



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. 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 consistency among all short-term accommodation providers.

Eligibility

- The short-term rental must be within your principal residence unless your property is in one of the three exemption areas. The Kelowna Map system can be viewed here: [Interactive maps | City of Kelowna](#).
 1. Short-Term Rental as a Principal Use
 2. Short-Term Rental as a Principal Use with 6 month restriction
 3. Short-Term Rental as a Principal Use, Permitted Non-Conforming
- Contact information for the designated person responsible for overseeing the unit must 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 of the Zoning Bylaw](#).
- It is also recommended that you confirm your insurance policy allows for short-term rentals.

Principal residence:

Where you live for at least

8

months per year



Steps to obtaining a business license

- 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 No. 12375](#) for short-term rentals in your zone.
- Prepare a fire and safety evacuation plan identifying the location of 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, at the property.

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 subject property. If your driveway exceeds this requirement, staff 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 [Interactive maps | City of Kelowna](#) provides the option to create a parking plan where you can draw and label each stall. 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

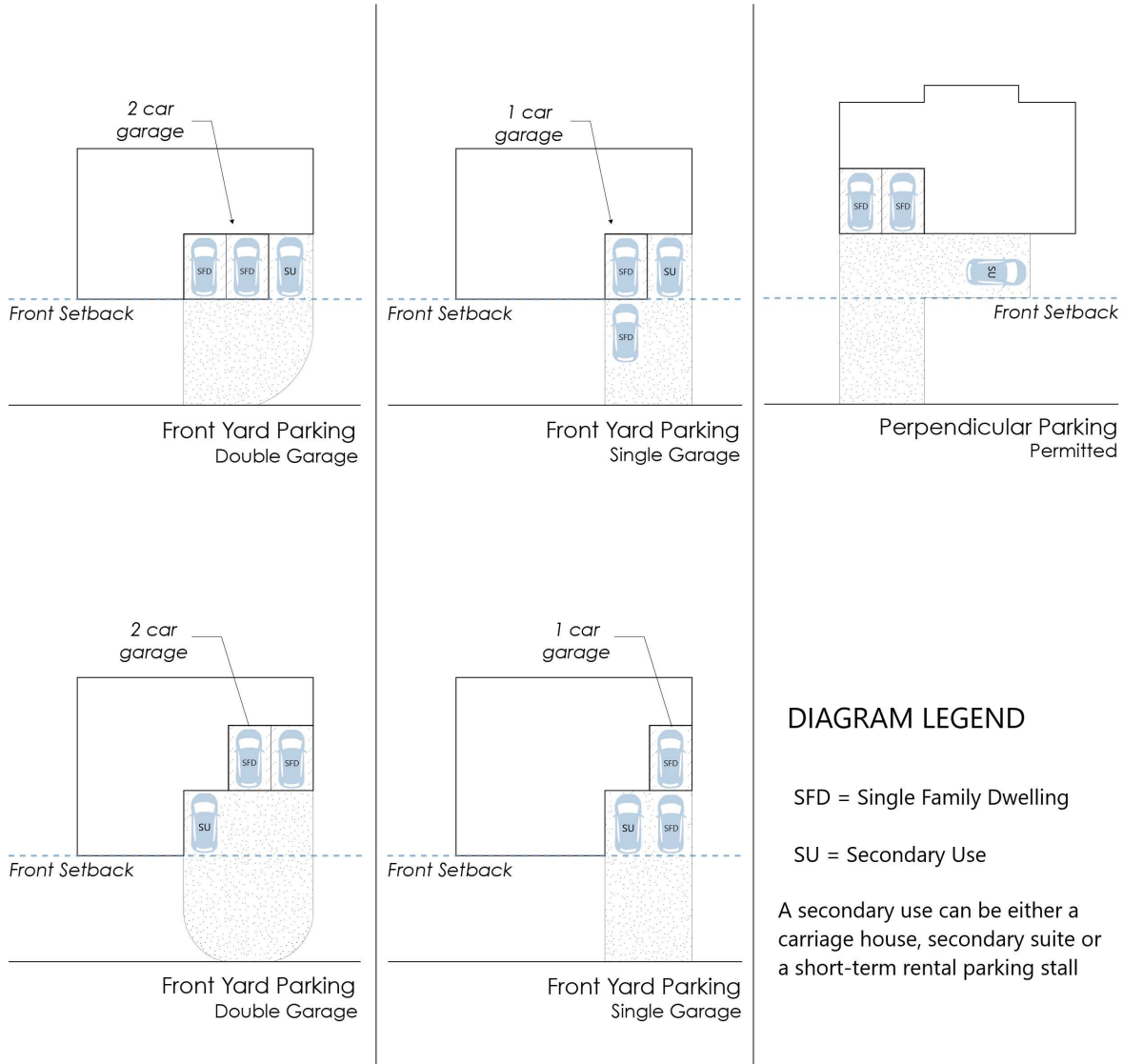
The principal residence is required to have two parking stalls. The first is required to have a minimum length of 6.0 meters, minimum width of 2.5 meters, and a minimum height clearance of 2.0 meters. The remaining stall for the principal residence, short-term rental stalls, secondary suite/carriage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

