



District of North Vancouver
Planning, Permits and Properties Division
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BED & BREAKFAST

Business Licence Information Package

OPERATING A BED & BREAKFAST IN THE DISTRICT OF NORTH VANCOUVER

H Where Is A B&B Permitted? And How Is It Classified? H

A B&B is permitted in any single-family residential zone, and is categorized as either a Class 1 or a Class 2 B&B business. The two classes are identified as follows:

CLASS 1 - Bed and Breakfast Business

- Contains a maximum of 3 bedrooms;
- Contains a maximum of 6 patrons;
- Does not require a Public Meeting to be held prior to the issuance of the license;

CLASS 2 - Bed and Breakfast Business

- Contains 4-6 bedrooms;
- Contains a maximum of two patrons per B&B bedroom;
- Requires District Council approval, and a Public Meeting to be held;
- Building, Plumbing, Electrical and Property Use/Licensing inspections must be carried out to ensure compliance;
- Note: Class 2 B&B operations must provide smoke alarms, and comply with BC Building Code Article 9.7.1.2, 9.7.1.3 and 9.7.1.5 respecting *Egress from Dwelling Units*. B&Bs with 5 and 6 bedrooms may require additional life safety measures including: smoke alarms, a fire plan, fire alarm, exit lighting, exit signs, non-smoking condition and additional smoke alarms in each bedroom.

H How Much Off-Street Parking Am I Required to Provide? H

The minimum number of parking spaces for a Single Family Residential Building with Bed and Breakfast bedrooms is: 2 per dwelling unit plus 1 per each bed and breakfast bedroom. Parking spaces on the street do not qualify. (The size of a standard off-street parking space is 2.7m (8.83 ft) wide by 5.7m (18.7ft) long.)

In the case where the required parking cannot be provided, a Development Variance Permit (DVP) application may be submitted. The application, if approved by Council, can vary or relax the requirement for parking. Please note that the fee and processing time for the B&B would be increased to accommodate the DVP process.

H How Do I Apply For a Business Licence To Operate a B&B? H

Prior to operating a Bed and Breakfast, a business licence must be obtained from the District of North Vancouver Planning, Permits & Properties Division. Your application must include the following:

- A completed business licence application form (blank form enclosed);
- Payment of the annual business licence fee;
- Proof of successful completion of an accredited food-handling course;
- Floor plans, drawn to scale, of all levels of the residence. Floor plans must indicate all B&B bedrooms as well as all publicly accessible rooms;
- A site plan of the property identifying the required off-street parking spaces;
- *Class 2 B&B Only*: A letter outlining reasons why Council should approve the business licence (ie. large property, proximity to neighbours etc.).



How Much Does a B&B Business Licence Cost? H

The annual licence fee for a B&B is \$77.60 (and subject to change) per B&B room. Full payment of the annual business licence fee is required at the time of application except that, for applications received after July 31 of any year, one half of the annual business licence fee (to a minimum of \$38.00) is required.

H How Long Does it Take to Process the Licence? H

A complete application for a Class 1 B&B may be processed in 1-2 weeks. However, a Class 2 B&B requires a longer processing time, to allow for inspections to be carried out, and Council/Public Meetings to be held. Therefore, a Class 2 B&B may require a minimum of 2 months to process.

H Do I Need To Have My Neighbours Approval? H

In the case of a Class 1 B&B, neighbourhood input or approval is not a requirement. However, in the case of a Class 2 B&B, a Public Meeting must be held in order to allow the public to make representations to Council on matters respecting the application.

Prior to the annual renewal of a Class 1 or Class 2 B&B, Council may order a public meeting where neighbourhood complaints have been received.

H Does My B&B Have to Be Inspected? H

Class 1 B&B - Does not require inspection unless the provided information is incomplete or work has been done without authorization.

Class 2 B&B - Requires inspection by the Property Use/Licence Coordinator as well as Building, Mechanical and Electrical Inspectors. The Property Use/Licence Coordinator will schedule these inspections, and any inspection comments will be included in the report to Council.



Do I Need Health Department Approval? H

No. Health Department approval is presently not a requirement for Bed and Breakfast operations.

H Can I Have a Sign Identifying my Bed and Breakfast? H

Yes. Signs for B&B businesses are permitted in accordance with the Sign Bylaw (excerpt enclosed). A sign may identify only the *name and address* of the B&B. The sign may be affixed to the building, or it may be freestanding. In the case of a freestanding sign, the maximum permitted height is 1.0m above grade. A second sign indicating that the premises are 'Approved Accommodation' in accordance with B.C. Tourism requirements is permitted. In any case, the total area of all signage shall not exceed 0.25 sq.m.



Can I Operate a Bed and Breakfast business and a home-based business concurrently? H

Yes. The operation of one home based business, or *home occupation*, is permitted in a home containing a Bed and Breakfast business.

H Can I Operate a Bed and Breakfast business if I have a **H** secondary suite in my home?

As long as the secondary suite has been legally developed, a Bed and Breakfast business and a secondary suite may operate concurrently. However, should a B&B business require Council approval to issue or renew the business licence, Council may consider the impact of the secondary suite.

Secondary suites are permitted in single-family residential zones under the Zoning Bylaw. A permit must be obtained, and inspections must be carried out and approved prior to the suite being occupied. For further information on secondary suites, please contact a Property Use Inspector at 604-990-2257. You may also refer to the District InfoWeb at the District's web site at <http://www.dnv.org/article.asp?c=330>.

H Are Any Certifications Required? **H**

Yes. In order to operate a B&B in the District of North Vancouver, you must provide proof of successful completion of an accredited food-handling course.

H Who Do I Contact For Further Information? **H**

If you require further information, please contact our Property Use/Business Licence Coordinator at 604-990-2257, or email: novakovicz@dnv.org

You may also review the following complete bylaws containing B&B regulations: the [Business Licence Bylaw](#), the [Sign Bylaw](#), and the [Zoning Bylaw](#). Please be advised that the material contained in these sites is intended for general informational purposes only. While it is current at the time of publication, changes to the District Bylaws may invalidate some of this information. In the event of a conflict between this guide and District current Bylaws, the current Bylaws will prevail.