

Short-Term Accommodation Licensing Service Fire Safety Checklist

As part of the Short-Term Accommodation Licence application process, all applicants must pass a fire inspection to ensure compliance with the Ontario Fire Code and the Town's Short-Term Accommodation Licensing By-law 2024-078.

This checklist is designed to help applicants prepare for their fire inspection by outlining key fire safety requirements. Please be aware that this checklist is a convenience tool and may not include all necessary requirements. Additional obligations under the Ontario Fire Code and other laws may apply to your property. For the most up-to-date information on the Ontario Fire Code, please visit: www.ontario.ca/laws.

Applicant's Name: ______

Property Address:, C	, Collingwood, ON		
Smoke Alarms			
Condition	Yes	No	N/A
Smoke alarm(s) is installed on every level of the home.			
Smoke alarm(s) battery has been replaced within the last year.			
Smoke alarm(s) is positioned adjacent to sleeping areas.			
Smoke alarm(s) audible signal is clear when the test button is operat	ed. 🗆		
Smoke alarm(s) is within the manufacturer's expiry date.			
Smoke alarm(s) is clean, not painted, and vent holes are clear.			
Carbon Monoxide Alarms (Note: only required when the building	contains	a fuel	-
burning appliance, a fireplace, or an attached storage garage)			
burning appliance, a fireplace, or an attached storage garage) Condition	Yes	No	N/A
burning appliance, a fireplace, or an attached storage garage)	Yes		
burning appliance, a fireplace, or an attached storage garage) Condition Carbon Monoxide alarm(s) is installed on every level of the home who	Yes	No	
burning appliance, a fireplace, or an attached storage garage) Condition Carbon Monoxide alarm(s) is installed on every level of the home who there is a sleeping area.	Yes	No 🗆	N/A
burning appliance, a fireplace, or an attached storage garage) Condition Carbon Monoxide alarm(s) is installed on every level of the home whethere is a sleeping area. Carbon Monoxide alarm(s) is positioned adjacent to sleeping areas.	Yes	No 🗆	N/A
Carbon Monoxide alarm(s) is positioned adjacent to sleeping areas. Carbon Monoxide alarm(s) is positioned adjacent to sleeping areas. Carbon Monoxide alarm(s) is securely fastened to the wall or ceiling. Carbon Monoxide alarm(s) battery has been replaced within the last	Yes	No 🗆	N/A

Carbon monoxide alarm(s) has been vacuumed.		
Carbon monoxide alarm(s) sound when the alarm is tested using the		
alarm test button.		

Fire Extinguisher			
Condition	Yes	No	N/A
A 2A 10BC fire extinguisher is mounted on each floor of the home.			

HVAC			
Condition	Yes	No	N/A
Annual inspection report on HVAC systems (e.g., chimney, flue, flue pipe, solid fuel appliances, gas appliances, and air-conditioning units).			
This report must be made available to the Fire Department at the time of their inspection.			

Emergency Escape Plan			
Condition	Yes	No	N/A
An emergency escape plan must display an exit route(s) for your guests. It must be posted in every room that is used for sleeping and shall be affixed to the back of each door and remain visible at all times, even when the door is in a closed position.			
This must be posted at the time of the Fire Department inspection.			



Questions? Contact the Town of Collingwood Fire Department:

705-445-3920 / ™ cfdprevention@collingwood.ca