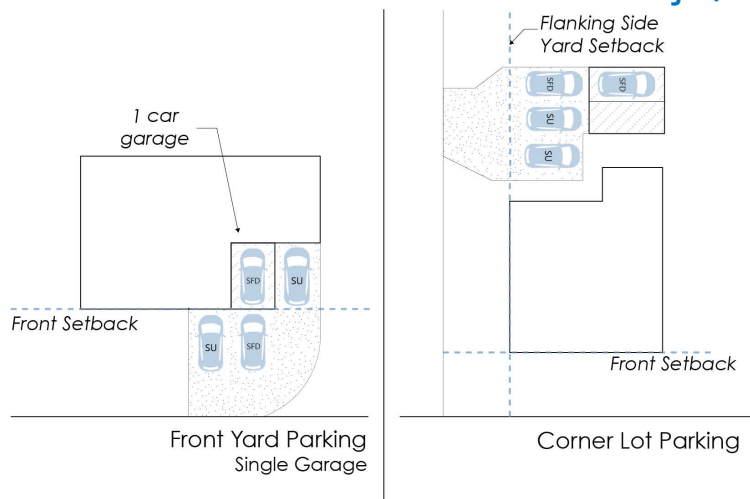
- (a) be an additional 0.2 m wider where the parking space abuts an obstruction on one side;
- (b) be an additional 0.5 m wider where the parking space abuts an obstruction on both sides; and
- (c) be an additional 0.8 m wider where the parking space abuts a doorway.



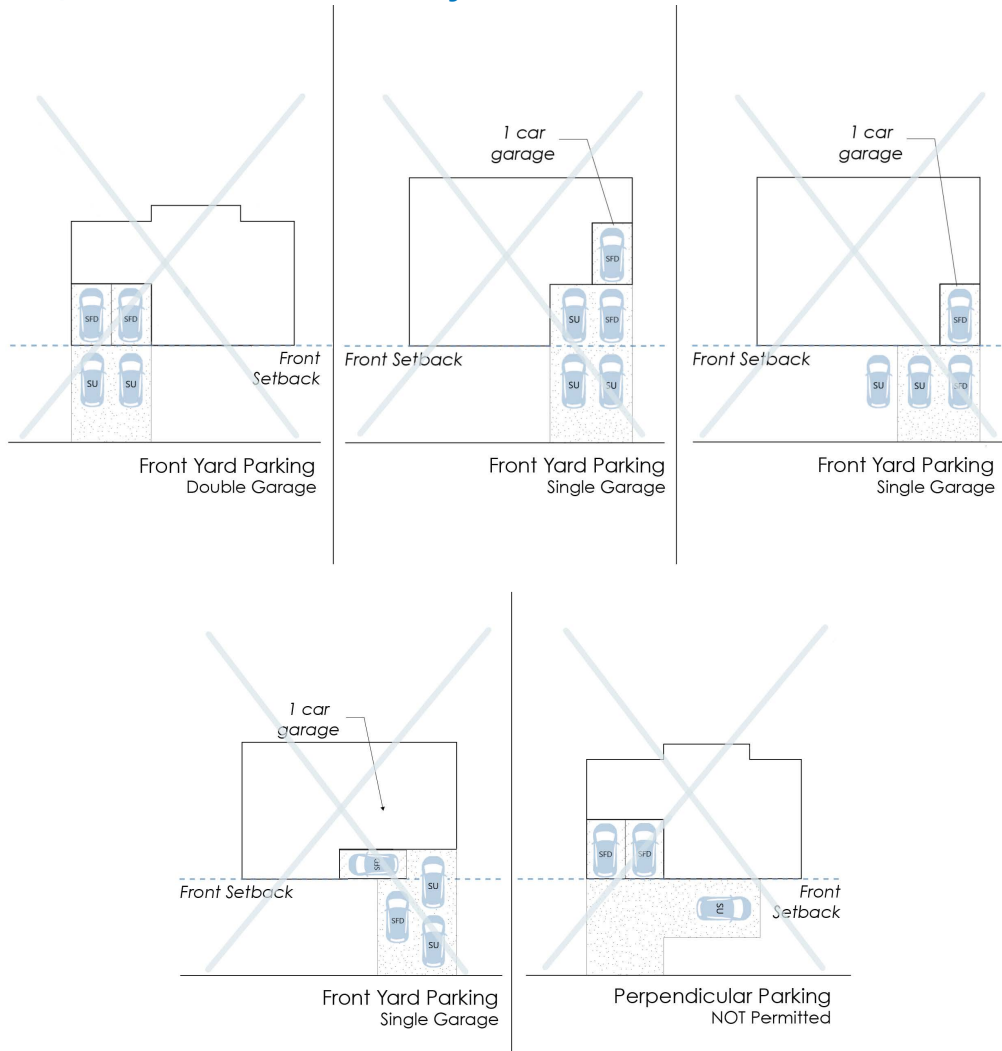
Acceptable parking configurations for a house with a secondary use: suite, carriage house, short-term rental, home-based business major/rural.



