



City of Maple Ridge
**Short-Term Rental
Operator Guide**

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Short-Term Rentals in Maple Ridge

Why are Short-Term Rentals (STRs) 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 work or other 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, regulating what these rentals look like, and introducing a principal residency requirement and 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 neighbours. Part of this process can include an inspection of the Short-Term Rental space conducted by a Building Inspector, as well as signing a Short-Term Rental Agreement on-site with a Bylaw Compliance Officer.

Being a good neighbour is very important. These rentals often take place in traditionally residential neighbourhoods rather than commercial spaces and can have a direct impact on the people around you. Helpful practices 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 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 licensing 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 metres in area in order to have a Short-Term Rental on the property. To verify the size of your lot, please refer to the Ridgeview tool online at [Ridge View 3.1 Map Application](#) or contact the Planning department at Planning@MapleRidge.ca or 604-467-7341.

2. Principal Residence Requirement

A Short-Term Rental can only be operated on an owner/operator'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. For example, properties with pools will require the pool area to be compliant with Building Code regulations.

4. Maximum Number of Guests

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

5. Number of Rentable Bedrooms

There are two options for Short-Term Rentals, a “Short-Term Unit Rental” and a “Short-Term Room Rental”. If you are operating a whole-unit rental (entirety of a home, detached garden suite, secondary suite, etc.) there is no maximum limit on the number of bedrooms permitted to be located within that whole unit. If you are operating a rental by room, there is a maximum of three (3) individual rooms that can be individually listed under one Short-Term Room Rental 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:

- A. Provide a complete application package that includes:
 - Rental Property Business Licence Application
 - Short-Term Rental Application Appendix
 - Fire Safety/Emergency Evacuation Plan
 - Parking Plan
 - Fire & Building Safety Checklist
 - Proof of \$1,000,000 liability Insurance
 - Payment of application review and licencing fees

- B. Go through a review and/or inspection process.
 - A Building Inspector may conduct an inspection of the space being used by Short-Term Rental and ensure that your Fire Safety/Emergency Evacuation Plan is posted and is accessible
 - Once the site is approved by the Building Inspector, the Bylaw Compliance Officer will attend the site to review and sign the Short-Term Rental Agreement (Appendix F) onsite
 - You will be contacted to schedule any relevant inspections in advance

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 six (6) individuals per listing
Number of Rentable Bedrooms	Whole-unit listing: one per property Rental by bedroom: maximum of three bedrooms individually rented
Principal Residence	Must be the owner’s principal residence (i.e. where they live the majority of the year)
Parking	One (1) off-street parking space per listing
Business Licence	<ul style="list-style-type: none"> • One Short Term Rental 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 relevant.

