

Short-Term Rental Operator Guide

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Short-Term Rentals in Maple Ridge

Why are Short-Term Rentals important for our community? These rentals have benefits for residents of Maple Ridge, including being mortgage helpers for homeowners, providing accommodation for tourists visiting the area, and adding rental variety for individuals residing here for school or work contracts. Short-Term Rentals help bridge the gap between traditional long-term tenancies and nightly hotel/motel stays, providing more options to prospective visitors.

Additionally, the Province has introduced legislation that further regulates the operation of Short Term Rentals in BC. The purpose of this was to address the housing crisis by giving local governments stronger tools to enforce Short-Term Rental bylaws, and regulate what Short-Term Rentals look like, and includes registration with the Provincial registry.

Being a responsible Short-Term Rental operator in Maple Ridge

The City of Maple Ridge has created a framework to help the community integrate the operation of Short-Term Rentals on residential properties. To obtain a Business Licence to operate a Short-Term Rental in Maple Ridge, property owners must ensure their property meets the eligibility requirements, confirm their building meets fire and safety standards and take steps to be responsible neighbors. Part of this process will include signing a Short-Term Rental Agreement on-site with a Bylaw Compliance Officer.

Being a good neighbor is very important. These rentals often take place in traditionally residential neighborhoods rather than commercial spaces, and can have a direct impact on the people around you. This can include limiting noise and light disruption, providing adequate off-street parking, and using recycling and garbage cans.

Before listing, advertising, or renting your property as a Short-Term Rental in Maple Ridge, you must first obtain a Business Licence through the Bylaw, Licensing & Community Safety Department. In addition to the municipal Licence, all Short-Term Rental operators are required to register with the Province of British Columbia's [Short-Term Rental Registry](#). These steps are part of the requirements under the BC Short-Term Rental Accommodations Act, which introduced a principal residence requirement and established a provincial monitoring and enforcement division to ensure compliance. The City of Maple Ridge's regulations are aligned with this provincial legislation to support consistent and effective oversight of short-term rentals.

Rental Specifications

The items below will help to determine if you can operate a Short-Term Rental on your property, as well as understand the restrictions and requirements that are part of the Licencing process. There is also a summary table included for quick reference on Page 6.

1. Location

Short-Term Rentals are permitted in single-detached, duplex, triplex, fourplex, secondary suite and detached garden suite housing forms. They are not permitted in multi-family developments, such as townhouses and apartments.

Your lot must be a minimum of 371 square meters in area in order to have a Short-Term Rental on the property.

2. Principal Residence Requirement

A Short-Term Rental can only be operated on an owner's principal residence (where they reside for the majority of the year). If there is a long-term tenant with a lease at a given property, they could operate a Short-Term Rental with written authorization from the owner.

3. Restrictions

Short-Term Rentals are not allowed on lots where vulnerable populations are at risk. Examples of this include residences where there is a home-based business for childcare or daycare operation, or similar activities occurring on-site (such as assisted living facilities).

All potential dwelling units for Short-Term Rentals rental must meet the requirements of the *BC Building Code* and *BC Fire Code*, as well as be permitted, permanent structures with valid occupancy permits.

4. Maximum Number of Guests

Six (6) guests are allowed per Short-Term Rental listing.

5. Number of Rentable Bedrooms

There are two types of rentals, a "Short-Term Unit Rental" and a "Short-Term Room Rental". If operating a whole unit rental (entirety of a home, secondary suite, etc.), there is no maximum limit on the number of bedrooms located within that whole unit.

If operating a rental by room, there is a maximum of three individual rooms that can be separately listed under one licence.

6. Parking

To comply with the Business Licence and Off-Street Parking and Loading Bylaw, owners/operators must submit a parking plan to the City, providing at least one off-street parking space per listing.

7. Maximum Length of Stay

The maximum permitted length of stay is 30 consecutive days.

8. Business Licensing

All owners/operators will be required to maintain a Business Licence with the City of Maple Ridge. To attain this licence, they will need to provide a complete application package, as well as go through an inspection process.

