



Short-Term Accommodation Licensing Service

Sample Floor Plan Drawing

A floor plan is required as part of the Short-Term Accommodation Licence Application and must be made available to renters pursuant to the Short-Term Accommodation Licensing By-law 2024-078.

The floor plan may be hand-drawn, provided it is legible and includes all required details.

The floor plan must be drawn to scale and fully dimensional, showing the premises and property and identifying:

- ☐ Property address
- ☐ Layout and dimensions of all rooms and spaces on each storey/floor including the basement (if applicable)
- ☐ Use of each room (e.g., guest room, kitchen, living room, hallway, etc.)
- ☐ Number of persons per guest room (note: maximum 2 persons)
- ☐ Location of smoke and carbon monoxide alarms and early warning devices
- ☐ Location of fire extinguishers
- ☐ Location of all gas and electric appliances
- ☐ Location of all-electric and fuel-burning appliances
- ☐ All entrances/exits to and from the premises and fire escape routes

