

Health and Safety Inspection Checklist

All dwelling units to be utilized as a short-term rental must (1) have been authorized with a building permit for residential use and (2) comply with the standard safety and Health requirements noted on the checklist below.

Overview of standard safety and Health requirements		
1	Addressing	House and dwelling unit addressing shall be clearly visible from the street. Numbers should be a minimum of 100mm (4 inches) with a contrasting color to house.
2	Emergency Fire Safety Plan	A basic floorplan of the dwelling unit is to be posted at the front door as well as on the back of each bedroom door. The plan should include the exit paths out of the unit; location of fire extinguishers, smoke & carbon monoxide alarms and electrical panel locations; the address of the unit, as well as the contact's name and number of the business owner (refer to Attachment A).
3	Hot Tub	Hot tubs must have a lockable cover. Hot tubs located on decks and balconies impose a significant load on structural elements and may be required to be verified by a structural engineer. Also, tubs located near a balcony edge (guard) may require additional protection to prevent falling.
4	Pool	Swimming pool area must be surrounded by a minimum 1.2m (4') fence with self-closing latching gates. Electrical or gas connections shall be completed by a certified electrician.
5	Fire Extinguisher	At least one 3A10BC Rechargeable Fire Extinguisher per floor, mounted in a visible, accessible location. When the extinguisher is in a cabinet or closet, the door cover must be clearly labeled. It is to be serviced annually by certified Fire Protection Technician. A documentation log is to be maintained and may be audited by the <i>District Fire Department</i> .
6	Smoke Alarm	Smoke alarms (S/A) shall be CAN/ULC-S531 "Standard for Smoke Alarms" and required to be installed on each storey, including basements, on or near the ceiling. A S/A is to be installed in each sleeping room as well as in a location between the sleeping rooms and the remainder of the storey. If the sleeping rooms are served by a hallway, the S/A shall be located in the hallway. The S/A shall be wired so that the activation of one alarm will cause all alarms within the dwelling unit to sound. S/A are to be tested monthly using the test switch on the smoke alarm or the test method recommended by the manufacturer. The alarm signals shall sound during test. A documentation log is to be maintained and may be audited by the <i>District Fire Department</i> .
7	Carbon Monoxide Alarm	Carbon monoxide (CO) alarms are required in dwelling units that have fuel fired appliances (gas or wood) or attached garages and are to conform to CAN/CSA-6.19 "Residential Carbon Monoxide Alarming Devices". CO alarms are not to have a disconnect switch between the overcurrent device and the CO alarm where the CO alarm is powered by the dwelling unit's electrical system. CO alarms are to be mechanically fixed at a height recommended by the manufacturer's instructions. A documentation log is to be maintained and may be audited by the <i>District Fire Department</i> . CO alarms are to be located inside each bedroom or outside each bedroom (within 5 m of each bedroom door measured following corridors and doorways).
8	Wood Burning / Chimney	Please provide a certificate or receipt from a certified chimney sweep (WETT certified) that shows the flues have been cleaned in the last year. Spark arrestor shall be in place on chimneys. Exterior open fire pits are not permitted.
9	Bedroom Window Egress	Bedroom windows are to open without obstruction. The opening cannot be less than 0.35 m ² (3.8 sq ft) with no dimension less than 380 mm (15 inches). Where a window opens into a window well, a clearance of not less than 760 mm (30 inches) shall be provided in front of the window. Furniture can be used to meet this maximum height. There should be no security grilles that require keys, tools or special knowledge of the opening

