



City of
Kelowna

Short-Term Rental Operator's Guidebook



Being a responsible short-term rental operator in Kelowna

You can rent your **principal residence** for stays of less than 30 days in many residential and mixed-use commercial areas, and your **non-principal residence** in select areas of the

city. To receive a business licence, you must meet specified requirements and confirm that you have also met building and fire safety standards, parking requirements and good neighbour responsibilities.

What is a short-term rental?

A short-term rental is the rental of any dwelling unit or bedroom for periods of 29 days or less. Short-term rentals are allowed within certain zones in the city, as per Section

9.17 of the Zoning Bylaw, and operators must follow rules and regulations to legally rent residences on a short-term basis.



Why regulate?

Regulations are in place, and business licences required, so that short-term rental operations align with Council-endorsed principles.

These principles consider potential impacts on the housing market, neighbourhoods, and the accommodation industry.

Ensure short-term rental accommodations don't negatively impact long-term rental housing supply.

Ensure short-term rental accommodations are good neighbours.

Ensure equity among all short-term accommodation providers.

Eligibility requirements

- The rental **must** be located in your principal residence if in a residential or mixed-use commercial zone.
- Renting a non-principal residence is allowed in select commercial and tourist areas. In this case, the short-term rental operator may not be a corporation or society. Contact information for the designated person responsible for overseeing the unit must also be provided upon application and posted within the accommodation.
- Short-term rentals are not allowed in secondary suites or carriage houses.
- Obtain permission from your landlord, if applicable.
- Ensure your strata bylaws allow short-term rentals, if applicable.
- Parking must be available as per Section 8.1 of the Zoning Bylaw.
- Annually renew your short-term rental business licence.

Principal residence:

Where you live for at least

8

months per year

It is also recommended that you confirm your insurance policy allows for short-term rentals.



Steps to obtaining a business licence

- Submit a short-term rental business application form and fee payment for approval by the City.
- Submit an Owner Consent Form, if applicable.
- Submit Strata Consent Form, if applicable.
- Submit Good Neighbour Agreement Form.
- Submit Fire and Safety Attestation Form.
- Submit a parking plan that meets parking requirements within [Zoning Bylaw 8000](#) for short-term rentals in your zone.
- Prepare a fire and safety evacuation plan identifying the location of smoke alarms, carbon monoxide alarms, fire extinguishers, fire exits, and sleeping units.



Application instructions and forms can be found online at kelowna.ca/business.



Business licence application fee

An application fee of \$25.00 must be paid at the time the application is submitted. If approved, an invoice will be provided and must be paid prior to the release of the licence. Please note that an annual renewal fee is required. Failure to pay the fee will result in immediate cancellation of the licence.

Principal
residence

\$345

Non-principal
residence

\$750



Parking requirements

Your short-term rental 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, as well as any other uses, within your property lines.

Please note that where the street meets the driveway is only permitted to have a maximum width of 6 meters but can widen further into the property lines. If your driveway exceeds this requirement, we may request that landscaping be included to comply before we continue with your short-term rental application.

This parking plan is to be provided on an aerial view photo or site plan. The [map viewer](#) on our website provides the option to aerial view your property as well as to draw and measure stalls. Most zones require two principal residence stalls and one guest stall per every two bedrooms applied for. Please note that multi-family buildings only require one parking stall in total for each short-term rental application.

Please review the table on the next page to determine the maximum number of bedrooms that can be applied for at your property.



Parking stall sizes

The principal residence is required to have two parking stalls. The first is required to have a minimum length of 6.0 meters, minimum width of 2.5 meters, and a minimum height clearance of 2.0 meters. The remaining stall for the principal residence, short-term rental stalls, secondary suite/carriage house stalls have the following requirements: minimum length of 4.8 meters, minimum width of 2.3 meters, and a minimum height clearance of 2.0 meters.

Please note that where a parking space meets an obstruction (including but not limited to columns, property lines, curbs, walls, pipes, roof features, fences, and emergency exit painted areas) the parking space will follow the following regulations:

- (a) be an additional 0.2 m wider where the parking space abuts an obstruction on one side;
- (b) be an additional 0.5 m wider where the parking space abuts an obstruction on both sides; and
- (c) be an additional 0.8 m wider where the parking space abuts a doorway.

For further clarity please review pages 6-7 for diagrams of acceptable and unacceptable parking configurations.



Zone category	Principal residence use only ¹
Rural & single/two-unit residential ²	Yes ³
Multi-unit residential ⁴	Yes
Mixed-use commercial ⁵	Yes
Tourist commercial & health district ⁶	No

¹"Principal residence" means the place you live for at least eight months per year.

