



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

Bed & Breakfast, Cottage, and Vacation Apartments Short-Term Rental Checklist

To ensure the property is ready for inspection, please complete the following checklist and submit it to STR@notl.com. The Short-Term Rental fire inspection will not be scheduled until the checklist has been completed and submitted.

Smoke Alarms & Carbon Monoxide (CO) Alarms

- Smoke alarms are installed on every level of the home (outside all sleeping areas on levels with bedrooms).
- Carbon Monoxide alarms are installed on every level of the home (outside all sleeping areas on levels with bedrooms).
- Smoke alarm operates when the test button is pressed.
- Carbon Monoxide alarm operates when the test button is pressed.
- Smoke and CO alarm batteries have been replaced within the last year (excluding 10-year units that are sealed with no serviceable parts).
- Smoke alarms are not expired. Alarms 10 years or older must be replaced.
- Carbon Monoxide alarms are not expired. Alarms 5-10 years or older must be replaced as per the time frame indicated in the manufacturer's instructions.

Note: Smoke Alarms must be replaced with the same type of alarm. This means that hard-wired smoke alarms cannot be replaced with a standalone battery-operated alarm. An electrician may be required to replace hard-wired smoke alarms.

Note: Smoke & Carbon monoxide alarms must meet the **appropriate Canadian standards**. Look for one of these symbols on the packaging or on the back of the alarm itself.



Fire Extinguishers

- Fire extinguishers must have a minimum rating of 2A-10BC (see label).
- All fire extinguishers are mounted to the bracket in a clear and visible location on each level of the home.
- All fire extinguishers have been inspected and tagged by a service provider, **including new extinguishers**. (Annually)
- All fire extinguishers are fully charged and not physically damaged.



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Fuel-burning Appliances

- Any natural gas, propane, or oil furnaces have been inspected/serviced by a licensed technician within the last year. N/A
- Any natural gas or propane hot water boilers have been inspected/serviced by a licensed technician within the last year. N/A
- Any natural gas or propane hot water tanks or on-demand systems have been inspected/serviced by a licensed technician within the last year. N/A
- Any natural gas fireplaces have been inspected/serviced by a licensed technician within the last year. N/A
- Any wood-burning fireplace chimneys have been inspected/serviced in the last year and cleaned if required. N/A
- If a wood-burning fireplace is available to guests, instructions for safe operation must be posted. N/A
- Any gas or wood-burning fireplaces in guest areas that are not in use are to be permanently labeled as out of service and rendered inoperable (ie. gas turned off to fireplace, locked screens, etc.) N/A
- Proof of **all** required inspections/services within the last year can be provided in the form of an invoice.

General Fire Safety

- Basements containing bedrooms must have **two** exits (One leading to the main floor **and** either a walk-out exit directly to the exterior **or** an egress-sized window). Egress windows must have an **unobstructed opening** of at least 0.35 sq/m and no dimension less than 380 mm and must not require any specialized knowledge or tools to operate. The window sill must not be more than 1000 mm above the floor, or it must have fixed steps below the sill. Window wells must be at least 550 mm away from the front of the window. N/A
- Extension cords must be limited to temporary use only.
- Dryer lint traps and exhaust pipes are to be clean and free of lint after each use.
- All escape routes must be clear of obstructions at all times.
- Any sprinkler or fire alarm system has been inspected/ tested annually. N/A
- Portable space heaters must be connected directly to an electrical outlet and maintain a clear space of at least 1 meter at all times.
- Candle use is not recommended in short-term rentals. Consider alternative flameless candles, if required.
- Combustible spray foam insulation must be protected as per the Ontario Building Code.



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Acknowledgment

- I/We have read all the above requirements and acknowledge that by signing and submitting this document to str@notl.com all required items are complete. Any items that fail the inspection are subject to a fee in accordance with the Council-approved Fire & Emergency User fees & Service Charges schedule should a follow-up inspection be required.

NOTE: Any deficiencies relating to Smoke or Carbon Monoxide Alarms and basement egress windows will automatically require a follow-up inspection.

Name: _____

Signature: _____

Date: _____

Property Address: _____