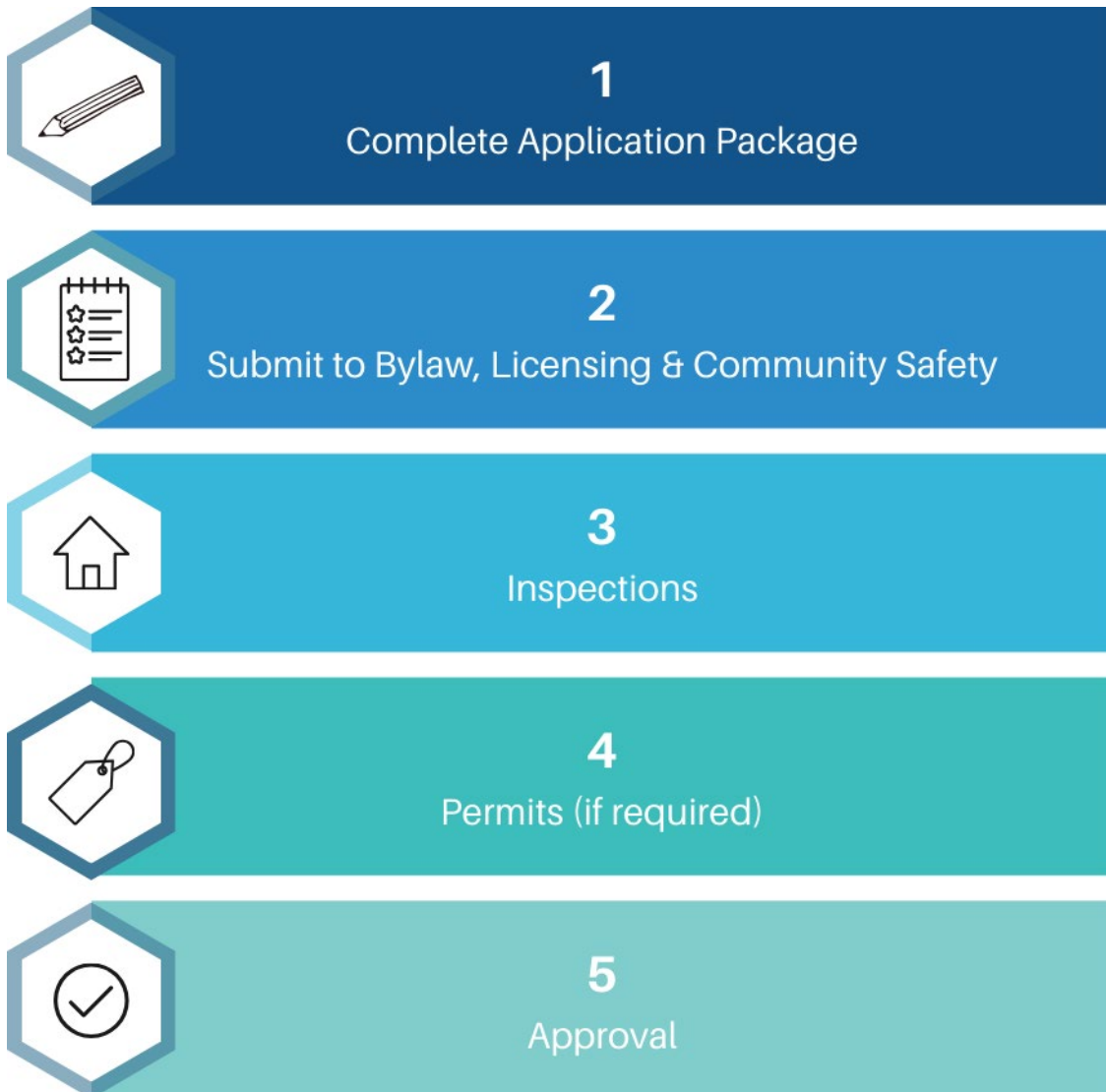
- 1. Business Licence Application Form:** This is the City’s standard application form, used for all new rental property business applications. It will need to be filled out in full and accompanied by the Short-Term Rental Application Appendix (see Appendix A for reference).
- 2. Short-Term Rental Application 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 (Appendix B).
- 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 at PropertyInfo@MapleRidge.ca.

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 a sample.

- 4. Parking Plan:** The application package must include a parking plan that outlines and labels each off-street 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 off-street stalls for the residence(s)).
 - A. Must be provided on an aerial view photo or site plan
 - B. Minimum parking requirements are as follows:
 - i. 2.5 metres wide
 - ii. 5.5 metres long
 - iii. 2.1 metres high
 - iv. With a minimum of one (1) stall required per listing (e.g., three bedrooms requires three off-street parking spaces)

Please see Appendix D for a 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 licensing self-inspection process. Please initial each section applicable to your Short-Term Rental and include it as part of your application package (Appendix E).
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 (see page 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 and Short-Term Rental Application Appendix
- Fire Safety/Emergency Evacuation Form
- 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 neighbours at all times of day.

Vehicle Parking

Ensure your guests understand where they are allowed to park on-site (off-street).

Garbage and Recycling

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

Read more: MapleRidge.ca/Waste

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

Rental Business Licence Application

APPENDIX A

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 Licensing & Regulation Bylaw.

<input type="checkbox"/> New Application	<input type="checkbox"/> Change of Owner	<input type="checkbox"/> Non-Profit Society No. _____
<input type="checkbox"/> 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 and 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 One (1) Option)

