

*Each of the items below must comply to permit a Short-Term Rental at the premises*

**Municipal Address of the Premises:**

**STR Licence Application Number:**

**Applicant Name:**

<b>Exterior Property Areas</b>	<b>Compliant</b>	<b>Non-Compliant</b>	<b>Non-Applicable</b>
The property is free of garbage and litter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Outside garbage storage area kept in a litter free condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The property is free from excessive growth of grass and weeds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There are no dead, decayed or damaged trees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There are no wrecked, dismantled or inoperative vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
There are no dilapidated or collapsed structures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Driveways and parking areas are in good repair	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exterior lighting is in good working order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accessory buildings, if applicable, are well maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Building Exterior</b>	<b>Compliant</b>	<b>Non-Compliant</b>	<b>Non-Applicable</b>
Roofs, walls, floors and foundations appear to be structurally sound and maintained in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All doors, windows, skylights and shutters are well maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gutter and downspouts appear to be in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Interior of Unit – General</b>	<b>Compliant</b>	<b>Non-Compliant</b>	<b>Non-Applicable</b>
Access to all areas of the interior unit/building was provided	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The dwelling unit appears to be free of rodents, vermin and insects	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Door between garage and dwelling, if applicable is fitted with a self-closing device	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Kitchen</b>	<b>Compliant</b>	<b>Non-Compliant</b>	<b>Non-Applicable</b>
Floor covering is free of trip hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doors, windows and window screens are in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Living Room – Dining Room - Den</b>	<b>Compliant</b>	<b>Non-Compliant</b>	<b>Non-Applicable</b>
Floor covering is free of trip hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doors, windows and window screens are in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contains a window and/or skylight of a minimum combined size of 5% of the floor area of the room	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Bedroom (s)</b>	<b>Compliant</b>	<b>Non-Compliant</b>	<b>Non-Applicable</b>
Floor covering is free of trip hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doors, windows and window screens are in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bedrooms are provided with a window/skylight for natural light with a minimum size of 2.5% of the floor area of the bedroom	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bedrooms have a minimum width of 2m (6.5ft) and a floor area of 7 sq.m. (75 sq. ft.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<p>Except where a door on the same floor level provides direct access to the exterior, every floor level containing a bedroom is provided with 1 outside window that is:</p> <p>a) openable from the inside</p> <p>b) has an unobstructed open portion of .35 sq.m. (3.8 sq. ft.) with no dimension less than 15"</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Bathroom (s)</b>	<b>Compliant</b>	<b>Non-Compliant</b>	<b>Non-Applicable</b>
Floor covering is free of trip hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Doors, windows and window screens are in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bathroom is provided with an opening or openings for natural ventilation of a minimum size of .28 sq. m. (3 sq. ft.) <b>Note:</b> as an alternative, an exhaust fan with a duct leading to the outside of the dwelling can be utilized for ventilation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Gas or Oil Fuelled Appliances</b>	<b>Compliant</b>	<b>Non-Compliant</b>	<b>Non-Applicable</b>
Gas or Oil fuelled appliance systems and other equipment provided to supply heat and air conditioning appear to be maintained in good working condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applicant has provided a completed 'Gas or Oil Fuelled Appliance Inspection Form' from a certified professional that the applicable systems are in proper working order	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Portable heating equipment shall not be used as the main source of heat	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Electrical Systems</b>	<b>Compliant</b>	<b>Non-Compliant</b>	<b>Non-Applicable</b>
Electrical outlets and light switches are functional and have cover plates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The use of extension cords is not overloading the circuits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All bathrooms, kitchens, laundry rooms, furnace rooms, basements, and storage rooms are provided with a permanent light fixture.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Lighting fixtures installed throughout the dwelling unit provide sufficient illumination to avoid health or accident hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Applicant has provided a completed 'Electrical System Inspection Form' from a certified electrician that all electrical systems are in proper working order.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Plumbing</b>	<b>Compliant</b>	<b>Non-Compliant</b>	<b>Non-Applicable</b>
The required kitchen sink is served with hot and cold running water and is surrounded by surfaces impervious to grease and water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The bathroom contains a water closet, wash basin and a bathtub or shower stall	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Every wash basin, bathtub and shower stall has a suitable supply of hot and cold running water	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bathrooms are fully enclosed and doors are equipped with a locking device	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All visible plumbing, including drains, water supply pipes, water closets and other plumbing fixtures are maintained in good working condition, drain freely and are free from leaks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Floor to Ceiling Height</b>	<b>Compliant</b>	<b>Non-Compliant</b>	<b>Non-Applicable</b>
The minimum floor to ceiling height is 1.95 m (6 ft. 5 in.) over the floor area and any location used as a means of egress.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
As an alternative, the minimum floor to ceiling height may not be less than 1.95m (6 ft. 5 in.) over at least 50% of the floor area, provided that the minimum height is provided at points of egress – this provision applies in "attic" style bedrooms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The minimum floor to ceiling headroom is not less than 1.8m (5 ft. 11 in.) over stairs and landings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Notes:**

