Business Licence Division
Bylaw & Licensing Services
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LEGISLATIVE AND PROTECTIVE SERVICES

Bed and Breakfast Inspection Checklist

Please review and complete the Bed and Breakfast Inspection (B&B) Checklist prior to the scheduled inspection conducted by the Licence Bylaw Officer. All items listed below must be completed to receive approval. If you have any questions or need to reschedule the inspection, please contact us at 250-475-5401 or businesslicence@saanich.ca

Planning Requirements:

- ☐ No more than 430 ft² or 20% of the total floor area of all structures is used for sleeping accommodations (bedrooms only).
- ☐ The property is the principal residence of the applicant. B&Bs are not permitted in garden suites or accessory buildings.
- ☐ A minimum of 0.5 parking spaces is required per bedroom used for guests (e.g., 1 room = 0.5 space, rounded up to 1; 3 rooms = 1.5 spaces, rounded up to 2 spaces).

Building Inspection Requirements:

- ☐ The outside staircase at the main entrance to the B&B has a handrail and guard (Required for 4 or more steps).
- ☐ A handrail or guard is present on the internal staircase (the stairs used by clients, required for 3 or more steps).
- ☐ Handrails are between 34 inches and 42 inches high, measured from the stairs or ramp nosing. The guards are at least 36 inches high.
- ☐ All sleeping accommodations shall have at least one outside window or exterior door openable from the inside without keys, tools, or special knowledge and without the removal of sashes or hardware; the window shall provide an unobstructed opening of not less than 0.35 m2 (3.76 ft²), with no dimension less than 380 mm (15 inches).
- ☐ No second kitchen is permitted on the premises (per BC Building Code).

Saanich Fire Requirements:

- ☐ Smoke alarms are installed, hardwired, and interconnected (e.g., Bluetooth) in all **sleeping rooms** throughout the house. Ensure they are tested and functioning properly. Smoke alarms are installed in the hallways on all floor levels.
- ☐ Carbon monoxide alarms are installed in the hallways of the property (only required if the house has an attached garage or fuel-fired appliances).
- ☐ A portable fire extinguisher (5-lb, 3A-10BC) is on site, mounted near a door exit, and not positioned higher than 5 feet.
- ☐ The fire extinguisher has an expiry tag or purchase date written on it.