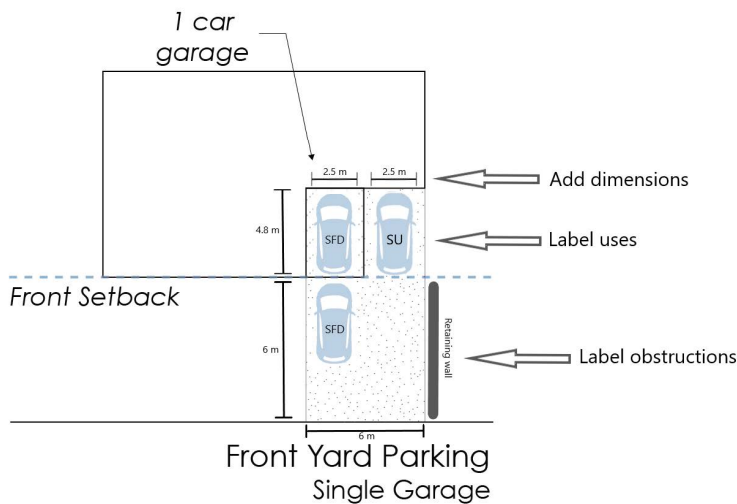
Acceptable parking configurations for a house with two secondary uses: secondary suite OR carriage house AND short-term rental OR home-based business major/rural.



Unacceptable parking configurations for a house with a secondary use: suite, carriage house, short-term rental, home-based business major/rural.



Example parking plan



Zoning requirements

The City of Kelowna allows short-term rentals accommodation as a secondary use in the following zones: A1, A2, RR1, RR2, RU1, RU2, RU3, RU4, RU5, MF1, MF2, MF3, C1, C2, CA1, VC1, UC1, UC2, UC3, UC4, UC5, HD2, CD17, CD18, CD20, CD22, CD26

The City of Kelowna allows short-term rental accommodation as a principal use in the following exemption areas:

Principal Use	Principal Use with 6-month restriction	Principal Use, Permitted Non-Conforming
3699 Capozzi Rd	1088 Sunset Dr	1873-1875 Country Club Dr
3700 Capozzi Rd	1128 Sunset Dr	1350 St Paul St
3800 Capozzi Rd	1075 Sunset Dr	1290 St Paul St
<i>(Aqua Project - Permitted in Zoning Bylaw No. 12375, Section 14.15 Site Specific Regulations, Item #5)</i>	1083 Sunset Dr	1215 St Paul St
CD18/Area I Village Centre	1089 Sunset Dr	1471 St Paul St
<i>(Permitted in Zoning Bylaw No. 12375 CD18 - McKinley Beach Comprehensive Development Zone, Section 15.4.3-CD18 Permitted Land Uses)</i>	1093 Sunset Dr	1585 Abbott St
648- 654 Cook Rd	1099 Sunset Dr	3477 - 3499 Lakeshore Rd
<i>(Permitted in Zoning Bylaw No. 12375, Section 14.15 Site Specific Regulations, Item #9)</i>	1123 Sunset Dr	925 Leon Ave
	1129 Sunset Dr	1083 KLO Rd
	1133 Sunset Dr	3880 Truswell Rd
	1139 Sunset Dr	3398 Mckinley Beach Ln
<i>(Permitted in Zoning Bylaw No. 12375, Section 14.15 Site Specific Regulations, Item #8)</i>		3475 Granite Close
		3434 McKinley Beach Dr
		3377 Lakeshore Rd

Parking, bookings, bedrooms & other requirements

1 Short term rentals should park within the designated principal parking for the dwelling unit. Short term rentals shall not park within the visitor parking.

2 There are certain properties exempted from renting only in an operator's principal residence, number of bedrooms, and parking requirements.

Example: If you live in a single detached house in the RU1 zone, you could rent up to three bedrooms to up to six adults under one booking. You would need to provide two parking spaces specifically for the short-term rental, in addition to the other required parking for your house. In a multi-unit residential building, you could rent up to two bedrooms to up to four adults under one booking. You would need to provide one stall in total.

Other requirements

List your business licence number in any listings advertising your rental.

