



Planning & Development Department

Town of Canmore
902 - 7th Avenue
Canmore, AB, T1W 3K1
www.canmore.ca

June 1, 2023

Dear Business Owner,

You are being contacted as you have an approved Development Permit (DP) with an active Business License to operate a Bed and Breakfast.

Historically, when Bed and Breakfasts were approved, they were inspected for minimum safety standards by a staff member from the Planning and Development Department. Given the requirements for building safety falls under the governance of the *National Building Code - Alberta Edition*, inspections are to be completed by a certified Safety Codes Officer (SCO). As a result, Bed and Breakfast operators will now be subject to a more rigorous inspection to ensure compliance with safety standards.

Going forward, all Bed and Breakfasts will be required to have an inspection as part of the DP application process. This inspection will be completed by a certified SCO and will apply to both new operators submitting a DP for the first time and existing operators applying for a renewal.

A list of the inspection requirements has been attached to this letter for your reference.

To ensure business continuity with Bed and Breakfast permits expiring in 2023, operators applying for a renewal who do not pass the safety codes inspection, will be issued a one-year renewal. It will then be the responsibility of the operator to demonstrate compliance with the *National Building Code – Alberta Edition* at the time of applying for the next permit renewal.

Beginning January 1, 2024, all DP submissions for Bed and Breakfast's (new or a renewal), will be required to be inspected by the Town's SCO as part of the review process. If any work is required in accordance with the *National Building Code – Alberta Edition*, it will be identified in the inspection report issued to the operator. Please note, that depending on the nature of the deficiencies found, the operator may be required to obtain a Building Permit (BP) to bring the building into compliance and be prohibited from operating during that time.

As a current operator, it is advisable to proactively ensure that your establishment is compliant with the inspection requirements outlined in the attached document and is inspected by the Town's SCO prior to your renewal date. The cost of the inspection is \$200.00 and will be charged at the time of your renewal application. If the property passes inspection, a copy of the inspection report can then be submitted along with your renewal application, and an additional inspection will not be necessary.

If you have any questions regarding the change in the inspection process, or would like to schedule an inspection of your property before filing a renewal application, you can do so by submitting a [Planning](#)



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[Inquiry](#) and selecting the Bed and Breakfast option. In your inquiry, please reference your current DP number and state the nature of your request in the comments section.

Sincerely,

Planning & Development Department

Town of Canmore | 902 7th Avenue | T1W 3K1

E: [Planning Inquiries](#) | **W:** [Planning & Development Department website](#)

Building Code Requirements for Bed and Breakfasts

The list below outlines the minimum requirements to operate a Bed and Breakfast under the Safety Codes Act and Alberta Building Code.

***Note:** *This list does not include requirements under the Town of Canmore Land Use Bylaw or Alberta Health Services requirements.*

- Sleeping facilities are provided for no more than 10 people in the dwelling, including Bed and Breakfast guests and permanent residents.
- Each guest bedroom must provide direct egress to the exterior, either through a door or window.
 - The minimum openable area of an egress window is 0.35 m² (3.8 ft.²) with no dimension of the opening less than 380 mm (15 in.).
 - Where the window opens into a window-well, a clearance of at least 550 mm (22 in.) is to be provided between the window and the window well.
 - Where a window opens outwards towards the window-well, the window must not reduce clearance in a manner that would restrict escape.
 - Houses constructed after October 31, 2015, require a clearance of 760 mm (30 in) between an egress window and a window well.
- Bedrooms must have a minimum 2.1 m clear ceiling height.
- Smoke alarms are wired such that activation of one alarm will cause all alarms to sound. These can be wireless.
 - Houses constructed after October 31, 2015, under the 2014 Building Code also require smoke alarms in each bedroom and in the hallway serving bedrooms or, if there is no hallway, within 5 m of bedroom doors.
- Houses constructed after October 31, 2015 require a carbon monoxide alarm within 5 m of bedroom doors. If the bedrooms are served by a hallway, the alarm is to be located in the hallway between the bedrooms and the rest of the house.
- One (1) five pound (2-A-10-BC) portable fire extinguisher located on each floor occupied by guests.
- No unsafe conditions, which include no obvious structural problems with the dwelling, stairs are maintained in a safe condition, guards and handrails are in place where required, heating systems in good operating condition, etc. This can be determined during a Safety Codes inspection. A building permit may be required if remediation is necessary.
- An emergency escape plan is wall-mounted in each guest bedroom.