



# Short Term Rentals in Electoral Areas: Operator guidebook

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# Short Term Rentals (STRs) in Central Okanagan Electoral Areas

Short-Term Rentals (STRs) are defined as the rental of a dwelling unit for less than 90 consecutive days per visitor. The RDCO has proposed a new regulatory framework for STRs in Central Okanagan Electoral Areas. These updates modernize the provisions, improve consistency across the region and strengthen community safety, clarity and accountability. Learn more about the [public engagement](#) that helped inform these changes.

For information on STRs in other jurisdictions – City of Kelowna, City of West Kelowna, District of Lake Country, District of Peachland or Westbank First Nation – please contact their office.



Map of Central Okanagan Electoral Areas

## Provincial regulations

The Province of BC has launched a short-term rental registry. All operators must register and pay annual fees to the province, in addition to local government requirements. See their [Short-term rental registration](#) webpage for those details.

# RDCO eligibility and requirements

## Eligible dwellings

**Only one licensed STR per property with a maximum of four bedrooms and up to eight guests per night. Maximum one booking per unit at a time.**

In commercial tourist zones within Central Okanagan Electoral Areas, STRs are permitted in **tourist cabins**.

In residential zones within Central Okanagan Electoral Areas, STRs are permitted in a:

- **House**
- **Room in a house** or
- **Legal secondary suite**

Eligible residential properties must be located within an RDCO fire protection area. Visit our [Fire protection](#) webpage or [GIS map](#) for property specific information.

In residential zones within the Central Okanagan Electoral Areas, STRs are **not permitted** in:

- Accessory homes (dwellings located on the same parcel as the principal dwelling that is required for agricultural workers or caretakers)
- Recreational vehicles
- Yurts or tents

## Operator requirements

STR operators may be the owner of the property or an assigned individual. If you are applying on behalf of a property owner you must include an [owners authorization form](#) with your business licence application, signed by the registered owner.

STR operators do not need to reside on the property. However, they must be able to respond to nuisance complaints within two hours 24 hours/day, 7 days/week. A designated representative may be assigned for response to nuisance complaints.

## Business licence requirements

A fire safety plan must be displayed in each approved bedroom and entryway of the unit. See Fire and safety section below.

Properties must have a minimum of one dedicated parking spot. See Parking section below.

An RDCO-issued sign must be affixed to your civic address sign, clearly visible from a public roadway, including contact information for the STR operator and designated representative.

Marketing materials or listings for the STR must include your business license number and Provincial registration number.

STRs must operate within RDCO bylaws, including:

- [Business Licensing and Regulation | Bylaw No. 1555](#)
- [Zoning | Bylaw No. 871](#)
- [Joe Rich Rural Land Use | Bylaw No. 1195](#)

## Zoning information

STRs are permitted in the following zoning areas:

<b>Residential zones</b> STRs are permitted in: - House - Room in a house or - Legal secondary suite	<b>Commercial tourist zones</b> STRs are permitted in: - Tourist cabins
<b>Zoning Bylaw 871</b> <ul style="list-style-type: none"> <li>• RU1</li> <li>• RU2</li> <li>• RU3</li> <li>• RU4</li> <li>• RU5</li> <li>• RU6</li> <li>• R1</li> <li>• R2</li> <li>• RC1</li> <li>• CD-1 (A) (Sunset Ranch)</li> <li>• CD-1 (B)</li> <li>• CD-1 (C)</li> </ul> <b>Joe Rich RLUB 1195</b> <ul style="list-style-type: none"> <li>• LH</li> <li>• RA</li> <li>• SH-2</li> <li>• SH-1</li> <li>• CR</li> <li>• C-102</li> </ul>	<b>Zoning Bylaw 871</b> <ul style="list-style-type: none"> <li>• RU7</li> <li>• C5</li> <li>• C7</li> <li>• C8</li> </ul>

Identify a specific property's zoning information on our [GIS map](#).



Areas covered by [Zoning | Bylaw No. 871](#).



Areas covered by [Joe Rich Rural Land Use \(RLUB\) | Bylaw No. 1195](#)

## Business licence application steps

The processing time for a new business licence is approximately **six to eight weeks** but may vary depending on the application complexity.

