

Short-Term Rental Owner Pre-Fire Inspection Checklist

This checklist has been designed to provide you with the information you need to inspect your building for common violations prior to our inspector's arrival. Please complete the checklist and ensure all applicable requirements are met prior to your scheduled inspection to avoid fees incurring for re-inspections.

The purpose of the annual short-term rental property inspection is:

1. To identify and correct violations of the Ontario Fire Code (OFC), and the Town's Short-term Rentals Bylaws.
2. To educate Town of Fort Erie's Short-Term Rental Property owners about fire and community safety.
3. To ensure safe and enjoyable vacation accommodations to all visitors to our town.

PROPERTY IDENTIFICATION

- ☐ Home address is clearly visible from the road.

PORTABLE FIRE EXTINGUISHERS

- ☐ One portable fire extinguisher is provided on each level of the home.
- ☐ Each extinguisher is at least 2A:10B:C rated.
- ☐ Extinguishers are wall-mounted, easily accessible, and visible (mounted $\leq 1.5\text{m}$ height).
- ☐ Annual maintenance inspection completed within the last 12 months by a certified contractor.
- ☐ Monthly homeowner fire extinguisher checks are completed and documented.

SMOKE ALARMS

- ☐ All smoke alarms are maintained in operating condition.
- ☐ Primary and secondary power supplies are functioning.
- ☐ At least one working smoke alarm is installed on each storey.

- ☐ Smoke alarms are installed between sleeping rooms and the rest of the storey or in hallways.
- ☐ Homes built on/after Jan 1, 2015, have smoke alarms inside every bedroom.

CARBON MONOXIDE ALARMS (CO Alarms)

- ☐ Required if the home has a fuel-burning appliance, fireplace, or attached garage.
- ☐ CO alarms are maintained in operating condition.
- ☐ Primary and secondary power supplies are functioning.
- ☐ CO alarms are installed outside all sleeping rooms.
- ☐ At least one CO alarm on each storey **(New requirement as of Jan 1, 2026)**.

BEDROOM REQUIREMENTS

- ☐ Extra bedrooms (beyond 3) are unavailable to guests and clearly marked.
- ☐ Basement bedrooms have a clear egress route.
- ☐ Basement bedroom windows meet egress standard (min. 0.35 m² / approx. 23" × 23").

FIRE SEPARATIONS (for homes with 2+ dwelling units)

- ☐ Fire separations are intact and undamaged.
- ☐ Fire-rated doors are undamaged, close properly, and remain closed at all times.

SAFETY SIGNAGE & INFORMATION

- ☐ Fire evacuation plans are posted in each bedroom.
- ☐ Guests have documentation explaining Town of Fort Erie Bylaws including the Short-Term Rentals bylaw and the Open Burning Bylaw.

ELECTRICAL SAFETY

- ☐ No unsafe use of extension cords.
- ☐ Extension cords are not used as permanent wiring.
- ☐ Extension cords are not used for heating appliances or appliances with motors/compressors.

UTILITY / SERVICE AREA

- ☐ Area is clean and free of combustible materials.

OUTDOOR FIREPIT (if applicable)

- ☐ Firepit does not exceed 0.6m × 0.6m (2ft × 2ft).
- ☐ Firepit is at least 3m (10ft) from combustible structures.
- ☐ Firepit is at least 4m (13ft) from property lines.

If you have any questions or concerns regarding any of the above requirements, please reach out to the Fort Erie Fire Department's Fire Prevention Division at 905-871-1600 ext. 5600.