²Relevant zones: RR1, RR2, RR3, RU1, RU2, RU3, RU4, RU5, RU6, RH1, RH2, HD3, CD2, CD4, CD10.

³Not currently allowed in secondary suites or carriage houses.

⁴Relevant zones: RU7, RM1, RM2, RM3, RM4, RM5, RM6, RH3, HD3, CD1, CD2, CD3, CD4, CD5, CD10, CD17, CD22, CD26, CD27.

⁵Relevant zones: C3, C4, C5, C6, C7, C8, CD18 (McKinley Beach – all but Hilltown), CD24 (Hiawatha – Area B).

⁶Tourist commercial: C9, parts of CD18 (McKinley Beach – Hilltown only) & CD24 (Hiawatha – Area A only). Health district: HD2

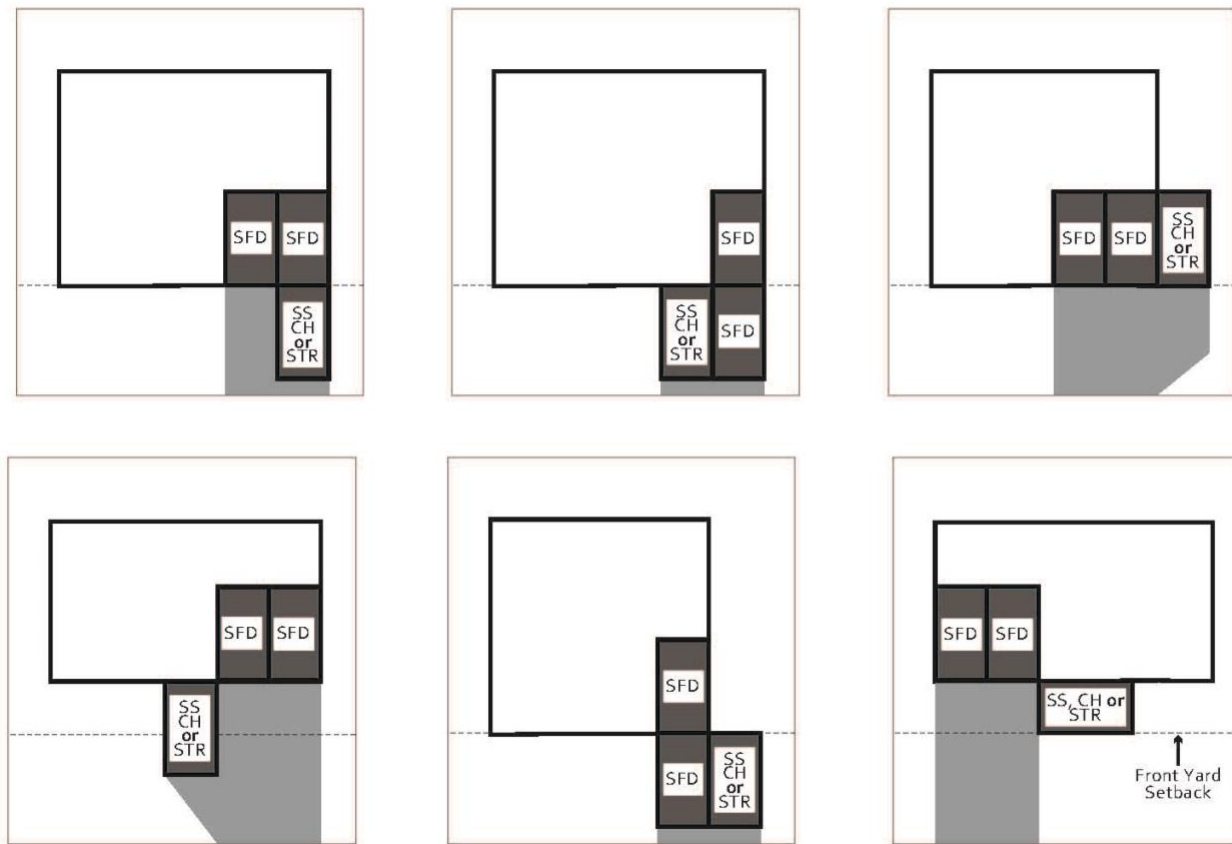
Regulation	Rural & single/two-unit residential	Multi-unit residential & commercial	C9, HD2, parts of CD18 & CD24
Maximum # of adults per bedroom	2	2	2
Maximum # of bedrooms	3	2	3
Maximum # of bookings at a time	1	1	1
Minimum # of parking spaces	1 per 2 bedrooms	1 per 2 bedrooms ¹	Same as apartment housing
Limited to operator's principal residence	Yes	Yes ²	No
Business licence required	Yes	Yes	Yes

¹Not in addition to principal dwelling unit. Parking **cannot** be required visitor parking.