Rental Requirements: Summary Table

Category	Requirements
Type of Dwelling Unit	Must be within a single detached house, secondary suite, detached garden suite, duplex, triplex, or fourplex, subject to conditions in the Zoning Bylaw
Lot Size	Minimum lot size of 371 m ²
Number of Guests	Maximum of 6 individuals per listing
Number of Rentable Bedrooms	Whole-unit listing: no bedroom limit; one licence per property Rental by bedroom: maximum of three bedrooms individually rented
Principal Residence	Must be the owner/operator's principal residence (i.e. where they live the majority of the year)
Parking	1 off-street parking space per listing
Business Licence	• One STR Business Licence per property • Only registered owners of the property or long-term tenants with owner approval can apply

Business Licence Application Package

There are several different requirements that need to be provided as part of a complete application package. These are outlined below, and included as attachments to this guide, where necessary.

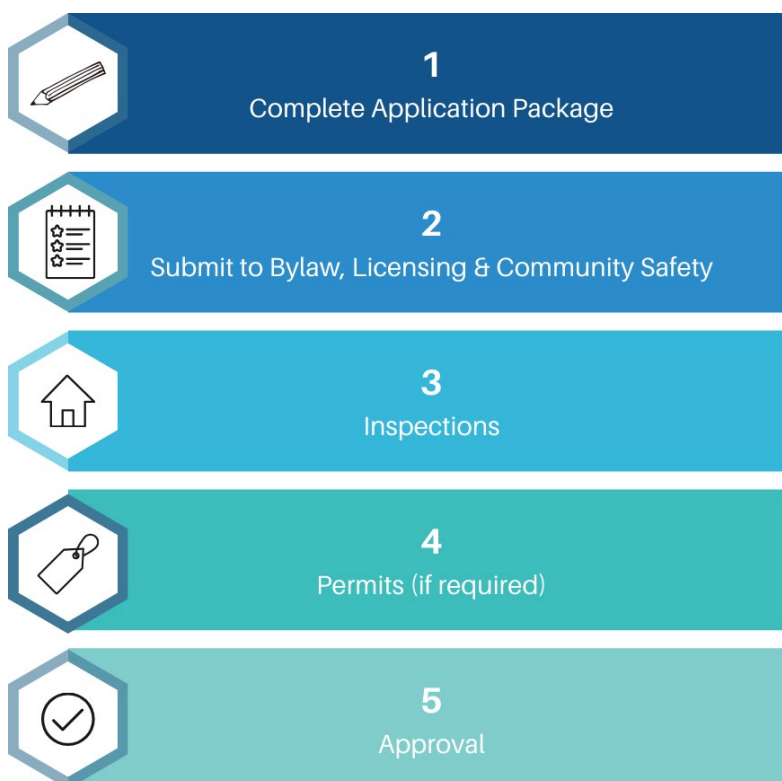
- 1. Business Licence Application Form:** This is the City's standard application form, used for all new rental property business applications. It will need to be filled out in full and accompanied by the Short-Term Rental Application Appendix (see Appendix A for reference).
- 2. Short-Term Rental Application Appendix:** The Short Term Rental Application Appendix is required in addition to the standard licence form, and contains supplementary information specific to Short-Term Rentals (see Appendix B for reference).
- 3. Fire Safety/Emergency Evacuation Plan:** A fire safety/emergency evacuation plan is a document that provides information about a building or property, and includes items such as hazards, evacuation procedures, sprinkler system details, and so on. This is used to both prevent fire incidents and encourage emergency safety. If you require copies of any floorplan/drawings the City may hold on file, these can be obtained via the Building Department.

A plan is required for Short-Term Rentals as it guides occupants and other visitors on how to safely exit the premises in the event of an emergency. This should be posted on all exits and entrances, and within individual bedrooms to ensure that it is easily accessible to your guests. Additionally, relying on symbols and images over writing is also encouraged, to ensure that more people can understand it – regardless of reading ability or language spoken. Please see Appendix C for sample.

- 4. Parking Plan:** The application package must include a parking plan that outlines and labels each parking stall on-site to show that there is enough room to support a Short-Term Rental within your property lines (in addition to any required stalls for the residence(s)).
 - a. Must be provided on an aerial view photo or site plan
 - b. Minimum parking requirements are as follow:
 - i. 2.5 meters wide
 - ii. 5.5 meters long
 - iii. 2.1 meters high
 - iv. With a minimum of one (1) stall required per listing.

