not a corporation.
- A Bed and Breakfast use is permitted only in a single detached dwelling unit where the operator is the registered owner of the dwelling or the registered owner's family member.
- A Bed and Breakfast use shall not permit equipment used for the preparation of food to be provided in a room used for Bed and Breakfast guest accommodation.
- A Bed and Breakfast use is limited to a maximum of three guest rooms.
- A Bed and Breakfast use is limited to a maximum of six guests at one time.
- A room used for Bed and Breakfast guest accommodation shall not be equipped, furnished or used to provide accommodation for more than two guests.
- A Bed and Breakfast use operator must provide a parking space on the property for each guest room.
- Each Bed and Breakfast use must be no less than 500 m apart, measured from the centre point of each lot.
- Operator of a Bed and Breakfast use must follow the Code of Conduct Guidelines which includes operator to prepare a notification letter to neighbours.

See over →

General Procedures:

Applying for a Bed and Breakfast Business Licence

Please have the following information ready when applying for a Bed and Breakfast business licence:

- **Application:** Completed Business Licence Application Form.
- **Identification:** Government issued identification to prove that either the owner of the home or an immediate family member resides in the home.
- **Floor Plans of the Home:** Plans must be drawn to scale and show the entire floor area of all levels of the residence proposed to be used for the Bed and Breakfast. Plans must further indicate the use of each room and clearly label those rooms proposed to be used for the Bed and Breakfast.
- **Fire Evacuation Plan:** Show each room proposed to be part of the Bed and Breakfast including exits, fire extinguishers and smoke detectors. Fire evacuation plans must be posted in each guest room.
- **Landscaping and Site Plan:** Plan must show landscaping elements, hard-surfacing (asphalt, concrete, pavers etc.), patios and architectural elements (fencing, walls, etc.).
- **Parking Plan:** Identify vehicle parking spaces for residents of the home and parking spaces for Bed and Breakfast guests.
- **Signage:** One non-illuminated fascia sign which shall not exceed 0.2 m² is permitted.
- **Notification Letter:** Provide a sample of the notification letter that will be provided to neighbours.
- **Guest Registration Form:** Include a copy of the registration form that will be used to record information from guests.

Applications Can Be Submitted By:

- Mail with a cheque payable to City of Richmond to:
City of Richmond Business Licence Department
6911 No. 3 Road V6Y 2C1
- In person at Richmond City Hall during regular business hours Monday to Friday, 8:15 am to 5:00 pm.

An application will not be processed without the application fee.

Payment Options:

You may pay through the following options with cash, cheque, money order, debit or credit card. Business Licence fees will apply as per the Consolidated Fees Bylaw.

If you should have any further questions, please contact the Business Licence Department at 604-276-4328 or email at buslic@richmond.ca.