

Business Licence Factsheet for Bed and Breakfast

The City of Fort St. John Zoning Bylaw 2470, 2019 and the City of Fort St. John Business Licence Bylaw 2563, 2021 identify a number of regulations for Businesses operating within the City of Fort St. John to conform to.

This factsheet is for business licence informational purposes only. Please consult all relevant City of Fort St. John bylaws in accordance with your application.

DEFINITION

Bed and Breakfast - means an accessory use within a single detached dwelling that provides temporary lodging for tourists and visitors where guest rooms are rented to any individual or group.

GENERAL PROVISIONS

- (1) No person shall carry on a *business* for which a *licence* is required by this *Bylaw* within the *City* without holding a valid and subsisting *business licence* or *Inter-Community Business Licence* for that *business*.
- (2) Every person who carries on a *business* from more than one *premises* in the *City* shall obtain a separate *business licence* for each *premises*, whether or not the *premises* are located in the same building.
- (3) Every person who holds a *business licence* shall renew that *business licence* annually for so long as that person carries on a *business* within the *City* limits. The *business licence* period shall be one (1) year to commence on the 1st day of January and to terminate on the 31st day of December in each and every year. If a *business licence* is issued after the 1st day of January, such licence will be valid for the remaining portion of the calendar year from issuance of such licence to the 31st of December of the same year.

REGULATIONS

Business Licence: A bed and breakfast must be licenced by the City under the City's Business Licence Bylaw

Location/Zoning: A bed and breakfast must be conducted wholly within a single detached dwelling unit. A bed and breakfast must clearly be accessory to the use of the dwelling unit for residential purposes.

Owner: The principal single detached dwelling unit on the parcel containing the bed and breakfast must be occupied by the owner of the principal single detached dwelling unit.

Parking and Loading: One additional off-street parking space must be provided for each bedroom used for bed and breakfast accommodation, in addition to any off-street parking requirements for the single detached dwelling unit.

Requirements: The maximum of three (3) guest rooms shall be permitted in a bed and breakfast. The maximum length of stay for any guest may not exceed 30 consecutive days.

What is the Business Licence Approval Process?

The Business Licence approval process involves three (3) phases:

1. **INTAKE** (Application Submission)
2. **REVIEW** (Planning Review & Inspections)
3. **ISSUANCE** (Director Approval, Payment, and Issuance)

PHASE	TARGET TIMELINE	WHAT HAPPENS	WHAT YOU NEED TO SUBMIT
1. INTAKE			
APPLICATION SUBMISSION	N/A	Completed applications are submitted and prepared for review.	Designate whether it's a new business licence application or a change of information.
2. REVIEW			
PLANNING REVIEW	VARIES	Planning Review ensures the business complies with the zoning requirements for the location denoted.	Completed Application is used in REVIEW PHASE. Additional information may be required from applicant.
INSPECTIONS		Inspections are required to ensure health and safety requirements are met.	
3. ISSUANCE			
INVOICE CREATED	7 DAYS	Finance creates invoice in preparation for applicant payment.	Completed Application used for ISSUANCE PHASE.
ISSUANCE		Issuance requires final approval from the Director.	
PAYMENT AND PICK-UP		Notification of pick-up. Payment by applicant required for issuance.	

Business Licence Type	Business Licence Fee
Regular Business Licence	\$150.00
Contact the Planning & Engineering Department for assistance if needed.	
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