- 1. Prepare application documents**
  - a. [STR business licence application form](#)
  - b. [Owners authorization form](#) (if needed)
  - c. Fire safety plan
  - d. Site plan, including parking plan
- 2. Submit application**
  - a. Apply for a new business licence [online](#), or submit application documents by [email](#) or in-person.
  - b. Receive invoice and pay one-time application fee (\$200).
- 3. Staff review for bylaw compliance**
  - a. Applicant will be notified to move to next step.
- 4. Book and pass RDCO safety inspection**
  - a. Ensures compliance with the BC Building Code, BC Fire Code and RDCO bylaws.
  - b. Receive invoice and pay annual business licence fee (\$400).
- 5. Receive STR business licence from RDCO**
  - a. RDCO-issued sign will be provided by mail or available for pick-up.
  - b. Sign must be affixed to your civic address sign, clearly visible from a public roadway.
- 6. Register with the Province of BC**
  - a. See the Province's [Short-term rental registration](#) webpage to register.

## Licence fees

Applicants will receive two invoices:

- One-time application fee: **\$200**
- Annual licence fee: **\$400**
  - This fee may be pro-rated for new businesses applying after June 30, 2026.

Payments can be done:

- [Online](#) – using Visa or Mastercard
- Through your bank – search for the biller name "Central Okanagan (Regional District) Business Licence"
- By mail or in person – using cheque or money order payable to "Regional District of Central Okanagan"

# Fire and safety

STR operators must have appropriate safety measures in place to protect guests. The RDCO STR safety inspection ensures compliance and checks for:

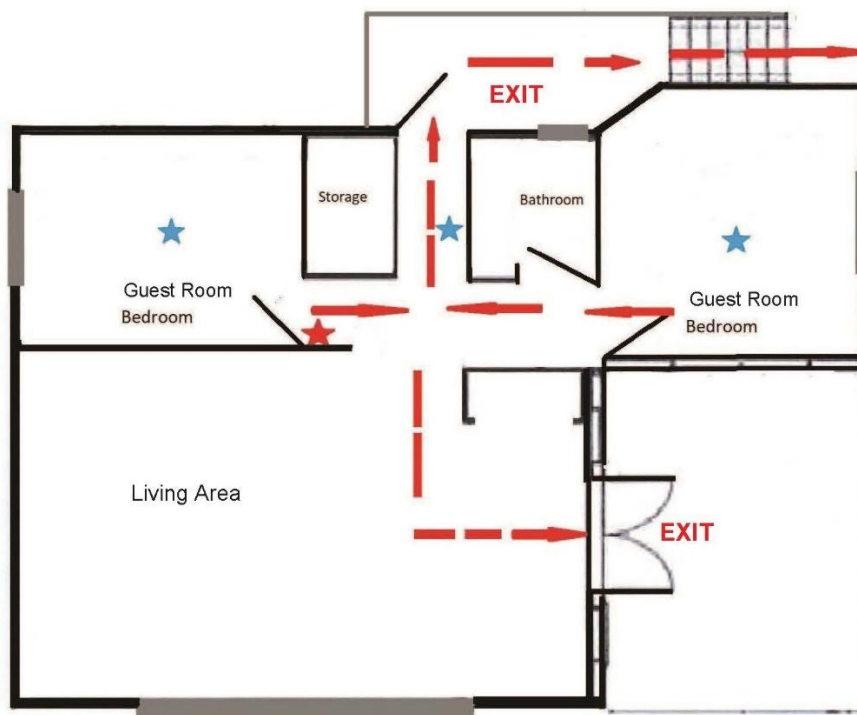
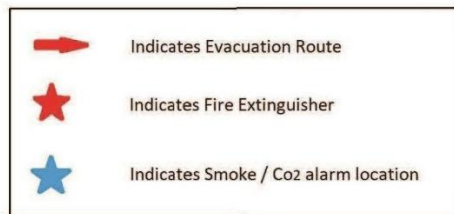
- Valid building permit in place for the proposed STR dwelling unit.
- A fire safety plan displayed in every approved bedroom and entryway of the unit.
- Smoke and carbon monoxide alarms are installed, maintained and working.
- An appropriate number of National Fire Protection Association approved fire extinguishers.

## Fire safety plans

Posted fire safety plans must include the following information:

- A floor plan of the full STR unit.
- A floor plan in each bedroom, identifying the location of:
  - Smoke alarms
  - Carbon monoxide alarms
  - Fire extinguishers
  - Emergency exits
  - Information on [Central Okanagan Emergency Management](#) for evacuation alerts and orders – may be part of an STR binder.
- Any other information required to ensure compliance with the RDCO bylaws.