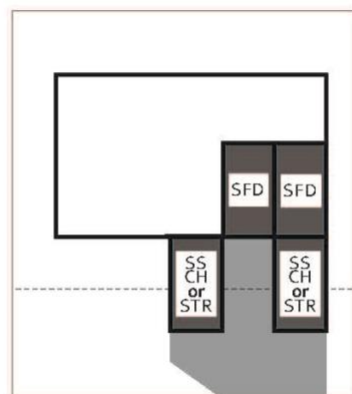
²RM6 properties along Sunset Drive and properties that previously legally operated a vacation rental in the RM6, C4, or C7 zones under the apartment hotel use are not restricted to renting only in an operator's principal residence.



Acceptable parking configurations for a house with a secondary suite OR carriage house OR short-term rental



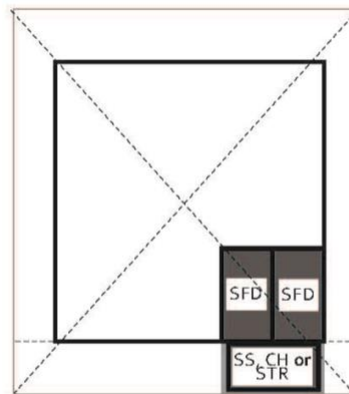
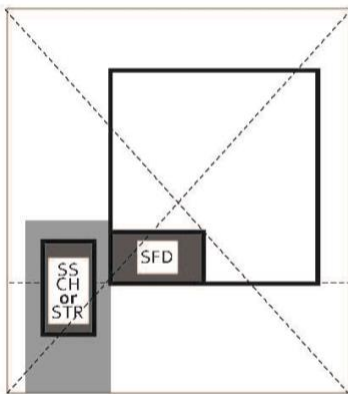
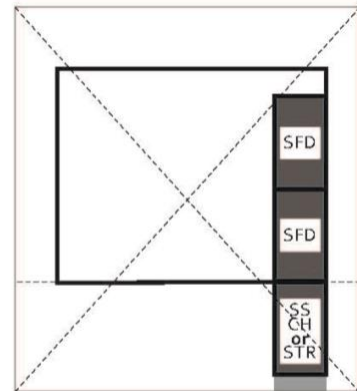
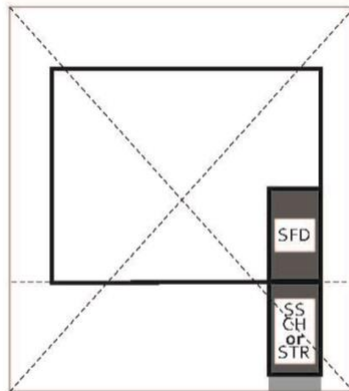
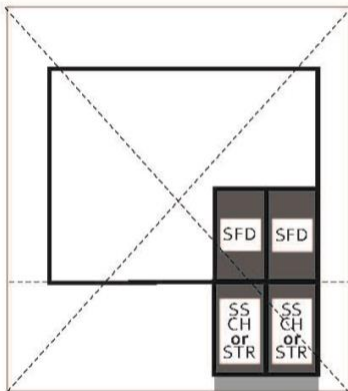
Acceptable parking configurations for a house with a secondary suite OR carriage house AND short-term rental



SFD = Single Family Dwelling
 SS = Secondary Suite
 CH = Carriage House
 STR = Short Term Rental

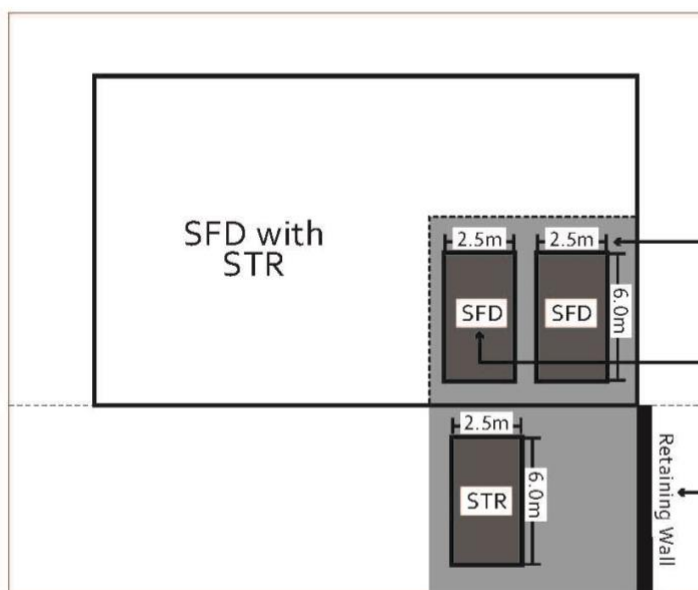


Unacceptable parking configurations for a house with a secondary suite OR carriage house AND short-term rental



