



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:

1) Final Building Permit

(A building permit that a final building Inspection approval for occupancy has been issued)

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

2) Building Permit Application:

- All property owners are to sign the application and Appendix C (no photocopies accepted)
- Under description of work - identify the change of use as “Residential to Residential with B & B use”
- Under type of permit – check the “Change of Use” box
- Under Type of building – check “Residential with B&B use

3) \$530.00 Application Processing Fee – Only cash, cheque or money order

4) 2 copies 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.
- **Architectural drawing submittals are to be a minimum of 11 x 17 inches in size. Drawing are to be readable and to scale.**

5) 2 copies of Site Plan to scale showing:

- the dwelling unit(s), driveway and location of the parking spaces for bed and breakfast use. Note Site Plans 11 x 17 inches in size are acceptable.
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.

6) 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, an inspection card detailing the deficiencies will be left.

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.