



SHORT TERM RENTALS PRE-INSPECTION CHECKLIST

The checklist below will help you prepare for your Short Term Rental licencing inspection. The checklist outlines some of the basic requirements that need to be met in order to be licenced under the Municipality of South Dundas By-law No. 2022-33, as amended. Please be advised that it is your responsibility to ensure all requirements under the applicable by-laws are met.

All Short Term Rentals must meet all By-law requirements prior to receiving a license including but not limited to: *Property Standards, Clean Yards, Fences, and Pool By-laws.*

Pre-inspection Checklist

ALL ROOMS FOR HIRE:

- Walls and ceilings are reasonably smooth free from defects and holes that would reduce their effectiveness in a fire situation.
- Floor surfaces are reasonably smooth and do not unnecessarily contribute to a potential accident ex nails sticking up, floorboards loose, ripples in carpets, etc.
- Electrical outlets and switches have adequate covers and electrical fixtures, or lamps are provided.
- Operable window present for ventilation/light and equipped with a suitable insect screen.
- Access door provides privacy and operates freely without the use of a key to exit.

ELECTRICAL PANEL:

- Breakers are operational and the breaker panel is labelled.

FIRE SAFETY:

- All smoke alarms, either battery operated or interconnected, on every floor level and in every bedroom, if applicable, shall be in working order.
- Carbon monoxide detectors shall be in working order.
- Electrical cords are in good working condition.
- All escape routes are clear of obstructions and easily accessible.
- Clothes dryer lint trap and exhaust is clean and lint free.
- All extension cords are used safely, not under carpets or across walking areas.
- Portable space heaters are a minimum 3 feet away from combustible material.
- The furnace has been inspected and the filter replaced in the past year.
- The fireplace chimney has been inspected and cleaned in the past year.

- All portable fire extinguishers with a minimum 2A-10BC rating shall be made available, visibly mounted on each floor area, shall be inspected, and tagged annually.
- Any bedroom door with an automatic door closer must ensure that the door properly closes and latches properly.
- All exit signs shall be illuminated while the building is occupied with guests.
- Electrical panels shall be labelled and only be serviced by a licensed electrician.
- Sprinkler systems shall be inspected annually.
- Fire alarm systems shall be inspected annually.
- 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, please call the Fire and Emergency Services 613-543-2673

LICENSING REQUIREMENTS:

- A copy of the Municipal approved floor plan with all exits marked on it posted in a conspicuous area (The plan is not to be posted in a binder or folder).
- Daily register/guest form is current.
- Rate card posted in a conspicuous place (not in a binder or folder) in each room for hire.

MEANS OF EGRESS/EXITS:

- A safe continuous and unobstructed passage is provided from the interior of the dwelling to the outside at street or grade level is provided.

PARKING AREAS:

- Kept in good repair and free clutter (including the garage if used for parking)

POOL AREAS:

- Gates are self-closing.
- Gates have locks.
- Pool is fenced in.

STAIRS, PORCHES AND BALCONIES:

- All steps, handrails, guards and landings are in reasonably good repair and will not likely create a hazard (ie. Free of holes, cracks and other defects which may constitute an accident hazard).
- Stair treads or risers are in good condition.
- Stairwell is clear of clutter and provides for an unobstructed passage.
- Interior stairs with two or more risers have a handrail.
- Exterior stairs with three or more risers have a handrail.

UTILITY AREAS:

- Area around the furnace is free of clutter, waste combustibles, a flammable liquids.
- Hot water tank is free of rust and other visible defects.

WASHROOMS FOR GUEST USAGE:

- Is separate from the owner's washroom.
- A water closet, basin and tub or shower is provided and are reasonably clean and in good condition.
- Fixtures are reasonably clean, impervious to water and capable of performing their intended function.
- Floors, wall and ceilings are reasonably smooth and clean (ie. Free from mold and mildew).
- Operable window is provided for ventilation; or where no window is present an exhaust fan and electrical fixture has been provided.