



STR Business License Application Guide/FAQ

Short-Term Rental

Town of Gibsons – June 2026

Gibsons.ca

“Nature is our most valuable asset.”

This Guide/FAQ provides an overview of the Business Licensing process for operating a Short-Term Rental in the Town of Gibsons.

What is a Short-Term Rental (STR)?

Short-Term Rental means the accessory use of a dwelling unit, or a portion of a dwelling unit, for the accommodation of paying guests, but is not a residential tenancy.

Are STRs Permitted in Gibsons?

Yes. However, STRs are regulated and, for some types, limited in number to ensure housing primarily serves residents.

What are the Fees?

Fee	Rate	When payable?
One-time Application Fee (new applicants only)	\$400	When submitting a new STR Business Licence application
Annual Business Licence Fee	Principal Residence: \$200/year	Upon licence issuance and annual renewal prior to December 31st
	Non-Principal Residence: \$2000/year	Upon licence issuance and annual renewal prior to November 1st

Is my space eligible?

STRs are permitted only where permitted by Zoning Bylaw 1342 and where the dwelling unit is not subject to a Housing Agreement prohibiting STR use.

Short-Term Rentals are only permitted in a space designed and intended for use as a dwelling unit. Dwelling units may include houses, apartments, secondary suites, and garden suites, but do not include garages, offices, storage buildings, or other structures not designed as dwelling units. If you are unsure whether your space qualifies as a dwelling unit, contact the Building Department before applying.

If you are a renter or your unit is part of a strata, signed approval from the owner and / or strata is required.

STR operations are required to conform with all applicable Bylaws. The use is regulated in [Zoning Bylaw 1342, Part 3.7.4](#) and through the [Business Licence Bylaw](#).

Short-Term Rental (STR) Licence Types

There are two types of STRs in Gibsons, each subject to different fees and regulations: Principal-Residence STRs and Non-Principal-Residence STRs.

The Town regulates Non-Principal-Residence STRs separately from Principal-Residence STRs because they have a different relationship to the local housing supply.

Licence Type	Includes
Principal-Residence STR (unlimited Licences)	A. Up to two bedrooms within your principal residence. B. Your principal residence while you are away, for up to 3 calendar months in the year.
Non-Principal-Residence STR (max. 35 licences issued Town-wide, except in the Mixed-use Commercial Lower Gibsons CM-1 zone)	A dwelling unit that is not your (the operator's) principal residence. This may be a suite in the same building or on the same property as the operator's home, an investment property, a vacation property, an apartment, or an entire house.

How do I apply for a Short-Term Rental Business Licence?

The process depends on the type of Short-Term Rental you wish to operate.

Option 1: Principal-Residence STR

This option applies if:

- you wish to rent up to two bedrooms within your principal residence while you remain living in the dwelling unit during guest stays; or
- you wish to rent your principal residence while you are away from home for up to three months in a calendar year.

Before Applying

1. Confirm that your proposed rental space is within a permitted dwelling unit. If uncertain, contact the Building Department at building@gibsons.ca.
2. Review applicable STR regulations.
3. Confirm that the STR use is permitted by your strata or landlord, if applicable.

Application Requirements

- ☐ Complete the STR Business Licence Application Form
- ☐ Prepare all required supporting documentation identified in the application package
- ☐ Submit the application and attachments to planning@gibsons.ca
- ☐ Pay the \$400 application fee

Applications are reviewed for completeness before processing.

Option 2: Non-Principal-Residence STR – Licences Available

This option applies if:

1. the dwelling unit is not your principal residence; and
2. the Town has not yet allocated all 35 Non-Principal-Residence STR licences.

Before Applying

1. Confirm that your proposed rental space is a permitted dwelling unit.
2. Review applicable STR regulations.
3. Confirm that the STR use is permitted by your strata or landlord, if applicable.
4. Check the Town's STR webpage to confirm that Non-Principal-Residence STR licences are currently available.

Application Requirements

- ☐ Complete the STR Business Licence Application Form
- ☐ Prepare all required supporting documentation identified in the application package
- ☐ Submit the application and attachments to planning@gibsons.ca
- ☐ Pay the \$400 application fee

Applications are reviewed for completeness before processing.

Option 3: Non-Principal-Residence STR – Waitlist

If all available Non-Principal-Residence STR licences have been allocated, applicants may join the waitlist.

To join the waitlist, email planning@gibsons.ca with:

1. Full name
2. Telephone number
3. Email address
4. Address of the proposed STR
5. Type of dwelling unit (detached house, apartment unit, secondary suite, duplex unit, etc.)

Waitlist registrations are accepted by email only.

Waitlist priority is determined by the date and time the request with complete information is received by the Town's email server.

Placement on the waitlist does not guarantee that a licence will be issued.

If a licence becomes available, the Town will contact the next applicant on the waitlist and invite them to submit a complete Business Licence application, supporting documentation, and applicable fees within the timeframe established by the Town. Failure to do so may result in loss of priority.