<input type="checkbox"/> 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.	<input type="checkbox"/> Option 2 Long-Term Non-Owner-Occupied Rental You do not live at the residential property. (Note: One application per civic address.) <div style="text-align: right;">Select only 1</div> Whole House Rental <input type="checkbox"/> Whole House + Detached Garden Suite <input type="checkbox"/> Main Floor + Secondary Suite <input type="checkbox"/> Main Floor + Secondary Suite + Detached Garden Suite <input type="checkbox"/>
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<input type="checkbox"/> Option 3 Room Rental/Community Care/Assisted Living Facility/Retirement Facility _____ No. of Rental Units _____ No. of Residents In Care	<input type="checkbox"/> Option 4 Hotel/Motel _____ No. of Rental Units Pool/ Hot Tub <input type="checkbox"/> Yes <input type="checkbox"/> No Restaurant <input type="checkbox"/> Yes <input type="checkbox"/> No _____ No. of Seats Will you be serving Alcohol? <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Option 5 Multi-Unit Rental Townhouse/Apartment _____ No. of Rental Units
<input type="checkbox"/> Option 6 Commercial/Industrial Rental _____ No. of Rental Units		

Section C – Additional Information

Will You Be Doing Any Changes and/or Renovations? <input type="checkbox"/> Yes (Permits May Be Required) <input type="checkbox"/> No	If Yes, Please Describe:
Will You Be Installing or Changing Any Signage? <input type="checkbox"/> Yes (Permits May Be Required) <input type="checkbox"/> No	

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.



Business Name: _____

Business Address: _____

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 the Agricultural Land Reserve? Yes No
 5. Is the property within a Registered Strata? Yes No
 - a. If **Yes**, please provide a signed Strata approval for a Short-Term Rental.
 6. Is the Short-Term Rental within a Secondary Suite or Detached Garden Suite? Yes No
 - a. If **Yes**, is the Secondary Suite or Detached Garden Suite Registered? Yes No
 7. Are you offering the entire dwelling as a Short-Term Rental (max six (6) guests)? Yes No
 - a. If **No**, how many bedrooms are available for the Rental (max three (3) bedrooms)? _____
 - b. If **No**, will each bedroom be offered as separate listings? Yes No
- *Parking requirements are per listing
8. Can you provide adequate parking for guests as per the Off-Street Parking Bylaw? Yes No
*One off-street parking space per Short-Term listing is required. See Sample
 9. Have you obtained \$1million Liability Insurance (proof required)? Yes No
 10. Have you completed the Life Safety Checklist (required)? 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: _____



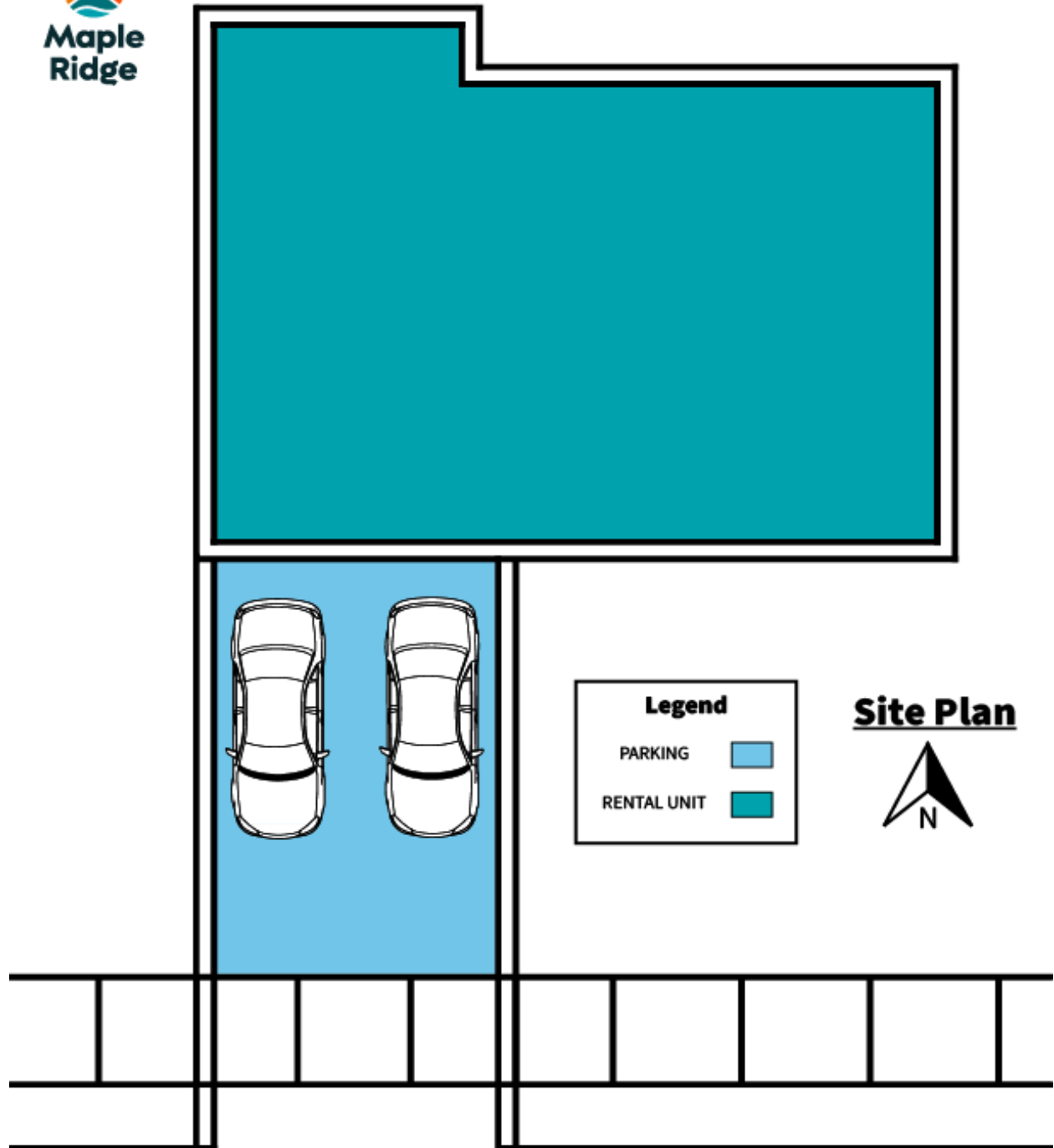
Floor Plan
1' = 1/4"

