



Short-Term Accommodation Licensing Service

Property Standards Checklist

As part of the Short-Term Accommodation Licence application process, the Licensed Premise must pass a property standards inspection to ensure compliance with the Property Standards By-law 2016-040, pursuant to the Short-Term Accommodation Licensing By-law 2024-078.

This checklist is designed to help applicants prepare for their property standards inspection by outlining key property standards requirements. Please note that only the portions of the property being used, or that may be used, for the Short-Term Accommodation will be inspected. Please be aware that this checklist is a convenience tool and may not include all of the by-law standards. Additional obligations/requirements under the Property Standards By-law may apply to your property.

Applicant's Name: _____

Property Address: _____, Collingwood, ON

Section A. Building Exterior and Ground

General standards for the exterior of the property, including front, side, and rear yards as well as alleyways and parking areas.

Condition Assessed	Yes	No	N/A
All applicable yards are tidy, well-maintained, and free of hazards, including noxious weeds, overgrown grass, rubbish, or derelict structures and vehicles.	☐	☐	☐
The driveway/parking area is well maintained, free of obstacles, and safe for vehicles and pedestrians.	☐	☐	☐
Exterior stairs, balconies, and porches are in good repair, structurally safe, and free from hazards. Exterior steps and walkways are in good repair, free of cracks, loose materials, or other safety hazards.	☐	☐	☐
Structures: Accessory buildings, such as sheds, and fences are in good condition, structurally sound, and free of graffiti.	☐	☐	☐
Advertising: Signs and any advertising comply with local regulations, including the Signs and Advertising By-law, and are properly displayed.	☐	☐	☐
Buildings and all structures have no visible signs of damage or instability.	☐	☐	☐
Exterior walls, windows, and doors are in good repair, free from damage, and properly functioning to ensure security and safety.	☐	☐	☐
Exterior guards and handrails (if applicable) are securely installed and in good condition.	☐	☐	☐

Roof is in good condition, free from leaks, damage, or signs of significant deterioration.	☐	☐	☐
Exterior lighting is functional, in good repair, and provides illumination for people accessing the property.	☐	☐	☐
If there is a swimming pool on the property (regardless of guest access) the inspection will confirm: - Pool appears in good repair, free of health hazards. - Pool enclosure (fencing, etc.) and all components are maintained as required by the Town's Pool Fence By-law or other applicable regulation.	☐	☐	☐

Section B. Building Interior

General standards for all rooms used or capable of being used for living, sleeping, cooking, or eating purposes.

Condition	Yes	No	N/A
Walls, ceilings, and floors are in good condition, free from large holes, cracks, leaks, loose materials, or visible mold.	☐	☐	☐
Guards and handrails are securely installed and in good condition.	☐	☐	☐
Interior stairs, balconies, and/or porches are in good repair.	☐	☐	☐
Heating system is in good working order and capable of maintaining an indoor ambient temperature of at least 20°C (68°F) in all habitable rooms.	☐	☐	☐
Garbage receptacles are provided, easily accessible, and regularly maintained to ensure cleanliness.	☐	☐	☐
Windows and doors are in good repair, can be securely opened and locked (if applicable), and are designed to allow for quick egress without the need for keys or equipment.	☐	☐	☐
The kitchen area is in good repair, with all required fixtures, including hot and cold water, cooking equipment, and refrigeration appliances, functioning safely and properly.	☐	☐	☐
Any bathroom available to guests is in good repair, with functioning fixtures, safe water temperature, and adequate privacy and is sufficiently isolated from living spaces.	☐	☐	☐
Natural light in habitable areas is sufficient to ensure visibility and comfort during daylight hours.	☐	☐	☐
Other lighting (ceiling/wall lights, lamps etc.) are functional, in good repair, and provides adequate illumination in all necessary areas.	☐	☐	☐
Ventilation is adequate, ensuring the circulation of fresh air in all occupied spaces.	☐	☐	☐



Questions? Contact the Town of Collingwood By-law Services Division:

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