How do I know if Licences are available?	You may check the Town's STR Webpage to confirm if non-principal residence Licences are currently available.
When can I apply?	The waitlist will be open as of <u>8 am on July 27, 2026</u> . Applications received before 8 am on July 27, 2026, will not be accepted.
How does a Licence become available?	A licence may become available when an existing licence is cancelled, revoked or not renewed within the required timeline.
How are applicants prioritized?	Waitlist positions are assigned based on the date and time complete information is received by email. Incomplete requests do not secure a waitlist position.
Does Being on the Waitlist Guarantee a Licence?	No. Placement on the waitlist establishes priority if a licence becomes available but does not guarantee that a licence will be issued. Applicants offered an opportunity will be required to submit a complete STR Business Licence application and supporting documentation for review. You are responsible for determining if your unit is eligible.

Business Licence Renewal

STR Business Licences must be renewed every year.

A simplified renewal application form and requirements are available for renewals with no changes from the previous year.

Requirements	☐ Complete STR Renewal Application Form ☐ A current copy of the property title, or \$50 in lieu ☐ Complete guest safety attestation ☐ Plans showing any changes to the rental, such as changes to floor plans, parking, rooms, etc. ☐ Payment of the annual business licence fee, after receiving notice that the licence is ready for pickup.
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Provincial STR Registry

Before operating, you must register with the [Province's Short-Term Rental Registry](#) using the Business Licence number issued by the Town of Gibsons. Registration with the Provincial Short-Term Rental Registry does not replace the requirement to obtain a Town of Gibsons Business Licence.

Renewal Priority for Existing Licence Holders

Principal Residence STR business licences

Existing holders of Principal Residence STR business must renew annually provided they:

- a) remain in compliance with applicable policies, bylaws and regulations;
- b) remain in compliance with the terms of the issued licence;
- c) submit a complete renewal application by December 31; and
- d) pay all required fees by December 31.

Non-Principal Residence STR business licences

Existing holders of Non-Principal Residence STR business licences (within the 35-unit cap) have annual renewal priority provided they:

- a) remain in compliance with applicable policies, bylaws and regulations;
- b) remain in compliance with the terms of the issued licence;
- c) have not ceased operating for a period exceeding 6 consecutive months, unless otherwise authorized by the Town;
- d) submit a complete renewal application by November 1; and
- e) pay all required fees by November 1.

Licences not renewed by November 1 may be deemed forfeited and offered to the next eligible applicant on the waitlist.

This provides certainty for existing operators and timely notice to waitlisted applicants, while maintaining active accommodation options within the 35-licence limit.

What Happens if I Miss the Renewal Deadline?

Renewal applications for the limited Non-Principal-Residence STRs received after the November 1 renewal deadline lose renewal priority.

If the licence is not renewed by November 1, it will be deemed forfeited and offered to the next applicant on the waitlist.

What if I reach the top of the waitlist?

When a licence becomes available, the Town will contact the next applicant on the waitlist. The applicant will then be required to submit a complete Business Licence application, supporting documentation, and applicable fees within the timeframe established by the Town (five business days). Failure to do so may result in removal from the waitlist and the licence opportunity being offered to the next applicant.

Key Dates

The annual STR renewal process follows the schedule below:

Date	Action
September 1	Target date for mailing renewal packages to existing licence holders
October 1	Target date for reminder notice
November 1	Renewal deadline to maintain priority for 35 limited licences.
November 2–15	Staff review renewal applications. Unrenewed NPR STR licences deemed forfeited.
November 16 onward	Target date for offering available licences to waitlisted applicants.

Can I Transfer My Licence to a New Owner or Property?

No. STR licences are not transferable between:

- Owners;
- Properties;
- Dwelling Units on a property;
- Corporations; or
- Operators.

An STR licence expires upon sale or transfer of the property.

Can I Lose My Licence?

Yes.

A licence may be suspended, cancelled, or refused renewal if:

- The operator violates Town bylaws or provincial regulations;
- Required fees remain unpaid;

- False or misleading information is provided; or
- In the case of limited NPR STRs, it has not operated for more than six consecutive months without authorization from the Town. The Town may request evidence that an STR is actively operating.

Can I have more than one STR unit under one Business Licence?

No.

A separate Business Licence is required for each Short-Term Rental dwelling unit. For a Principal-Residence STR, the Licence may cover up to two rooms in a home.

Resources and Links

STR operations must conform with all Town's Bylaws, including but not limited to:

- [Non-Principal-Residence STR Business Licence Allocation Policy](#)
- [Zoning Bylaw 1342](#)
- [Business Licence Bylaw \(pending update to align with Zoning Bylaw\)](#)
- [Provincial Short-Term Rental Accommodations Act resources](#)

Visit [Short Term Rentals - Town of Gibsons](#) for application forms, policies, licence availability information, and updates.

This guide is provided for convenience only. In the event of any inconsistency between this guide and applicable legislation, bylaws or Council policies, the legislation, bylaws and policies prevail.

Contacts

Planning Department: 604-886-2274 – planning@gibsons.ca

Bylaw Enforcement Department: 604-886-2274 beo@gibsons.ca

Building Department: 604-886-2274 – building@gibsons.ca

Gibsons and District Volunteer Fire Department: 604-885-6870