Legend	
ENTRANCES/ EXIT	
SMOKE ALARM	
CARBON MONOXIDE DETECTOR	
FIRE EXTINGUISHER	

Parking Plan

APPENDIX D

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 (e.g., three separate listings require three parking spaces).



Fire & Building Safety Checklist

APPENDIX E

Owner/Operator Name: _____

Phone Number: _____

Short Term Rental Address: _____

It is the sole responsibility of the owner/operator to ensure that the building, premises, and all associated systems comply with all applicable health and safety requirements, including but not limited to Provincial legislation, regulations, municipal bylaws, and the BC Building and Fire Codes. Owners/operators are responsible for hiring qualified contractors, licensed professionals, and certified technicians, where appropriate, to verify that all installations, equipment, structures, and safety systems meet current standards. Submission of this form does not constitute confirmation of compliance by the City of Maple Ridge and does not exempt the owner/operator from any legal obligations.

(Initial)

- 1. Smoke Alarms that are inter-connected, tested and logged monthly (as per BC Fire Code) _____
- 2. Carbon Monoxide Alarms tested annually (as per manufacturer recommendations) _____
- 3. Class A, B,C Fire Extinguisher; to be checked annually by a Certified Technician with a Business Licence valid to operate in Maple Ridge _____
- 4. Fire Safety/Emergency Evacuation Plan posted at all exits and within all bedrooms (reviewed and updated annually) _____
- 5. Carbon Monoxide Alarms tested annually (as per manufacturer recommendations) _____
- 6. Means of egress operable and unobstructed (bedroom doors and windows) _____
- 7. Barbeque soap leak test (propane or natural gas) annually _____
- 8. Chimney cleaning (all indoor wood burning appliances must be registered and conform to Metro Vancouver Residential Indoor Wood Burning Emission Regulation Bylaw No. 1303, 2020) _____
- 9. Interior/exterior passageways maintained free and clear of obstructions _____
- 10. Electrical installations used and maintained so as to not constitute a fire hazard _____

By signing this form, I hereby attest that the items above are installed, tested, inspected, and maintained as required by City of Maple Ridge Bylaws.

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, please contact the Legislative Services Department by calling 604-466-4300 ext. 5557 or emailing FOI@MapleRidge.ca

Name: _____

Signature: _____ Date: _____

Short-Term Rental Agreement

APPENDIX F

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 authorized signatory by its Bylaw Compliance Officer

X _____

X _____

Print First and Last Name

Print Officer Name and Number

X _____

X _____

Signature

Signature

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