

The Permit Process

Review proposal with Planning staff.

Submit complete application & pay application fee. Schedule Health & Safety Inspection & pay fee.

A Notice of Development sign must be placed on the subject property prior to the submission of a TUP application.

Staff refer application to applicable RDOS departments, government ministries, and agencies.

Application is considered by appropriate Advisory Planning Commission (APC).

Property owners and tenants within a radius not less than 100 metres of the boundaries of the subject property are notified by mail advising of the application. The proposal is also advertised in an appropriate newspaper. A Public Information Meeting may also be required by the Board prior to consideration.

Application is considered by the Board.

If a Permit is granted, RDOS staff register a Notice of Permit against the title of the property at the Land Titles Office.

For Further information, please contact
RDOS Development Services.

The contents of this brochure may be
subject to changes at any time. Please
contact the RDOS to confirm any
requirements and costs.

For more information and to find mapping,
Zoning Bylaws and Official Community
Plans, check out the RDOS website
<http://www.rdos.bc.ca>

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**Development
Services**

Temporary Use Permits for Vacation Rentals



Electoral Area "E" (Naramata)

**A guide to Temporary Use Permits
for vacation rentals**

Why do I need a permit to operate a vacation rental?

Vacation rental uses are generally not a permitted use in any zones in the RDOS (with the exception of some properties at Apex, given the resort nature of the community).

As such, property owners in the RDOS wanting to operate their home as a vacation rental unit require a Vacation Rental Temporary Use Permit (TUP).

TUPs are the preferred way in which to address vacation rental proposals as applications provide an opportunity for community input, allow for the imposition of specific conditions (i.e. maximum occupancy, landscaping, manager contact details, etc.), and allow for the regular review of an operation to ensure it is not causing undue conflict with neighbouring properties.

What is a vacation rental?

The RDOS defines a vacation rental as the use of a residential dwelling unit for the commercial accommodation of paying guests for a period of less than one month.

Vacation rentals differ from bed and breakfast (B&B) operations in that B&B operations are run within a dwelling unit by the residents of the dwelling unit. B&Bs provide sleeping accommodations, but do not include cooking facilities for patrons.

How do I apply for a Vacation Rental Temporary Use Permit (TUP)?

Application forms are available at the RDOS office at 101 Martin Street in Penticton or on the RDOS website at www.rdos.bc.ca.

The application form contains a detailed list of the required materials to be included with a Vacation Rental TUP application.

What are the costs?

- \$2,500 application fee
- \$1,250 renewal fee
- Title search issued within the past 30 days (Note: the RDOS can provide a Title Search for a fee of \$25)
- \$200 Health and Safety Inspection fee (Inspection arranged through the RDOS Building Department)
- Notification Sign (arranged between applicant & sign company)

Against what criteria is an application assessed?

An application is generally assessed according to the following criteria:

- Capability of accommodating on-site domestic water and sewage disposal;
- Mitigating measures on the property such as screening and fencing;
- Sufficient off-street parking (note: one space is required per bedroom);
- Confirmation that the dwelling meets a minimum standard for health and safety;
- Benefits that the vacation rental may

What happens if I operate a vacation rental on my property without a TUP?

Vacation rental properties operating without TUPs are subject to fines of up to \$500 per day for non-compliance. Additional fines may be levied for other bylaw infractions (e.g. noise).

How long does it take to get a permit?

Once a complete application is received, most typical vacation rental TUPs take approximately 8 weeks to proceed through the evaluation and approval process.

Additional Considerations

Since vacation rentals do not strictly fit into any one standard insurance category, it may be challenging to find the proper insurance policy for your property.

Most insurance policies are designed to cover owner-occupied properties. The vacation rental property may or may not be your primary residential residence, but if you're allowing others to rent the property for short periods of time, your insurance might not cover accident or injury suffered while others are on your property.

Your insurance policy may also require your property to conform to all local bylaws and regulations, which would include the requirement to obtain a TUP for vacation rentals operating on your property.

The RDOS encourages all owners of vacation rental properties to discuss their insurance needs with a broker.