SFD = Single Family Dwelling
 SS = Secondary Suite
 CH = Carriage House
 STR = Short Term Rental

Example parking plan



Use the City of Kelowna Map Viewer to help create your parking plan:
maps.kelowna.ca/public/mapviewer/

Add dimensions

Label uses

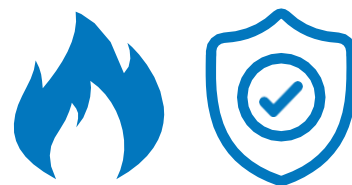
Label obstructions (ex. retaining walls, trees, pillars, etc.)



Fire and safety requirements

Your short-term rental accommodation must have appropriate safety measures in place to protect guests in the event of an emergency.

- Provide contact information for someone who is available to respond to incidents 24/7.
- Post a fire and safety evacuation plan in sleeping units and at exits.
- Install working, connected smoke alarms on each floor and in every sleeping unit.
- Install an accessible, working fire extinguisher on each floor.
- If your property contains gas appliances, ensure there is a working carbon monoxide detector on every floor.
- Test annually, and maintain in working order, all smoke alarms, fire extinguishers, and carbon monoxide detectors.



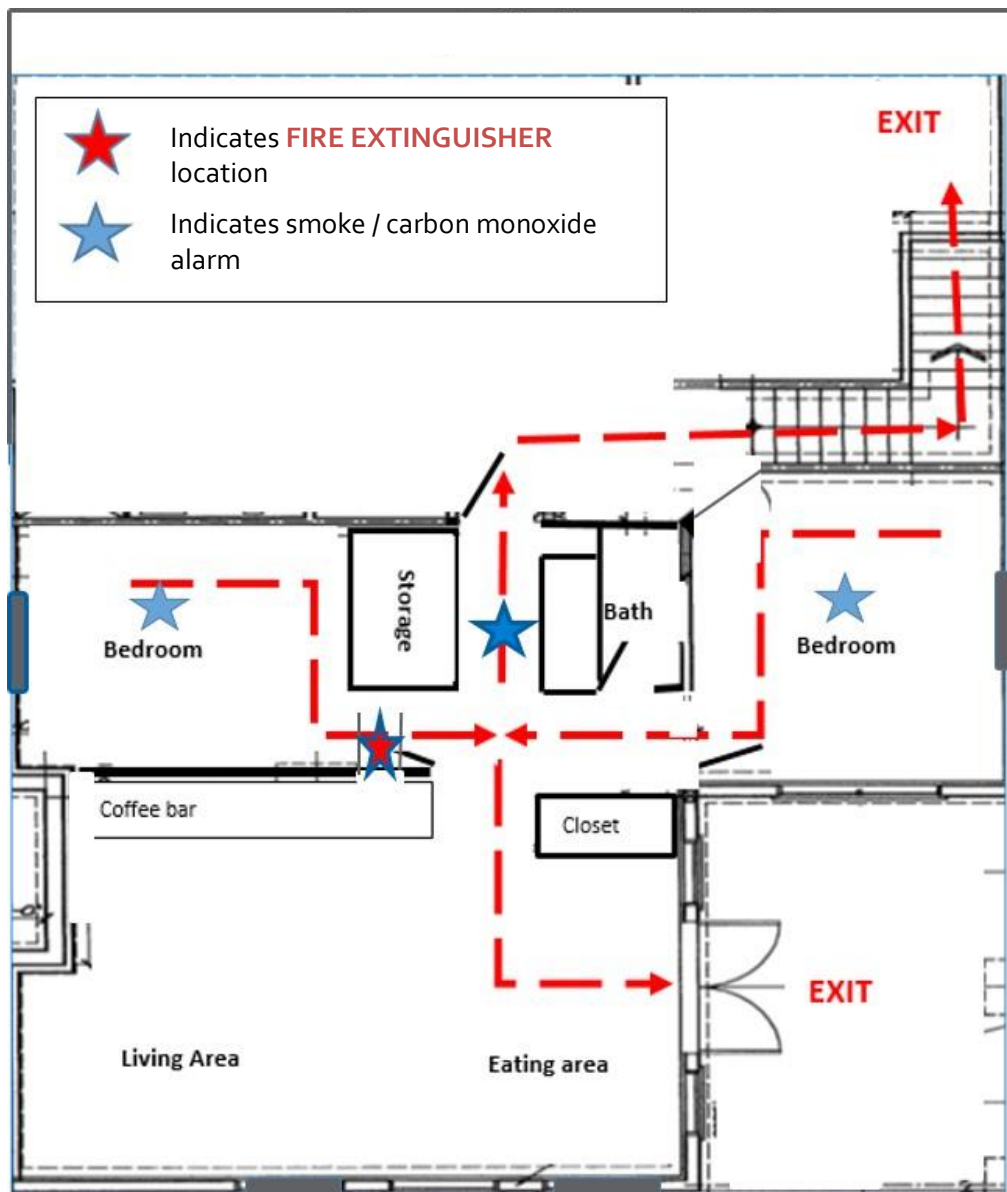
Fire safety plan

It is also required that you post a fire and safety plan at entrances and exits and in each approved bedroom. The fire safety plan will include the following information.

- Operator's name
- Address of the property
- Emergency contact (name and number of someone who is locally available 24 hours a day to address immediate concerns)
- Emergency contact number (911)
- Designated meeting point
- Location of fire extinguisher and smoke/ carbon monoxide alarm(s)
- Location of window exits of code-approved size.



Example fire evacuation plan



Instructions to occupants if you discover a fire

1. Call the Fire Department: Dial 911. Tell them you are reporting a fire at: (Address, Kelowna B.C.)
2. If you are qualified, attempt to extinguish or control the fire using the available fire extinguisher.
3. At the sound of the smoke alarm or residential sprinkler system siren, leave the area immediately by the nearest safe exit.



Compliance

The City actively works to ensure short-term rental operators comply with rules and regulations. Operators may face fines of up to \$500 per day, per offence, and significantly higher amounts if compliance efforts require escalation.

Example offences:

- Operating without a valid business licence.
- Operating contrary to zoning restrictions.
- Listing or advertising a short-term rental without displaying a valid business licence.
- Listing or advertising a short-term rental exceeding approved bedroom count on business licence.
- Operating a short-term rental in a home that is not your principal residence, if required.