Please see Appendix D for sample.

5. **Fire and Building Safety Checklist:** The checklist is meant to help self-evaluate fire, hazard and evacuation considerations for your rental, which will form part of the licencing inspection process. Please initial each section applicable to your Short-Term Rental and include it as part of your application package. Please see Appendix E for sample.
6. **Proof of Insurance:** Applicants are required to obtain \$1,000,000 in general liability insurance, and proof will be required as part of the application package.
7. **Fees:** At the time of application you are required to make payment for the Short Term Rental Application Review (\$500.00), plus the Annual Business Licence Fee (\$200.00) as per the Business Licensing & Regulation Bylaw.
8. **Short-Term Rental Application Checklist:** A checklist for application ease and to ensure that complete applications are received (P.9)



Short-Term Rental Application Checklist

The following must all be received in one complete package with the Bylaw, Licensing & Community Safety Department in order to apply for a Short-Term Rental Licence with the City of Maple Ridge.

- ☐ Business Licence Application Form
- ☐ Short Term Rental Application Appendix
- ☐ Fire Safety/Emergency Evacuation Plan
- ☐ Parking Plan
- ☐ Fire and Building Safety Checklist
- ☐ Proof of general liability insurance
- ☐ Application Fee

Information for Guests

Noise

As many Short-Term Rental properties are near other residential homes, please ensure your guests are considerate of the public and their neighbors at all times of day.

Garbage and Recycling

Help reduce waste in Maple Ridge by encouraging your guests to utilize recycling and compost during their stay.

Read more: [Waste Collection | Maple Ridge, BC](#)

Vehicle Parking

Ensure your guests understand where they are allowed to park on-site.

Dogs

When off-site, all dogs must be leashed and in control at all times, except in designated off-leash parks. Ensure your guests know to pick up after their dog.

Contact Us

Business Licensing	Phone: 604-467-7440 Email: BusLic@MapleRidge.ca
Planning	Phone: 604-467-7341 Email: Planning@MapleRidge.ca
Building Services	Phone: 604-467-7311 Email: BuildingEnquiries@MapleRidge.ca
Fire & Rescue Services	Phone: 604-463-5880 Email: Fire@MapleRidge.ca

**COMPLETE THIS FORM IF YOU ARE APPLYING FOR A LICENCE FOR ANY OF THE FOLLOWING RENTAL PROPERTIES:**

Short-term rental of Principal Residence, Long-Term Non-Owner-Occupied Rental, Room Rental/Community Care/Assisted Living or retirement facility, Hotel/Motel, Multi-Unit Rental or Commercial/Industrial Rental. Application fees will be calculated as per Schedule A of the Business Licencing & Regulation Bylaw.

☐ NEW APPLICATION	☐ CHANGE OF OWNER	☐ NON-PROFIT SOCIETY # _____
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☐ **CHANGE OF BUSINESS NAME**

New Business Name _____

SECTION A - BUSINESS INFORMATION

NOTE: BUSINESS CONTACT AND LICENCE INFORMATION IS PUBLICLY AVAILABLE INFORMATION AND MAY BE DISCLOSED

BUSINESS NAME		
PROPOSED START DATE OF BUSINESS		
BUSINESS OWNER NAME OR BUSINESS NUMBER	LAST	FIRST
ADDRESS OF RENTAL PROPERTY	ADDRESS	
MAILING ADDRESS (IF DIFFERENT THAN ABOVE)	ADDRESS	
	CITY	POSTAL CODE
BUSINESS CONTACT INFORMATION	CELL	WORK
	EMAIL	
	WEBSITE	

Would you like your Business to be included in our online Business Licence Directory? ☐ **YES** ☐ **NO**
 The Directory is published to mapleridge.ca on a regular basis and includes the business name, address & phone number.

EMERGENCY CONTACT FOR FIRE/RCMP USE ONLY INFORMATION WILL NOT BE PROVIDED TO THE PUBLIC

****CAN BE THE BUSINESS OWNER** Person must be able to respond within 30 minutes of being contacted**

NAME	
ADDRESS	PHONE NUMBER

SECTION B - TYPE OF RENTAL PROPERTY (SELECT ONLY 1 OPTION)

☐ **OPTION 1**

SHORT-TERM RENTAL OF PRINCIPAL RESIDENCE

Refer to both Zoning Bylaw and Business Licence & Regulation Bylaw for specific regulations.

