



# SHORT-TERM RENTALS

Operator's Guidebook

## CITY OF CHILLIWACK

We prepared these regulations based on Council-endorsed guiding principles and in consultation with the public. The regulations aim to balance the interest in having Short-Term Rentals in our community with measures that protect long-term housing stock and limit impacts on neighbouring properties and uses.

Planning & Strategic Initiatives  
Department  
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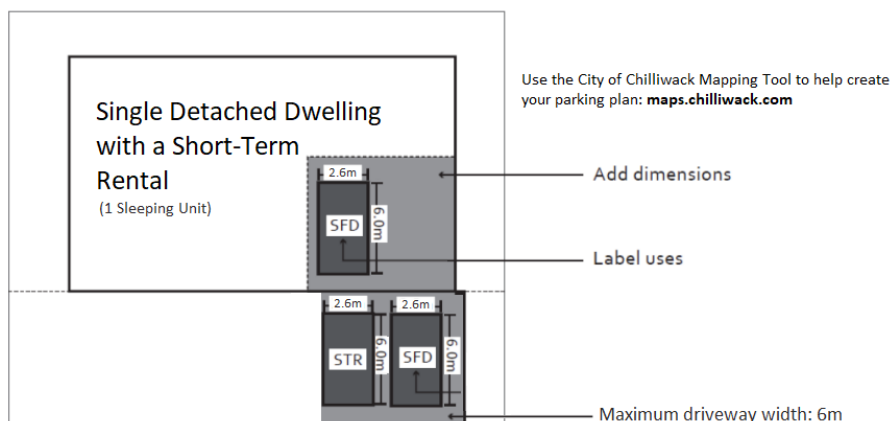
# Steps to Obtaining a Business Licence

- ❑ Submit an Accessory Home Occupation Business Licence application form and fee payment of \$100, for approval by the City.
- ❑ Submit proof the Short-Term Rental will operate on the same Lot as the Principal Residence (i.e., submit a copy of government issued identification showing your address, a copy of the previous year's Home Owner Grant, a voter registration card, etc.).
- ❑ Identify the number of Sleeping Units (i.e., bedrooms) that will be contained in the Short-Term Rental (i.e., submit a marked-up floor plan).
- ❑ Submit a parking plan that meets parking requirements within Zoning Bylaw for Short-Term Rentals.
- ❑ Submit an Owner Consent Form, if applicable.
- ❑ Submit a Strata Consent Form, if applicable.
- ❑ Submit a Fire Safety Self-Inspection Form, to be approved by the Chilliwack Fire Department.
- ❑ Submit a fire safety plan, to be approved by the Chilliwack Fire Department, before posting it on the doors to each Sleeping Unit in a tamper proof frame.
- ❑ It is also recommended that you confirm your insurance policy allows for short-term rentals. You are responsible for contacting your insurance provider and advising them of your intention to operate a Short-Term Rental on your property.

# Parking Requirements

- Your Accessory Home Occupation Business Licence application is required to include a parking plan that outlines and labels each parking stall to show that there is enough room to support a Short-Term Rental within your property lines (in addition to the required stalls for the Principal Residence).
- This parking plan is to be provided on an aerial view photo or site plan. The City’s Online Mapping Tool on our website (<https://maps.chilliwack.com/b/>) provides the option to aerial view your property as well as to draw and measure stalls.
- The Zoning Bylaw requires 1 space per Sleeping Unit (the space must be unenclosed, freely accessible to the public, and signed as “guest parking” only). The total number of Sleeping Units permitted on a property for a Short-Term Rental is contingent on the number of parking spaces that can be provided on site (up to a maximum of 3 Sleeping Units). For example, if the property can only provide 1 parking space for the short-term rental, they can only have 1 Sleeping Unit.
- In most cases, the Zoning Bylaw requires 2 spaces for all Principal Residences, where 1 space must be unenclosed, not located within a garage. However, take note that multi-unit dwellings such as apartments have different parking ratios compared to Single Detached Dwellings, Duplexes, Accessory Dwelling Units, etc., which may mean that your unit may be deficient in providing the parking requirements needed support a Short-Term Rental operation.
- Please refer to [Sections 5.02 and 5.03 of Zoning Bylaw \(Parking\)](#) to confirm minimum parking stall size requirements.

## Example Parking Plan:



## Fire & Building Safety

- ❑ Submit a Fire Safety Self-Inspection Form, to be approved by the Chilliwack Fire Department.
- ❑ Submit a fire safety plan, to be approved by the Chilliwack Fire Department, before posting it on the doors to each Sleeping Unit in a tamper proof frame.
- ❑ The applicant will be subject to addressing all Building Code and Fire Code deficiencies prior to issuance of a Business Licence. Single Detached Dwellings that intend to include a Short-Term Rental in a secondary suite will need to obtain all necessary permits and approvals and comply with the BC Building/Fire Codes, City bylaws (floodplain regulation) and other applicable enactments.

## Compliance

Example offences:

- Operating without a valid business licence.
- Operating a short-term rental in a home that is not your principal residence.
- Listing or advertising a short-term rental without displaying a valid business licence.
- Listing or advertising a short-term rental exceeding maximum guest limit.
- Operating an unsafe property.
- etc.

# Information for Guests

Please ensure your guests are aware of the following rules, as well as any other rules set by your strata, if applicable.



Because many short-term rental properties are near other residential homes, please ensure that your guests are considerate of the public and their neighbours at all times of the day. The operator will be responsible for notifying their guests about relevant City regulations (i.e., noise curfews). For example, a person must not cause, permit or allow noises or sounds at night emanating from an outdoor assembly or public address system between the hours of 11:00 pm and 7:00 am, which is audible outside the property on which the outdoor assembly or public address system is located.

Bylaw: [Community Standards Bylaw](#)



The operator will be liable for any violation of the Zoning Bylaw with respect to off-street parking requirements and Accessory Home Occupation requirements. For example, ensure that your guests know where they can park their vehicles. The operator will be responsible for notifying their guests to park their vehicle(s) on the property, such as the driveway, and not on the public street. The guests must have access to a designated parking space, as per the Zoning Bylaw.

Bylaw: [Sections 5.02 and 5.03 of Zoning Bylaw \(Parking\)](#)  
[Section 4.06\(3\) of the Zoning Bylaw \(Accessory Home Occupation\)](#)



The operator will be responsible for maintaining the home (i.e., keep the home clean, do yard work and repairs, etc.). Also, ensure your guests have access to proper recycling and garbage bins.

Bylaw: [Community Standards Bylaw](#)  
For more information about Garbage and Recycling: [www.chilliwack.com](http://www.chilliwack.com)

## Bylaws

- Business Licence Bylaw
- Community Standards Bylaw
- Short-Term Rental Bylaw
- Zoning Bylaw

## Forms

- Accessory Home Occupation Business Licence Application Form
- Fire Safety Self Inspection Form
- Owner Consent Form
- Strata Consent Form
- Frequently Asked Questions

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### FOR FURTHER INFORMATION PLEASE CONTACT:

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