Renew your business licence annually

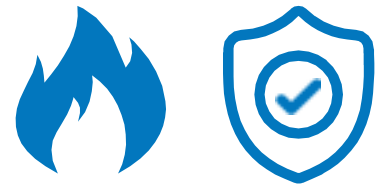
Rentals in residential, secondary use zones can't be licensed with a corporation or society as the operator.



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 an accessible, working fire extinguisher on each floor.
- Test annually, and maintain in working order, all smoke alarms, fire extinguishers, and carbon monoxide detectors.



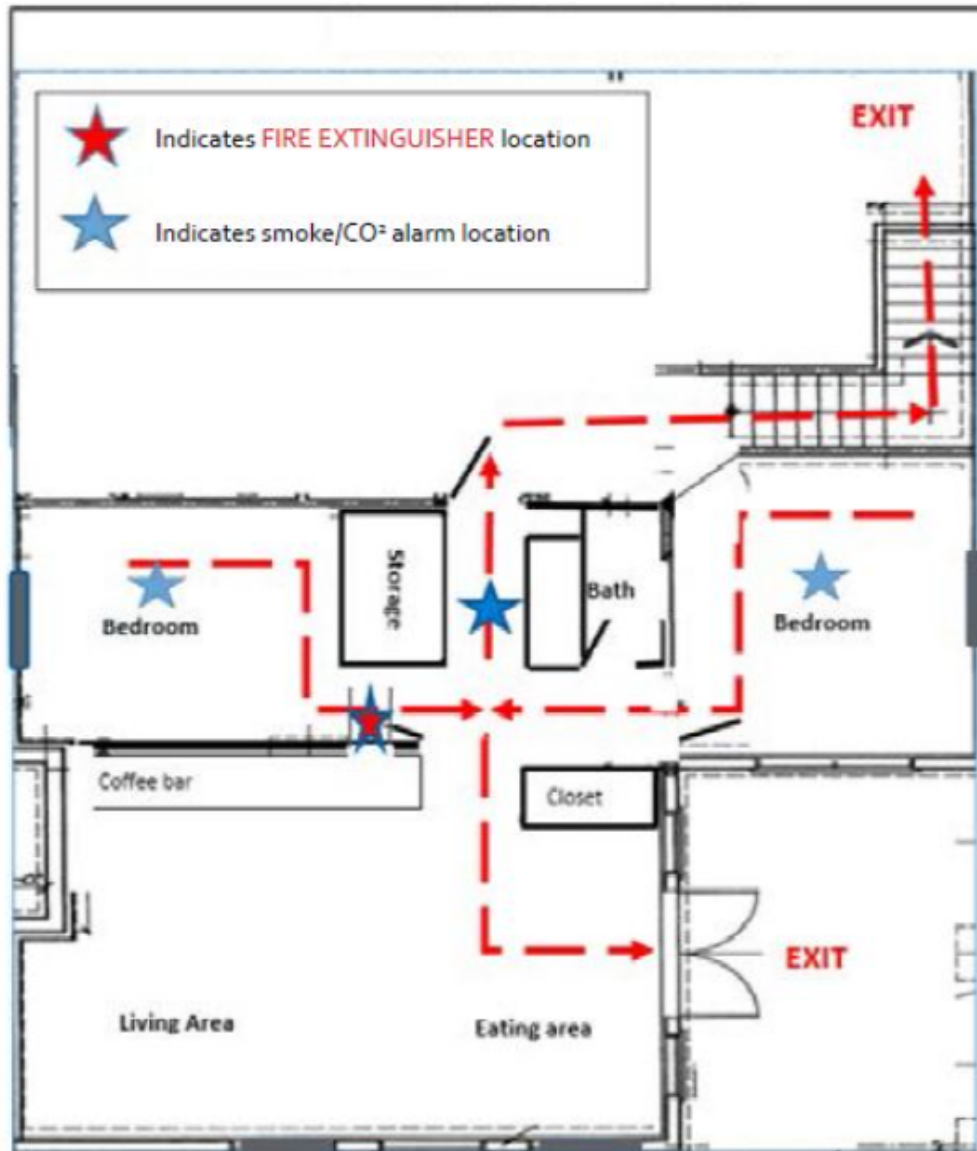
Fire safety plan

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
- 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 BC)
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 and gather at (designated meeting point)
4. Once safe, please contact (Emergency contact - name and number of someone who is locally available 24 hours a day to address immediate concerns)



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 licensing 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 Licensing
Kelowna City Hall
1435 Water Street

250-469-8617

Questions: businesslicences@kelowna.ca

Submit application: 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 No. 12375](#)

Forms

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

Short-Term Rental Business Licence Application Form

Self-Evaluation Safety Attestation Form

Good Neighbour Agreement Form

Owner Consent Form

Strata Council Consent Form