Please complete Appendix form 'Short-Term Rental Application Appendix' and submit with this completed application.

☐ **OPTION 2**

LONG-TERM NON-OWNER-OCCUPIED RENTAL

You do not live at the residential property.

(Note: One application per civic address.)

Select only 1

Whole house rental ☐

Whole house + detached garden suite ☐

Main floor + secondary suite ☐

Main floor + secondary suite + detached garden suite ☐

☐ **OPTION 3**

ROOM RENTAL / COMMUNITY CARE / ASSISTED LIVING FACILITY / RETIREMENT FACILITY

_____ # of Rental Units

_____ # of residents in care

☐ **OPTION 4**

HOTEL / MOTEL

_____ # of Rental Units

Pool/ Hot tub ☐ YES ☐ NO

Restaurant ☐ YES ☐ NO

_____ # of Seats

Will you be serving Alcohol? ☐ YES ☐ NO

☐ **OPTION 5**

MULTI-UNIT RENTAL

Townhouse/Apartment.

_____ # of Rental Units

☐ **OPTION 6**

COMMERCIAL / INDUSTRIAL RENTAL

_____ # of Rental Units

SECTION C - ADDITIONAL INFORMATION

WILL YOU BE DOING ANY CHANGES AND/OR RENOVATIONS?

☐ YES (PERMITS MAY BE REQUIRED) ☐ NO

WILL YOU BE INSTALLING OR CHANGING ANY SIGNAGE?

☐ YES (PERMITS MAY BE REQUIRED) ☐ NO

IF YES, PLEASE DESCRIBE:

I/we the undersigned make application for a business licence in accordance with the information given and declare the statements are true and correct. I/we understand that a business cannot operate without first obtaining a valid business licence and payment of the application fee does not guarantee the issuance of a licence. I/we undertake, if granted the licence applied for, to comply with each and every obligation contained in bylaws now in force or which may hereafter come into force in the City of Maple Ridge.

FORM COMPLETED BY: _____ SIGNATURE: _____

POSITION IN BUSINESS: _____ DATE: _____

Personal information entered on this form is collected under the authority of section 26(c) of the Freedom of Information and Protection of Privacy Act (FOIPPA) for the purposes of processing your rental property business licence application. If you have any questions or concerns about how your information will be used, contact the FOI Office by calling 604-466-4300 ext. 5557 or by emailing FOI@MapleRidge.ca


Maple Ridge
CITY OF MAPLE RIDGE
SHORT-TERM RENTAL APPLICATION APPENDIX
REGISTERED PROPERTY OWNERS NAME: _____

BUSINESS ADDRESS: _____

BUSINESS NAME: _____

SHORT-TERM RENTAL is a Residential Use providing overnight accommodation for no longer than thirty (30) consecutive days per annum in a Dwelling Unit or Sleeping Unit. This use does not include Tourist Accommodation or campgrounds.

Must be within a single detached house, secondary suite, detached garden suite (DGS), duplex, triplex or fourplex, subject to conditions in the Zoning Bylaw. (Defined by the Zoning Bylaw definition and regulations as amended from time to time)

1. Are you the Registered Owner of the property? ☐ YES ☐ NO

2. Is the property your principal residence? ☐ YES ☐ NO

3. Is the property parcel more than 371m²? ☐ YES ☐ NO

4. Is the property within a Registered Strata? ☐ YES ☐ NO

If Yes, please provide a signed Strata approval for a Short-Term Rental.

5. Are you offering the entire dwelling as a Short-Term Rental (max 6 guests)? ☐ YES ☐ NO

If No, how many bedrooms are to be used (max 3 bedrooms)? _____

6. Is the Short-Term Rental located within a Secondary Suite and/or Detached Garden Suite? ☐ YES ☐ NO

If Yes, Is the Secondary Suite and/or Detached Garden Suite Registered? ☐ YES ☐ NO

7. Have you obtained \$1million Liability Insurance (proof required for application)? ☐ YES ☐ NO

8. Is the Property within the Agricultural Land Reserve? ☐ YES ☐ NO

9. Can you provide adequate parking for guests as per the Off-Street Parking Bylaw? ☐ YES ☐ NO

(1 space per Short-Term Unit or 1 space per Short-Term Room Rental)