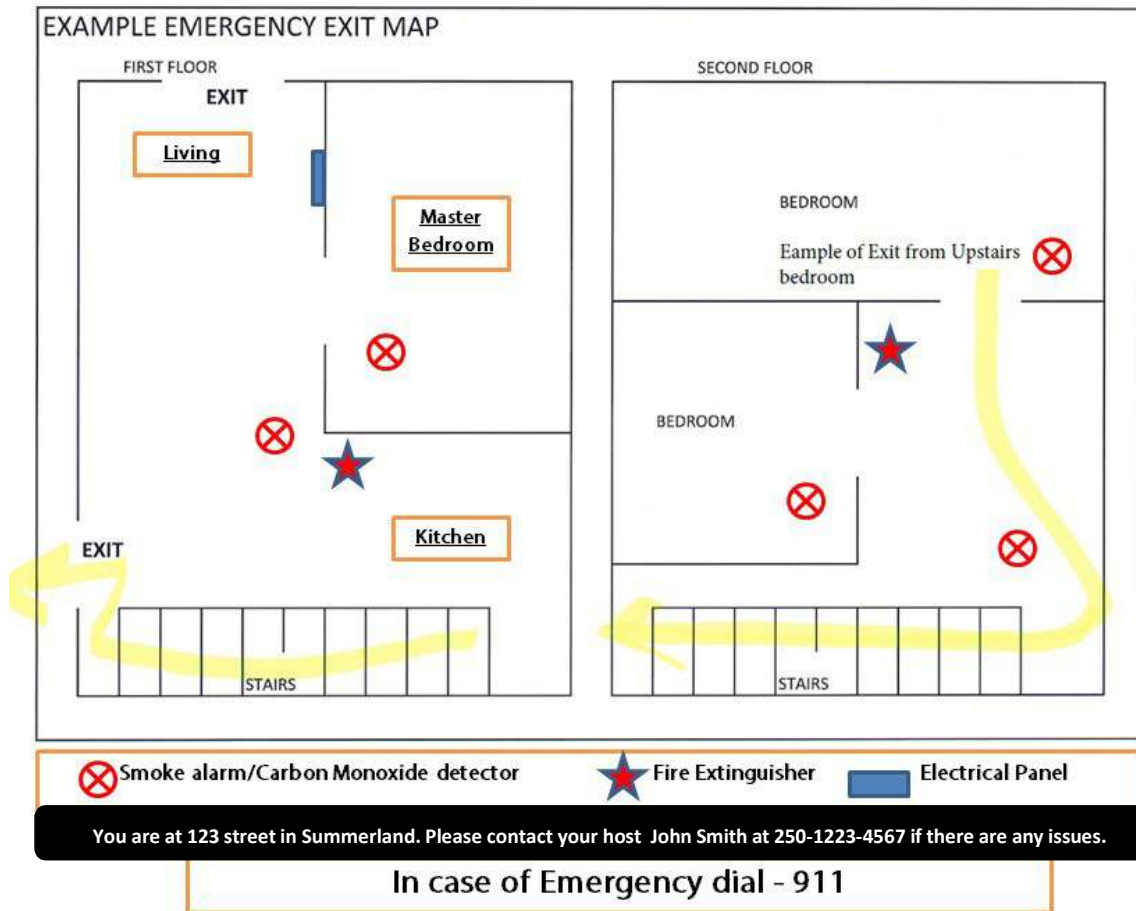
Health and Safety Inspection Checklist (2)

			mechanism. Rooms found not to meet window requirements are not be used for sleeping accommodation (see Attachment B).
	10	Exiting Egress	Pathways to exterior exits such as hallways and stairs should be maintained free and clear of obstructions at all times. Emergency lighting is not required for single family dwellings; however, it is recommended to assist guests through an unfamiliar space during a black out emergency.
	11	Stairs Guardrails Handrails	Stairs, guards, and handrails are to be in good general condition with no missing or damaged steps, sturdy guardrails, handrails, treads shall have appropriate rise and run dimensions with compliant landing. Older homes may require additional or replacement of existing stairs, handrails, and guards (refer to Attachment C for further information).
	12	Deck Patio Gazebo Balcony	General safe condition with sturdy guardrails where required. The surfaces are to be firm without dryrot or holes. Stoops and steps from deck are to comply with applicable code.
	13	Garage	If a garage is attached to a dwelling unit, the garage main door (door from garage to home) must be a solid door with weather-stripping and self-closing hinges.
	14	Water Systems	Plumbing fixtures must be supplied with a potable water supply. Grey water recycling will not be permitted without specific approvals. Fixtures must have hot on the left and cold on the right. Drainage fixtures must have a trap to ensure sanitary gases will not enter the dwelling. Garden Hose connections must have a back flow device (i.e. vacuum breakers). Hot water tanks shall be installed per Code including a Temperature & Pressure Relief Valve, safe gas lines, flue vent, and combustion air. An overflow pan and expansion tank are required for any replaced water heater.
	15	Sewer/Septic Systems	Verification / authorizations of septic disposal systems for the proposed use will be required (Proof of prior building permit is acceptable)
	16	Electrical Gas Systems	No permanent use of extension cords for any reason. Electrical panels must be in general good condition. All circuits are to be accessible and clearly labeled indicating the device or area served. Ground Fault Circuit Interruption (GFCI) should comply with the year the residence was built. Remodeled homes shall have GFCI's installed on all kitchen countertop outlets, in bathrooms, within 6 feet of any sink, as well as in garage and outdoor outlets. A review by a certified electrician or gas fitter may be required if renovation works have been completed without permits. For further information related to electrical and gas systems, please contact the Technical Safety BC at 1-866-566-7233.
	17	Building Occupancy	If a building has an occupancy of 10 or more persons (combined total of a single detached dwelling and secondary suite), please contact a Building Official at 250-490-4054 to review additional BCBC requirements.
	18	Fire/Safety Inspection	Short-Term Rentals are considered an inspectable property within the District of Summerland. The inspections will be conducted in accordance with Summerland Policy No. 800.2 (2014) Frequency of Fire Inspections.

