



# Guide for Short-Term Rentals

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604-469-4541 | [www.portmoody.ca](http://www.portmoody.ca)

**Short-Term Rentals (STR)** are accommodations available to members of the public in a Host's Primary Residence, in exchange for money, for a period of less than 90 consecutive days. STRs may only be operated in a Host's Bed and Breakfast or for Boarding Use. To operate an STR, an inspection and a home-based business licence are required.

The City of Port Moody Zoning Bylaw definition and vision for STRs differ from the Airbnb-style accommodations that we have come to know. Unlike Airbnbs, STRs must be attached to the remainder of the house and must **not** have their own Cooking Facilities.

## Application requirements

As per the City's Business Licensing and Regulation Bylaw, when applying for an STR business licence, you must include the following in the application:

- a floor plan of the entire floor showing which rooms are being designated for short-term rental use;
- a site plan showing the path intended to provide access to the STR's location if somewhere other than the main dwelling entry door is being used; and
- a short-term rental owner/landlord consent form (if the Host is not the owner of the property).

The licence application process includes a review of City records to ensure the records on file reflect what is shown on the property. Should the record review find that what we have on file differs from what is being provided, then permits will be required to bring the dwelling into compliance with the [BC Building Code](#) (BCBC) and update City records.

To operate an STR in Port Moody, the residence will need to comply with the following:

- Internal access is required between all areas on all floors. If there is no internal access between the primary residence and the area being used as an STR then a licence will not be issued by the City unless an opening is provided. This may also involve the installation of stairs should there be no existing stairs interconnecting the different floors.
- All rooms and spaces must be interconnected throughout all floor levels. There can be no ability to lock off a portion of the dwelling from the remainder of the dwelling.
- Independent Cooking Facilities for the sole use of the guest cannot exist.
- If Cooking Facilities exist, they will need to be removed.

- There may be a door between the STR area and the remainder of the dwelling. If the door contains a lock, then it can only be activated from the Host's side. This is for the security of the Host.
- There must be a code-compliant means of exiting from the area being used for the STR to the street.
- For personal security, each bedroom may have a door handle with a standard privacy set similar to a residential bathroom door.
- BCBC compliant smoke/carbon monoxide alarms are required in each sleeping room. At least one smoke/carbon monoxide alarm will need to be interconnected with the alarms serving the remainder of the dwelling.
- Bedroom windows must comply with the BCBC for egress. If they do not, then the windows will need to be modified to accommodate the code requirements.
- The path from the street to the basement/exterior entrance will be reviewed for tripping hazards, hand/guardrail compliance, clear path and width of travel and code compliant steps and stairs.
- There must be an on-site parking space assigned for the use of guests.

If the above items are not met, then a licence will not be issued. The following requirements will need to be met in order to move forward with the licence process.

- Add smoke alarms to each sleeping room that doesn't have them.
  - If interconnected smoke alarms exist on each floor, then wireless smoke alarms may be added in each bedroom used for renting plus one on the other floor levels not part of the rental license.
  - If the house was constructed under current code requirements, then any additional smoke alarms must be hardwired and interconnected.
- Modify bedroom windows that do not comply with the BCBC for egress. A clear opening area of 0.35 m<sup>2</sup> (3.77ft<sup>2</sup>) with no dimension less than 380mm (15").
- Remove any existing Cooking Facilities.
- Review drop framing to ensure fire blocking has been installed. This may require opening of walls to verify.
- Conduct an electrical safety check (done by an electrical contractor) on the area under permit.
- Verify that plumbing is code compliant (done by a plumbing contractor).
- Clear the path from the street to the exterior entrance so that it is free of tripping hazards, and ensure it has code-compliant hand/guardrails, steps, and stairs.

## References

**Bed and Breakfast** means a business carried out by a Host in a Single Detached and Semi-Detached Residential Dwelling Unit to provide temporary sleeping accommodations, including Short-Term Rentals, for a prescribed daily charge in accordance with the requirements of section 5.2.5 of Zoning Bylaw No. 2937.

**Boarding** means a business carried out by a Host in a Dwelling Unit for the accommodation of persons entirely within the Dwelling Unit for payment of rent, including Short-Term Rentals, in accordance with section 5.2.6 of Zoning Bylaw No. 2937.

**Cooking Facility** means any electronic, electrical, gas, mechanical or manual equipment by which food of any sort can be cooked, heated, steamed or baked and including, without limitation, conventional ovens, microwaves, convection ovens, toaster ovens, cook tops, hot plates, camping stoves, barbecues, crock pots and electric frying pans, rice cookers, woks, grills and griddles, but does not include an electric kettle that can only be used for heating water or a coffee maker with or without a built-in hotplate for warming purposes.

**Host** means a person who a) is legally entitled to possession of the property where Short-Term Rental accommodation services are provided; and b) has responsibility for arranging for the Short-Term Rental offer.

**Short-Term Rental** means accommodations provided to members of the public in a Host's Primary Residence, in exchange for money, for a period of less than 90 consecutive days. Short-Term Rentals may only be operated in a Host's Bed and Breakfast or Boarding Use and may require a home-based business licence and inspection.

***This information is provided for convenience only and is not a substitute for applicable City Bylaws, Provincial or Federal Codes or Laws. You must satisfy yourself that any existing or proposed construction or other works comply with such Bylaws, Codes or other laws.***