10. Have you completed the Life Safety Checklist (required for application)? ☐ YES ☐ NO

PERSONAL INFORMATION ENTERED ON THIS FORM IS COLLECTED UNDER THE AUTHORITY OF SECTION 26(c) OF THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT (FOIPPA) FOR THE PURPOSES OF PROCESSING YOUR RENTAL PROPERTY BUSINESS LICENCE APPLICATION. IF YOU HAVE ANY QUESTIONS OR CONCERNS ABOUT HOW YOUR INFORMATION WILL BE USED, CONTACT THE FOI OFFICE BY CALLING 604-466-4300 EXT. 5557 OR BY EMAILING FOI@MAPLERIDGE.CA

PRINT FIRST NAME

PRINT LAST NAME

SIGNATURE

DATE

Fire Safety/Emergency Evacuation Plan

APPENDIX C



Floor Plan

Contact Info

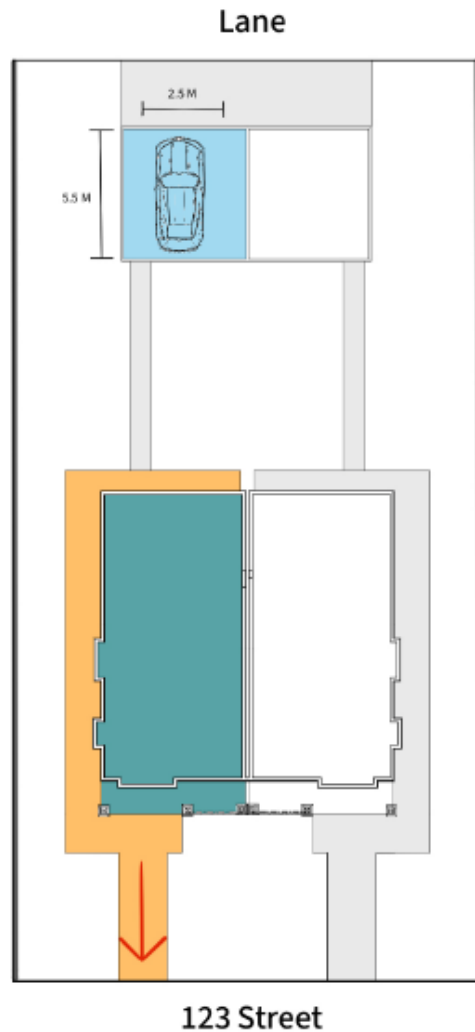
Legend

- ENTRANCES/
EXIT 
- SMOKE ALARM 
- CARBON MONOXIDE
DETECTOR 
- FIRE
EXTINGUISHER 

For illustrative purposes only

Parking Plan

APPENDIX D



Parking Requirements

Whole Unit Rental: One (1) space required
 Room Rental: One (1) space required per listing (each rental bedroom, max. 3)



Site Plan



For illustrative purposes only

Fire & Building Safety Checklist**APPENDIX E**

Owner/Operator Name: _____

Phone Number: _____

Short Term Rental Address: _____

Was this unit constructed with a valid building permit? (Y/N)

I hereby attest that the below has been tested, inspected, and maintained as required by the City of Maple Ridge Short-Term Accommodation Business License and Regulation Bylaw No. 8022-2025. Submission of this safety audit report checklist is assurance that the conditions are consistent with those set out within the City of Maple Ridge Short-Term Rental Accommodation Business License and Regulation Bylaw No. 8022-2025.

(initial)

1. Smoke Alarms that are inter-connected, tested & logged monthly (As per BC Fire Code) _____
2. Fire Extinguisher - to be checked annually by a Certified Technician with a Business License valid to operate in Maple Ridge. _____
3. Fire Safety/Emergency Evacuation Plan posted at all exits and within all bedrooms (reviewed and updated annually) _____
4. Means of egress operable and unobstructed (bedroom doors & windows) _____
5. Carbon Monoxide Alarms tested annually (as per manufacturer recommendations) _____
6. Barbeque soap leak test (propane or natural gas) annually _____
7. Chimney cleaning (all indoor wood burning appliances must be registered and conform to Metro Vancouver Indoor Wood Burning Bylaw 1303, 2020) _____
8. Interior/Exterior passageways maintained free and clear of obstructions _____
9. Electrical installations used and maintained so as to not constitute a fire hazard _____

Name: _____

Signature: _____

Date: _____

Note: The City and/or Maple Ridge Fire Department may conduct random inspections annually for safety compliance.

