

Short-Term Rental and BnB Business License Requirements

November 2025

Permanent Resident Requirement

In accordance with the “District of Tofino Zoning Bylaw No. 770, 1997”, a permanent resident is required to live on-site when offering a Short-Term Rental or Bed and Breakfast Business.

4.3.2 Home Occupations:

i. Regulations for Bed and Breakfast use:

ii. The resident of the dwelling must be resident in the premises while the Bed and Breakfast use is operating;

j. Regulations for Short Term Rental use:

v. Short Term Rental use is permitted only where a Residential Use, occupied by a Permanent Resident, is occurring in a dwelling unit on the lot other than the dwelling unit in which the Short-Term Rental use is occurring;

Providing Proof of a Permanent Resident

In accordance with the “District of Tofino Business License Regulation Bylaw No. 1239, 2022”, all Residential Tourist Accommodation Businesses must provide “satisfactory proof” that a permanent resident lives on-site.

7.3 Residential Tourist Accommodation Businesses

(7) In addition to the above requirements for a residential tourist accommodation business, an applicant for a Short-Term Rental business shall provide:

- (a) proof that they are a Permanent Resident on the premises; or
- (b) the name of the Permanent Resident(s) on the premises and a copy of a one-year tenancy agreement, or other proof satisfactory to the Licence Inspector of an existing and ongoing principle residential use, at the time of a new or renewal application.

Documents Required:



Upload your proof of a permanent resident: (3 documents)

1. One copy of proof of **identity** with residency **address** listed on it (choose one):
 - Driver's Licence
 - British Columbia Services Card
 - Combined BC Driver's Licence and Services Card

2. At least two supporting documents with **name of the permanent resident** and the **Tofino address** on it (choose 2):
 - Current tenancy (rental) agreement
 - Current ICBC Certificate of Insurance (include both, 2 pages)
 - Recent Property Assessment Notice from BC Assessment Authority
 - Recent Summary of Home Insurance/Certificate of Insurance
 - Recent Property Tax Notice
 - Recent Speculation and Vacancy Tax Declaration
 - Home Owner Grant Declaration Confirmation
 - Recent official notice from government agency or Crown corporation

Upload Your Floor Plans (1-2 documents)

In accordance with Business License Regulation Bylaw No. 1239, all Short-Term Rental and Bed and Breakfast business license applicants must upload:

1. A floor plan of the rental offering including the location of each bedroom, the types of bed in each bedroom, and the location of any sofa beds on the premises.
2. Indicate the location of the permanent residence dwelling on the property (no interior floor plan required).

Fill out, sign and upload your "Business License Renewal Amendment and Declaration Form" (1 document)

Please upload a completed and signed *Business License Renewal Amendment and Declaration* form found at [Tofino.ca/renewal-form](https://www.tofino.ca/renewal-form). This form confirms that you have **reviewed the information we have on file for your business and that it is accurate**. This also provides an opportunity to **update or amend any information we have on file**.