



NIAGARA-ON-THE-LAKE FIRE & EMERGENCY SERVICES

Community Risk Reduction Division

1593 Four Mile Creek Road, PO Box 100, Virgil, ON L0S 1T0

Phone: 905-468-3266

Fax: 905-468-1722

SHORT TERM RENTALS

(Bed and Breakfast Establishment, Cottage Rental,
Country Inn, Vacation Apartment, Villa)

The following checklist is intended to help you prepare for your Short-Term Rental license inspection. This checklist outlines some of the basic requirements that need to be met in order to be licensed under the Town of Niagara-on-the-Lake By-law No.4634-13, as amended. Please be advised that it is the owner's responsibility to ensure all requirements under the applicable by-laws and Ontario Fire Code are met.

Pre-Inspection Checklist:

Fire Safety

- ✓ All smoke alarms, either battery operated or interconnected, shall be on every floor level, adjacent to all sleeping areas, and shall be in working order.
- ✓ Carbon monoxide alarms shall be adjacent to all sleeping areas, and shall be in working order.
- ✓ Smoke alarms and carbon monoxide alarms shall be replaced prior to the expiration date on the devices, and shall meet the appropriate Canadian standards.
- ✓ Electrical cords shall be in good working condition, and limited to temporary use only.
- ✓ Extension cords shall not be used as a permanent source of power.
- ✓ All extension cords are used safely, not under carpets or across walking areas.
- ✓ All escape routes are clear of obstructions and easily accessible.
- ✓ Clothes dryer lint trap and exhaust is clean and lint free.
- ✓ Portable space heaters are a minimum 1 meter (3 feet) away from combustible material.
- ✓ The furnace has been inspected and the filter replaced in the past year (proof of inspection will be required).
- ✓ The fire place chimney has been inspected and cleaned in the past year (if fireplace is still in use).



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- ✓ Portable fire extinguishers are required to be a minimum 2A-10BC rating, and shall be made available, visibly mounted on each floor area, and shall be inspected and tagged annually.
- ✓ Any door with an automatic door closer must ensure that the door properly closes and latches (if applicable).
- ✓ All exit signs shall be illuminated while the building is occupied with guests (if applicable).
- ✓ Electrical panels shall be labelled and only be serviced by a licensed electrician.
- ✓ Sprinkler systems shall be inspected annually (if applicable).
- ✓ Fire alarm systems shall be inspected annually (if applicable).
- ✓ Establish rules for smokers. If you permit smoking inside, use large, sturdy ashtrays that can't be easily tipped over. Ashtrays should be emptied into a metal container, not the garbage can.
- ✓ If you use candles, keep them away from anything that can burn and place them in a safe, sturdy glass holder. Place them where they cannot be knocked over and blow them out when leaving the room.

For clarification on any of the above requirements, please call the Fire Department.