## Floor plan example



Muster Point

### Instructions to occupants in the event of a fire:

1. Call the Fire Department: **Dial 911** Tell them you are reporting a fire at:  
Property Street Address \_\_\_\_\_
2. If you are qualified, attempt to extinguish or control the fire using the available fire extinguisher.
3. At the sound of the alarm, leave immediately by the nearest safe exit, gather at muster point.
4. Once safe, please contact: Name: \_\_\_\_\_ Phone \_\_\_\_\_

# Parking

STRs in residential zones (in a house, room in a house or legal secondary suite) must have a minimum of one parking spot allocated to the STR use. STRs in a tourist cabin must have one parking spot per tourist cabin.

Allocated parking spaces be at least 6 m deep and 2.75 m wide. Parking requirements are outlined in Part 14 of [Zoning | Bylaw No. 871](#) or Part 3.4 of the [Joe Rich Rural Land Use \(RLUB\) | Bylaw No. 1195](#).

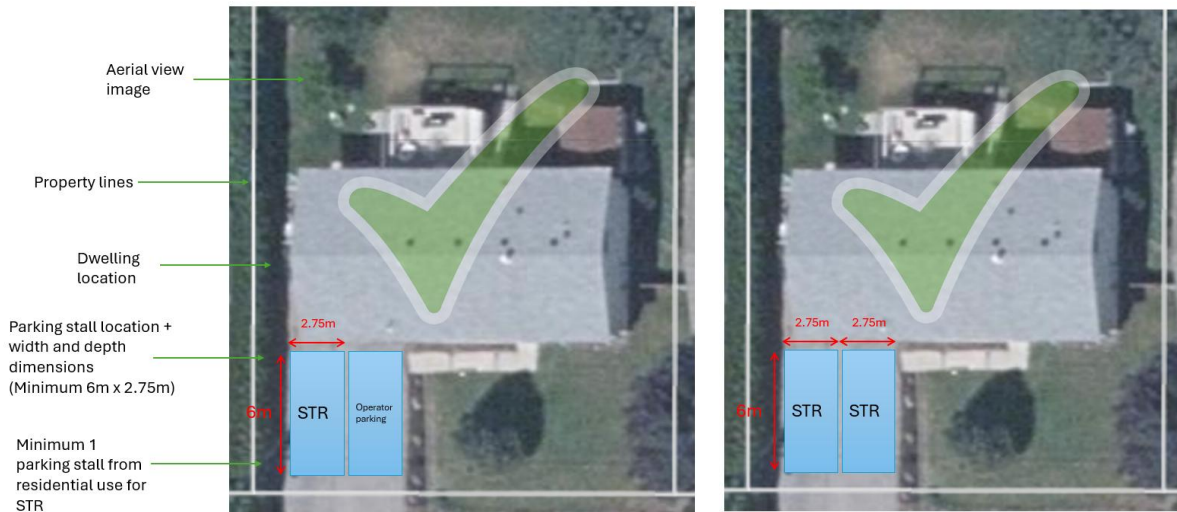
## Site plan

The site plan is based on an aerial view image and must show the dedicated STR parking spot(s). Use our [GIS map](#) for an aerial view of a specific property – this resource includes lot lines, plus drawing and measuring tools.

Site plans will vary depending on the property but must include:

- Parking stall width and depth dimensions
- Location of parking stalls
- Property lines
- Dwelling location

## Site plan examples



Acceptable site plans



*Parking may not be provided on the street*



*Parking spaces must have a minimum depth of 6 m*



*Parking spaces must have a minimum width of 2.75m*

Unacceptable site plans

## Contact information sign

An RDCO-issued sign must be affixed to your civic address sign, clearly visible from a public roadway, including contact information for the STR operator or designated representative to respond to nuisance complaints. This sign will be provided to you when your business licence is approved and can be either mailed to the provided mailing address or picked up at the RDCO's offices located at 1450 K.L.O. Road, Kelowna, BC.



Mock-up of posted contact information sign

# Compliance and enforcement

STR operators who fail to comply with the RDCO regulations may be subject to fines ranging from \$250 to \$1000 per day of infraction at the discretion of RDCO's bylaw enforcement officers. Some examples include:

- Operating without an STR business licence
- Failure to respond to a complaint within two hours
- Advertising without an STR business licence
- Contravention of RDCO bylaws, including STR rules
- Parking violations

Additional enforcement measures may be taken at the discretion of the Director of Development and Engineering Services. For example, revoking a business licence and requesting removal from the Provincial registry may be additional actions. As a result of this action, the operator may be unable to advertise the short-term rental on a listings site (e.g. Airbnb, VRBO, Booking.com).

To report infractions and complaints of an active STR operation, please use our [service request system](#).