- Operating an unsafe or nuisance property.
- Refusing entry for inspection by a Licence Inspector or City representative.

Operators exceeding licencing requirements or restrictions, and those with repeat offences, may be subject to escalated prosecution and higher fine amounts per offence per day.



Inspection

The City actively inspects short-term rentals. Operators must provide access to their short-term rental accommodation for the City to inspect, upon request.

Operators understand that City staff may:

- Audit short term rental licences and all required documentation;
- Request evidence that supports the information in a licence application;
- Request records of the short term rental bookings and operation dates; and/or
- Request records showing fire safety inspections and safety maintenance.



Information for guests

City bylaws ensure our community is a safe and enjoyable place for residents and visitors. Please ensure your guests are aware of the following rules, as well as any other rules set by your strata, if applicable.



Noise

Because many short-term rental properties are near other residential homes, please ensure your guests are considerate of the public and their neighbours at all times of day.

Bylaw: [Good Neighbour Bylaw](#)



Parking

Ensure your guests know where they can and can't park. Guests must have access to a designated parking space, as per Section 4 of the Traffic Bylaw. Inform guests of any on-street parking time limits or restrictions.

Bylaw: [Section 4 of the Traffic Bylaw](#)



Dogs

Guests must control their dogs at all times and keep on a leash when outside, unless within a designated off-leash dog park. Guests must also pick up after their dog.

Bylaws: [Animal & Poultry Regulation & Pound Bylaw](#) & [Parks and Public Spaces Bylaw](#)



Garbage and recycling

Ensure guests have access to recycling and garbage bins.

Learn more: [Garbage, recycling and yard waste](#)





Business Licencing
Kelowna City Hall
1435 Water Street

250-469-8617

Questions: businesslicences@kelowna.ca

Submit application: shorttermrentalapplication@kelowna.ca

kelowna.ca/business

Bylaws

[Fire & Life Safety Bylaw](#)

[Good Neighbour Bylaw](#)

[Short-term Rental Accommodation Business Licence & Regulation Bylaw](#)

[Traffic Bylaw – Parking Regulations](#)

[Zoning Bylaw – Specific Use Regulations](#)

[Zoning Bylaw – Parking & Loading](#)

Forms

The following forms can be found online at kelowna.ca/business.

Business Licence Application Form

Self-evaluation Fire & Safety Attestation Form

Good Neighbour Agreement Form

Owner Consent Form

Strata Consent Form