



**THE CORPORATION OF THE
TOWN OF COBOURG**

Cobourg Fire Department
111 Elgin St. E.
Cobourg, ON K9A 1A1

☎ 905-372-9789
✉ fire@cobourg.ca
🌐 cobourg.ca

Short-Term Rental Owner Pre-Fire Inspection

This checklist has been designed to provide you with the information you need to inspect your building for common violations prior to our inspector's arrival. Please complete the checklist and ensure all applicable requirements are met prior to your scheduled inspection.

The purpose of the annual short-term rental property inspection is:

1. To identify and correct violations of the Ontario Fire Code (OFC) and to assist you to meet the requirements of the town's Short-term Rentals Bylaw.
2. To educate Short-Term Rental Property owners about fire and life safety.
3. To ensure safe and enjoyable vacation accommodation to all visitors to our town.

Checklist:

PROPERTY IDENTIFICATION

- Home address is clearly visible from the road. [Include additional signage if applicable, e.g. "Unit B"]

PORTABLE FIRE EXTINGUISHERS

- One portable fire extinguisher is provided on each level of the home.
- Each extinguisher is at least 2A:10B:C rated.
- Extinguishers are wall-mounted, easily accessible, and visible (mounted \leq 1.5m height).
- Annual maintenance inspection completed within the last 12 months by a certified contractor.
- Monthly homeowner fire extinguisher checks are completed and documented.

SMOKE ALARMS

- All smoke alarms are maintained in operating condition.



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- Primary and secondary power supplies are functioning.
- At least one working smoke alarm is installed on each storey.
- Smoke alarms are installed between sleeping rooms and the rest of the storey or in hallways.
- Homes built on/after Jan 1, 2015, have smoke alarms inside every bedroom.
- If the building is equipped with a fire alarm system, annual inspection conducted and records provided upon request.

CARBON MONOXIDE ALARMS (CO Alarms)

- Required if the home has a fuel-burning appliance, fireplace, or attached garage.
- CO alarms are maintained in operating condition.
- Primary and secondary power supplies are functioning.
- CO alarms are installed outside all sleeping rooms.
- At least one CO alarm on each storey (New requirement as of Jan 1, 2026).

BEDROOM REQUIREMENTS

- Extra bedrooms (beyond 3) are unavailable to guests and clearly marked. (CLASS A and B)
- Basement bedrooms have a clear egress route.

FIRE SEPARATIONS (for homes with 2+ dwelling units)

- Fire separations are intact and undamaged.
- Fire-rated doors are undamaged, close properly, and remain closed at all times.

SAFETY SIGNAGE & INFORMATION

- Fire evacuation plans are clearly posted.



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ELECTRICAL SAFETY

- Electrical inspection certificate (inspection within last 4 years)
- No unsafe use of extension cords.
- Extension cords are not used for heating appliances or appliances with motors/compressors.

UTILITY / SERVICE AREA

- Area is clean and free of combustible materials.

Please note compliance with this checklist does not exempt any owner or operator from fully adhering to all applicable provisions of the Ontario Fire Code and the Ontario Building Code. This check list is intended as an additional guide and does not replace or supersede any legal requirement under provincial law.

If you have any questions or concerns regarding any of the above requirements, please reach out to the Cobourg Fire Department Fire Prevention Division at 905-372-9789.