



A GUIDE TO CHANGE OF USE PERMITS (RESIDENTIAL TO RESIDENTIAL WITH BED & BREAKFAST USE)

****Important**** - Before applying for a change of use building permit, please contact our Planning Department at: Planning@slrd.bc.ca to confirm if a Bed & Breakfast Use is a “permitted use” in your zone.

The following is required when applying for a Change of Use building permit application:

Before you submit a Change of Use Permit application, ensure the single family dwelling to be used for bed and breakfast has a building permit that a final building inspection approval for occupancy has been issued. The SLRD will not consider a Change of Use Permit application unless the single family dwelling to be used has a completed **final building permit**. If you are uncertain, please complete a [Property Information Request Form](#), to arrange to view your file.

1) Building Permit Application:

The SLRD uses an online system, [Cloudpermit](#), for building permits and inspection requests. Cloudpermit allows you to apply for and see the status of your permit application anywhere, at any time.

2) \$530.00 Application Processing Fee – Once a completed application is received, a bill for the application processing fee will be sent through Cloudpermit.

3) Submission of Floor Plans that indicate:

- which bedrooms are being used for bed and breakfast
- the location of the CAN/ULC-531 approved interconnected hardwired smoke detector in each bed and breakfast bedroom
- the location of the CAN/ULC-531 approved interconnected hardwired smoke detector in the corridors near the bed and breakfast bedrooms
- if a dwelling has an attached garage or gas fired appliance, a carbon monoxide detector is required. The location of the CAN/CSA 6.19 approved hardwired interconnected carbon monoxide detector is within 5 meters of the bed and breakfast bedrooms or within the bedroom itself.

4) Site Plan to scale showing:

- the single family dwelling, driveway and location of the parking spaces for bed and breakfast use.

Parking Space Requirements: a dwelling requires two parking spaces and each B&B guest bedroom requires one parking space (i.e. a dwelling allocating three bedrooms for B&B use will require five parking spaces). Refer to the relevant Electoral Area Zoning Bylaw for parking space requirements.

Upon receipt of all of the above, the staff will start the application process. The Planning Department will confirm if a Bed & Breakfast is a permitted use for your property and the required number of parking spaces has been met as per the zoning bylaw. The Building Inspector will review the plans and a building permit will be issued if the plans are acceptable.

5) Final Inspections:

Please ensure the following items have been met prior to contacting the SLRD for a final inspection:

- If the garage is attached to the dwelling and/or a gas fired appliance is in the house, a carbon monoxide detector is required in the corridor within five metres of the bed and breakfast bedrooms or within the bedroom itself.
- A fire extinguisher is required in the corridor outside of bedroom(s) and in the kitchen. The Building Inspector will determine the location on-site. They are to be hung on the wall three to five feet off the floor.
- All smoke and carbon monoxide detectors are to be hard-wired, inter-connected and ULC approved. A copy of the final Technical Safety BC permit must be submitted.

The Building Inspector will perform a final inspection and will be looking for any health and safety issues (i.e. exits, fire safety-related issues, hand rails, stairs, etc.). If the Building Inspector has any issues, the inspection in Cloudpermit will outline the deficiencies.

Once the deficiencies have been resolved and a re-inspection has been completed, the Bed & Breakfast is accepted as a permitted use, as per the floor and site plans submitted.