



## 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](http://www.ontario.ca/laws).

**Applicant's Name:** \_\_\_\_\_

**Property Address:** \_\_\_\_\_, Collingwood, ON

### Smoke Alarms

Condition	Yes	No	N/A
Smoke alarm(s) is installed on every level of the home.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smoke alarm(s) battery has been replaced within the last year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smoke alarm(s) is positioned adjacent to sleeping areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smoke alarm(s) audible signal is clear when the test button is operated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smoke alarm(s) is within the manufacturer's expiry date.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Smoke alarm(s) is clean, not painted, and vent holes are clear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### Carbon Monoxide Alarms

**(Note: only required when the building contains a fuel burning appliance, a fireplace, or an attached storage garage, or is heated by air from a fuel-burning appliance that is not contained within your home – in effect January 1, 2026).**

Condition	Yes	No	N/A
Carbon Monoxide alarm(s) is installed on every level of the home.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carbon Monoxide alarm(s) is positioned adjacent to sleeping areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carbon Monoxide alarm(s) is securely fastened to the wall or ceiling.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carbon Monoxide alarm(s) battery has been replaced within the last year.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Carbon Monoxide alarm(s) is clean, not painted, and vent holes are clear.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carbon monoxide alarm(s) has been vacuumed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Carbon monoxide alarm(s) sound when the alarm is tested using the alarm test button.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Fire Extinguisher</b>			
<b>Condition</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
A 2A 10BC fire extinguisher is mounted on each floor of the home.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>HVAC</b>			
<b>Condition</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

<b>Emergency Escape Plan</b>			
<b>Condition</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
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 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.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



**Questions?** Contact the Town of Collingwood Fire Department:  
☎ 705-445-3920 / ✉ [cfdprevention@collingwood.ca](mailto:cfdprevention@collingwood.ca)