**Date**\_\_\_\_\_

**Completed By**\_\_\_\_\_

<b><i>Failure to install and/or maintain working smoke alarms and/or carbon monoxide alarms is a chargeable offence under the Ontario Fire Code</i></b>	<b>Compliant</b>	<b>Non-Compliant</b>	<b>Non Applicable</b>
All exit doors are operable and kept clear of obstructions including ice and snow.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Extension cords, power bars and 'cheater blocks' should not be used to power 'high energy' appliances such as fridges, freezers, air conditioners, microwaves and heaters unless the power cord is specifically designed for its use.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. Packaging with the specifications is available for the inspector.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Furniture and other obstacles including material storage do not physically block hallways, corridors and stairways.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Clothes dryers are vented using non-combustible metal material and cleaned on an annual basis.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Combustibles are kept 1m away from fuel fired appliances and 30 cm away from electric baseboard heaters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A working smoke alarm is required on every level of the home. Property owners are advised to document smoke alarm maintenance. Smoke alarms shall be tested annually and prior to each rental agreement. Smoke alarms (both battery operated and hardwired) shall be replaced within the time frame indicated in the instructions (typically every 10 years). Batteries shall be replaced annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A working carbon monoxide alarm is required outside sleeping areas if the home contains a fuel burning appliance or an attached garage. Property owners are advised to document CO alarm maintenance. CO alarms shall be tested annually and prior to each rental agreement. CO alarms (both battery operated and hardwired) shall be replaced within the time frame indicated in the instructions (typically every 7 years). Batteries shall be replaced annually.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A copy of the manufacturer's maintenance instructions for smoke and CO alarms shall be left on site.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Open air burning is only permissible with a valid permit and with signed permission from the property owner.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Notes:**

**Date**\_\_\_\_\_

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*The property must comply with the current Zoning By-law to allow for a STR on the premises.*

**REQUIREMENTS FOR STRs IN RESIDENTIAL ZONES**

Permitted Uses	Compliant		Non-Compliant
<ul style="list-style-type: none"> <li>The property is zoned _____ through current Zoning By-law.</li> <li>Confirmation of current legal use of building (i.e: recognized accessory unit)</li> </ul>	<input type="checkbox"/>		<input type="checkbox"/>
Parking Requirements	Compliant	Non-Compliant	Non-Applicable
<ul style="list-style-type: none"> <li>Parking on the Site Plan conforms with the current Zoning By-law.</li> </ul> <p><b>Note:</b> If property is located within the 'Residential Intensification Area', only 1 parking space is required per dwelling unit regardless of housing type.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**REQUIREMENTS FOR STRS IN COMMERCIAL ZONES**

<b>Permitted Uses</b>	<b>Compliant</b>	<b>Non-Compliant</b>	<b>Non-Applicable</b>
<ul style="list-style-type: none"> <li>The property is zoned _____ through current Zoning By-law</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Parking Requirements</b>	<b>Compliant</b>	<b>Non-Compliant</b>	<b>Non-Applicable</b>
<ul style="list-style-type: none"> <li>Parking on the Site Plan conforms with the current Zoning By-law.</li> </ul> <p><b>Note:</b> If property is located within the 'Residential Intensification Area', only 1 parking space is required per dwelling unit regardless of housing type.</p>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Notes:**

**Date** \_\_\_\_\_

**Completed By** \_\_\_\_\_