



VACATION RENTAL BUSINESS LICENCE FLOW CHART

General Timeline: 2 - 3 months (variable depending on department workloads and applicant response times. The process will include two in-person inspections (Fire Department and Bylaw).

1

Planning Department

Action: Check zoning eligibility

Ensure compliance with conditions (Zoning Bylaw Pages 38-41)

2

Building Department

Action: Verify existence of Building Permit for Secondary Suite or Coach House

If permit exists it will proceed to the next step.

If no permit, the Applicant must contact the Building Inspector at 250-339-2259 to apply.

3

Fire Department

Action: Evaluate fire safety

The Fire Department contacts the applicant to schedule an in-person inspection.

4

Bylaw Officer

Action: Schedule and conduct inspection

Ensure compliance with conditions (Zoning Bylaw Pages 38-41)

Confirm that use is a Vacation Rental, not a B&B

5

Business Licence Inspector

Action: Review reports from all departments

If all departments approve, it goes to the Finance Department.

If issues - application may be delayed or rejected.

6

Finance Department

Action: Create Business Licence

Contact applicant for \$300 payment

Once paid, the Licence is issued to applicant.