

To ensure the property is ready for inspection, please complete the following checklist and submit to [STR@notl.com](mailto:STR@notl.com). The Short Term Rental inspection will not be scheduled until the checklist has been completed and submitted.

### Property Standards

- All windows with the ability to open are screened and in good working condition
- All windows that are intended to be opened are equipped with a locking mechanism
- Doors leading to the exterior are in good repair and have sustainable hardware to allow locking / securing from the inside of the dwelling
- All walls, ceilings and floors are free from defects
- Electrical outlets, junction boxes and switches have adequate covers
- Sufficient lighting is provided throughout the dwelling to prevent health or accident hazards
- Inside and outside stairs, porches, balconies and landings are free from any defects
- All stairways / steps with three (3) or more risers have a guardrail on the open side of the stairway
- Exterior walls including soffits, fascia, windows and doors are maintained in good repair and are free from cracks and defects

### Clean Yards

- The property is free from any debris, junk and / or rubbish that may create a health, fire or accident hazard
- The property is free from any overgrown brush, undergrowth or noxious weeds as defined in the Weeds Control Act
- The property is maintained so that all grass is at a height of not more than twenty (20) centimetres (8 inches)
- The driveway and parking area are surfaced with a sustainable material such as gravel, asphalt, pavement or other material designed for the purpose of surfacing

### Swimming Pools and Hot Tubs (if applicable)

- The swimming pool is fully enclosed with a fence not less than 1.52 metres (5 feet) but not more than 2.0 metres (6 feet 7 inches) in height
- The gate to the enclosure is equipped with a self-closing mechanism capable of placing the gate or entrance in a latched position
- The gate or entrance that forms part of the enclosure is equipped with a self-latching device located not less than 1.22 metres (4 feet) above the ground level of the swimming pool side
- The thumb latch or release mechanism that is located on the exterior side of the pool is located not less than 1.52 metres (5 feet) above the ground level
- Any door providing access to the swimming pool area are equipped with a self-latching device located not less than 1.52 metres (5 feet) above the bottom of the door



**Division of Municipal Law Enforcement**  
1593 Four Mile Creek Road  
P.O. Box 100, Virgil, ON L0S 1T0  
905-468-3266 • Fax: 905-468-0301

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- Any door providing access to the swimming pool is equipped with a self-closing mechanism capable of placing the door in a closed position and securely locked when not in use or under immediate supervision
- Any sliding door that provides access to a swimming pool area is equipped with a locking device located at the top of the door and kept securely locked when the swimming pool is not under competent supervision (the locking device may allow the sliding door to be locked to a maximum opening of 100 millimeters (3.94 inches))
- If an above ground pool is on the property with a wall height of not less than 1.22 metres (4 feet), it must be equipped with the same self-closing and self-latching devices as stated above or a removable ladder when not in use or under immediate supervision
- The hot tub is equipped with cover that is capable of supporting 90.72 kilograms (200 pounds), constructed of durable material that is secured to the structure with capabilities of being locked when not in use or under immediate supervision
- The hot tub is not equipped with a durable cover but has an enclosure that is in compliance with the Town of Niagara-on-the-Lake Swimming Pool and Hot Tub By-Law
- The swimming pool and / or hot tub is in good working condition

**Required Documents**

- A copy of the Town of Niagara-on-the-Lake Noise By-Law (By-Law 4588-12)
- A copy of the Town of Niagara-on-the-Lake Public Nuisances By-Law (By-Law 4397-10 and By-Law 4397-11)
- A copy of the Renter's Code of Conduct
- Daily guest register is complete with; guest name, address, phone number, date and duration of stay, guests make, model and license plate number of the vehicle and the Province or State it is registered in (AirBnB booking site is not an acceptable daily guest registry)
- A copy of the Town approved floor plan identifying all the rooms and exit routes

**Other**

- Dwelling is fully furnished and setup in accordance to Town approved floor plan
- An electrical safety inspection of the dwelling has been completed and submitted to the Town
- All doors in dwelling are unlocked and accessible for Officer to enter and inspect

Owner Name: \_\_\_\_\_ Property Address: \_\_\_\_\_

Owner Signature: \_\_\_\_\_