

SHORT TERM RENTALS
(Including Bed and Breakfasts)

The checklist below will help you prepare for your Short Term Licencing inspection. This checklist outlines some of the basic requirements that need to be met in order to be licenced under the Town of Pelham's Licencing By-Law No. 4257-2020. Please be advised that it is your responsibility to ensure all requirements under the applicable by-laws are met.

All Short Term Rentals (including Bed and Breakfasts) must meet all By-law requirements prior to receiving a license including but not limited to: *Town Noise Control By-law No. 3130-2010 and Town's Public Nuisances By-law No. 4253-2020.*

PRE-INSPECTION CHECKLIST

ALL ROOMS FOR HIRE:

- Walls and ceilings are reasonably smooth and 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 i.e. nails sticking up, floor boards 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 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 and on every floor where there are bedrooms.
- Electrical cords are in good working condition.
- All escape routes are clear of obstructions and easily accessible.
- Clothes dryer lint traps 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 fire place 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 ashtray 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 Department at 905-892-2607 ext. 202

LICENCING REQUIREMENTS:

- A copy of the Town approved floor plan with all exits marked on it posted in a visible area. (The plan is not to be posted in a binder or folder).
- Proof of Insurance and carry a minimum of \$2 million dollars' liability insurances. If a pool or hot tub is located on the premise, then general liability insurance in an amount of no less than \$5 million is required.
- Name and contact information of the Responsible Person (form to be included in binder).
- Daily register/guest form is current.
- Confirm Zoning of property.

For clarification please call the Town of Pelham Planning Department at 905.892.2607

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 of 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 reasonable good repair and will not likely create a hazard (i.e., 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 and 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, walls and ceilings are reasonable smooth and clean (i.e., free from mould and mildew).
- Operable window is provided for ventilation; or, where no window is present an exhaust fan and electrical fixture has been provided.