

Port Colborne Short-Term Rental Accommodations Tool-Kit

Plan for Fire Safety Guide

Fire Department Short-Term Rental Guideline

Fire Department Guideline for Owners who are operating a Short-term Rental in City of Port Colborne

Please review By-Law No. 7388/79/25. Remember this is a guideline and does not supersede the requirements of By-Law No. 7388/79/25.

Smoke alarms: Smoke Alarm shall be installed on every level of the property. All smoke alarms need to be replaced every 10 years, or before the indicated replace by date. If there are no dates indicated on the smoke alarm, it must be replaced. It is up to the owner to ensure alarms are present and in operating order. Smoke alarms shall meet the requirements of CAN/ULC-S531.

Carbon Monoxide Alarms (CO Alarms): Carbon Monoxide alarms shall be installed on every level of the property where the home contains any type of fuel burning appliance, wood stove/fireplace, or attached garage. CO alarms shall be replaced according to the manufacturer's recommended time. CO Alarms must meet the requirements of CSA-6.19 or UL 2034.

A maintenance record must be maintained for smoke alarms and CO alarms. Smoke and CO alarms must be tested weekly or after every change in tenancy. A record of these checks must be maintained and kept with your licensing information. Below is an example:

Smoke and Carbon Monoxide Testing Example:

Date of Test (MM/DD/YYYY)	Locations (List all alarm locations)	Smoke Alarm Check	Carbon Monoxide Alarm Check
11/01/2025	Basement, main floor hallway, master bedroom	✓	✓
12/01/2025	Basement, main floor hallway, master bedroom	✓	✓

Portable Fire Extinguishers: A listed ABC extinguishers with a minimum rating of 2A 10 BC 5lb, on every level of the property. Portable Fire Extinguishers shall be tested and maintained according to NFPA 10 “Portable fire Extinguishers”. They shall be kept fully charged and operational, in a location where they can be easily seen and accessible and inspected monthly. Maintenance record of this inspection must also be kept. *NOTE: Do not install Portable Fire extinguishers until Fire Department has approved the location for them at your Short-term Rental property.*

Plan for Fire Safety: To be posted on the primary exit door of the Short-term Rental. This fire plan shall include:

- Property Address
- Use of each room
- Location of smoke alarm(s) and carbon monoxide alarm(s)
- Location of gas and electric appliances
- Location of all fireplaces and fuel burning appliances
- Location of fire extinguisher(s)
- Location of exits
- Evacuation routes
- Location of licensing information (Maintenance records, by-laws etc.)

Review the example provided

Site Diagram: To be kept with licensing information at the Short-term Rental Property

- Location of all buildings on the property
- Location of wells/sewer if applicable
- Exterior decks and related site amenities
- Parking area and parking spaces
- Location of all garbage and/or garbage containers

Review the example provided

“In case of Fire” Notice shall be posted on the primary exit door

Fire Safety Plan Review: The Fire Safety Plan shall be reviewed as often as necessary, but at intervals not greater than 12 months, to ensure that it takes account of changes in the use and the other characteristics of the building. Any revisions that do occur within the fire safety plan need to be forwarded to the fire department.

If you have any questions or have all your information prepared and property ready for inspection call, 905 834 4512.

Plan for Fire Safety

To be posted on Primary exit door:

(Address)

Owner Information

Owner name: _____

Phone number: _____

Email address: _____

Address: _____

Local Contact Person

Name: _____

Phone number: _____

Building Information

Occupant load: _____

Smoke alarm type: _____

Carbon monoxide type: _____

Plan for Fire Safety Review: The Plan for Fire Safety shall be reviewed as often as necessary, but at intervals no greater than 12 months, to ensure that it takes account of changes in the use and the other characteristics of the building. Any revisions that do occur within the fire safety plan need to be forwarded to the fire department.

Plan for Fire Safety Review Log Example:

Date of Review (MM/DD/YYYY)	Signature

IN CASE OF FIRE

UPON DISCOVERY OF FIRE

- Leave Fire area Immediately
- Close doors behind you as you escape
- Notify others in the building of a fire
- Leave the building by the nearest exit

CALL 911

From a safe location

UPON HEARING THE FIRE ALARM SYSTEM

- Leave the building via nearest exit
- Close doors behind you

CALL 911

From a safe location

REMAIN CALM

Fire Escape Plan

Layout of your home will include:

- Doorways
- Windows (if they can be used as exits)
- Fire Escapes (if in an apartment)
- Use a separate sheet for each storey/floor Label each room
- Draw a circle where there are smoke alarms
- Draw two ways out of each room
- Write "Exit" on each way out of the home
- Draw an "X" for a safe meeting place outside

