



# Short-Term Rental Operator's Guidebook

*July 2025*



## What are Short-Term Rentals?

Short-term rentals are a business operation that is accessory to a residential use and provide temporary sleeping accommodations for a prescribed charge on a daily basis. The maximum length of occupancy by any guest is 30 days in any 12-month period. These include vacation rentals listed on online platforms such as Airbnb and VRBO. Anyone who wishes to operate a short-term rental in Abbotsford must obtain a [business licence](#).

## Am I Eligible for a Short-Term Rental?

### Principal Residence

- » To be eligible to host a short-term rental, the property must be your principal residence

### Eligible Building Types

- » Short-term rentals are permitted in the following building types:
- » Single detached dwelling or duplex, plus one of the following:
  - Secondary Suite
  - Garden Suite
  - Coach House
  - Accessory Farm Dwelling Unit

### Guests Limits

- » In the urban area, any 1 host is permitted a maximum of 6 guests, in a maximum of 3 bedrooms, at a time.
- » In rural and agricultural areas, any 1 host is permitted a maximum of 8 guests, in a maximum of 4 bedrooms, at a time.

### Parking

- » To be eligible for a short-term rental you must provide at least 1 additional parking space for guests, in addition to the spaces required for your property.

## How do I Obtain a Business Licence?

In order to obtain a Business Licence, operators must:

1. Submit an [application](#) along with following mandatory documentation:  
Proof of Principal Residence
  - » Proof of Principal Residence
  - » Parking Plan
  - » Fire Safety Plan
2. Pay the annual Business Licence fee.
3. Conform to the short-term rental regulations and all City bylaws.

## Proof of Principal Residence

To prove principal residence, individuals must submit the following documents:

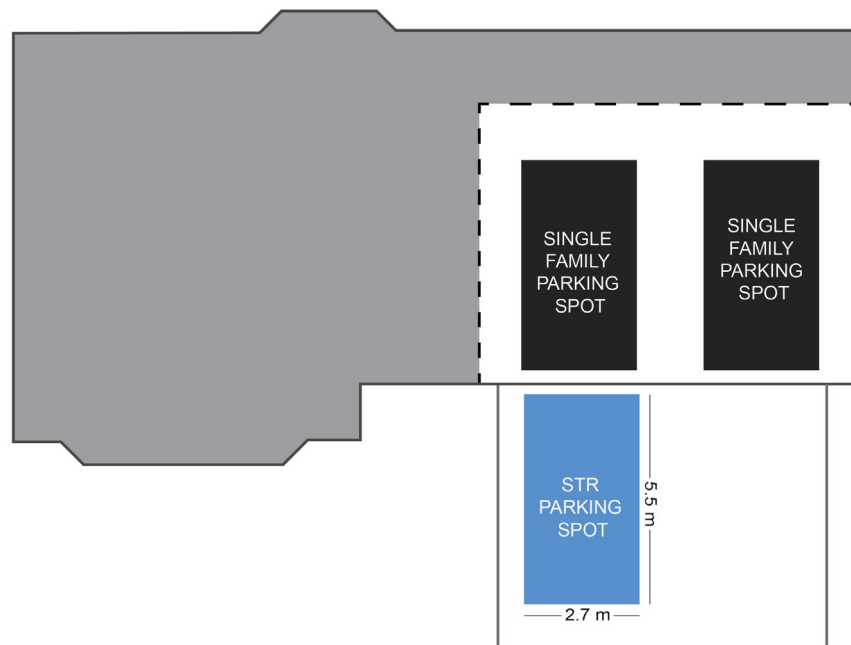
- One proof of identity (choose one):
  - » British Columbia Driver's Licence
  - » British Columbia Services Card
  - » Combined BC Driver's Licence and Services Card
- At least two supporting documents selected from the following:
  - » Property Assessment Notice from BC Assessment Authority
  - » ICBC Certificate of Insurance and Vehicle Licence
  - » Summary of Home Insurance/Certificate of Insurance
  - » Property Tax Notice
  - » Utility bill (e.g., electricity, gas, water)
  - » Speculation and Vacancy Tax Confirmation
  - » Home Owner Grant Declaration Confirmation
  - » Official notice from government agency or Crown corporation
  - » Other documentation (will be assessed by the Registrar)
- If the property host is a tenant, they must submit the [Letter of Authorization \(Building Permits\)](#)

## Parking Plan

Applicants for a short-term rental business licence must demonstrate that they meet the parking requirements of the Zoning Bylaw by including a parking plan that outlines and labels each parking stall on-site. Remember, for a short-term rental, one parking stall is required in addition to the required stalls for other uses on the property.

The parking plan must be provided on an aerial view photo or site plan. Please refer to the example below when preparing your parking plan. For a typical 90° parking stall, minimum dimensions are as follows:

- » 2.7 metres wide
- » 5.5 metres wide
- » 2.1 metres high



To request a copy of your site plan, please contact:

**Building Permits & Licences**  
**604-864-5525**  
**[building-info@abbotsford.ca](mailto:building-info@abbotsford.ca)**

## Fire Safety Plan

Your short-term rental accommodation must have appropriate safety measures in place to protect guests in the event of an emergency. This includes a Fire Safety Plan, which illustrates how occupants can safely exit the premises in the event of an emergency. This should be posted on all exits/entrances, or individual bedrooms.

- » Show two ways out for your short-term rental guests (May include bedroom window)
- » Mark where fire extinguishers can be found
- » Show or describe a meeting point outside
- » Post this plan at entrances and exits
- » Request a copy of your floor plan from the Building Department to help illustrate your fire safety plan

## Example Fire Safety Plan

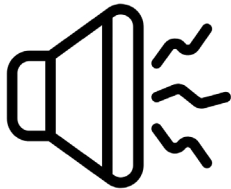


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## Information for guests

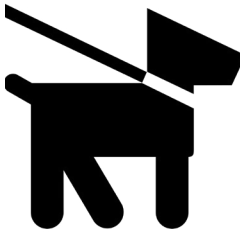
City bylaws ensure our community is a safe and enjoyable place for residents and visitors. Please ensure your guests are aware of the following rules.



### Noise

Because 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. Quiet time in residential neighbourhoods is between the hours of 10:00pm and 7:00am the following day.

Learn more: [The Good Neighbour Guide](#)



### Dogs

Dogs must not trespass on private property or public areas where dogs are prohibited. They must be under the immediate control of a competent person when on private land without proper containment. Outside designated off-leash areas, the dog must be on a leash no longer than three meters and always under control. Guests must also pick up after their dog.

Bylaws: [FVRD Animal Control Bylaw](#)



### Vehicle parking

Ensure your guests understand where they are allowed to park (ideally in a driveway, designated parking stall, or, where applicable, on the street)

Learn more: [Parking Regulations](#)



### Garbage and recycling

Keep garbage in secure containers and do not allow to accumulate. Ensure guests have access to recycling and garbage bins. To discourage wildlife from scavenging, put your garbage out in a closed container in the morning of your collection day.

Learn more: [The Good Neighbour Guide](#)



## **Building Permits & Licences**

Abbotsford City Hall  
32315 South Fraser Way, Abbotsford, BC V2T 1W7

604-864-5525  
[building-info@abbotsford.ca](mailto:building-info@abbotsford.ca)