Personal information entered on this form is collected under the authority of Section 26(c) of the *Freedom of Information and Protection of Privacy Act (FIPPA)* for the purposes of processing your Short-Term Rental Safety Attestation. If you have any questions or concerns about how your information will be used, contact the Legislative Services Department by calling 604-466-4300 ext. 5557 or by emailing FOI@MapleRidge.ca

WHEREAS _____ (the “**Short-Term Rental Operator**”)

wishes to offer short term rental accommodations at the property located at _____
(the “**Short-Term Rental Accommodation**”)

under the business operating name _____ (the “**Business**”),
and the City wishes to commend the Short-Term Rental Operator for recognizing their civic responsibilities and committing to fostering a good working relationship with the City and their Short-Term Rental accommodation neighbours, and the City further wishes to demonstrate the City’s commitment to early resolution of disputes with the Short-Term Rental Operator in relation to this Agreement whenever possible,

NOW THEREFORE, in consideration of the Short-Term Rental Operator obtaining, continuing to hold, and/or renewing a Short-Term Rental Business Licence and complying with all City of Maple Ridge Bylaws, as amended, the Parties agree as follows:

The Short-Term Rental Operator acknowledges and agrees *(please provide initials next to each line)*:

1.

That they have a civic responsibility within the Maple Ridge community to address the conduct of their guests and will work with the City and its departments to resolve any concerns;

initial
2.

To comply with specific regulations contained within the Zoning and Business Licence & Regulation Bylaws that specifically regulate Short-Term Rental accommodations;

initial
3.

That it is their responsibility to reasonably prevent their Short-Term Rental accommodation guests from conducting any noise, sound or activity which disturbs or tends to disturb the quiet, peace, rest, enjoyment, comfort or convenience of the neighbourhood or of persons in the vicinity as per Maple Ridge Noise Bylaw, as amended and Nuisance Bylaw, as amended;

initial
4.

That City Bylaws require them to adhere to certain standards of maintenance for their Property when it is used for Short-Term Rental accommodation, including but not limited to, the Maple Ridge Unsightly Premises Bylaw and Maple Ridge Zoning Bylaw, as amended;

initial
5.

To comply with both the Wildlife and Vector Control Bylaw and the Littering Prohibition Bylaw;

initial
6.

To comply with the Off-Street Parking & Loading Bylaw and ensure that the Short-Term Rental accommodation does not disrupt traffic flow or obstruct boulevards, driveways or neighbouring properties;

initial
7.

That any non-compliance with City Bylaws or criminal activity may be brought to the attention of the Director of Bylaw, Licensing & Community Safety or City Council, and may trigger a licence suspension and/or revocation hearing;

initial
8.

That if their Business Licence is suspended or cancelled and any incidents pertaining to the operation of the Short-Term Rental accommodation continues to occur and remain unresolved, the City may exercise its power to pursue additional enforcement action including increasing fines and/or legal injunctive action;

initial
9.

To maintain liability insurance for their Business in the amount of \$1,000,000 and provide the City with proof thereof;

initial
10.

That any signage at the property relating to the Short-Term Rental accommodation must comply with the Home Occupation Sign regulations, as set out in the City of Maple Ridge Sign Bylaw;

initial
11.

That they must renew their Business Licence prior to the beginning of each licensing period and shall notify the Bylaw, Licensing & Community Safety Department **in writing** of any changes to the Business, including but not limited to, termination, change of location, or ownership.

initial

IN WITNESS WHEREOF the Parties have executed this Agreement on this _____ day of _____, 20_____.

The Business Licensee by its
authorized signatory
(Short-Term Rental Operator)

On Behalf of the City of Maple Ridge
by its Bylaw Compliance Officer

X _____
Print First & Last Name

X _____
Print Officer Name & Number

X _____
Signature

X _____
Signature

White copy – City of Maple Ridge, Yellow copy – Property Owner