This guideline is provided for convenience and should not be considered a replacement for reviewing bylaws.

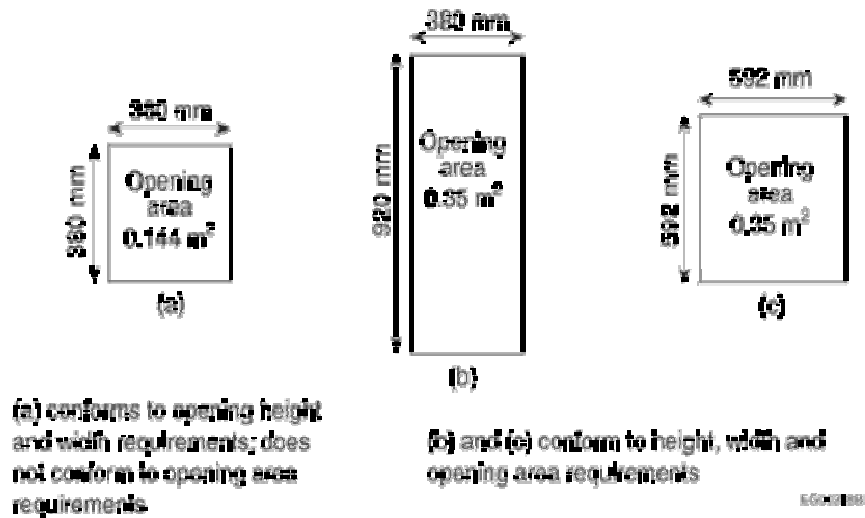
Please contact the Development Services Department at 250-490-4054 or devserv@summerland.ca for information regarding building requirements or further information regarding short term rental licencing.

Example of an Emergency Fire Safety Plan



Attachment B

Example of Window Sizing



Stairs and Landings

- Minimum headroom is 1950mm (76.5 inches);
- Minimum width 860 mm (33.75 inches);
- Steps must not present a tripping hazard - oversized nosing;
- Doors or gates shall not be located at a bottom of a stairway;
- A minimum landing area is 900mm (36inches);
- Spiral or winder tread stairs may not be permitted as the principal access.

Handrails

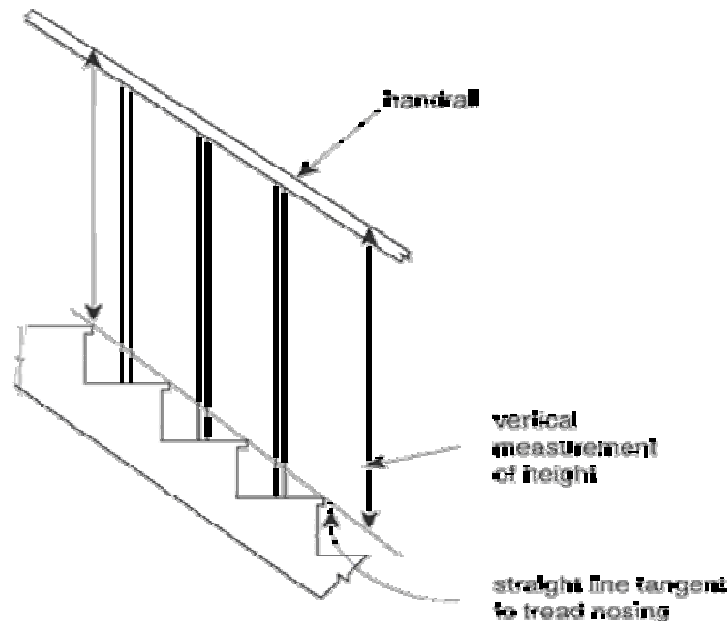
Handrails required:

- Interior stairs have more than 2 risers;
- Exterior stairs have more than 3 risers;
- On one side of stairways between 865mm (34 inches) and 965mm (38 inches); stairs wider than 1100mm (42 inches) will require a handrail on each side;
- Shall be secured into solid backing not more than 1.2m (4 feet).

Guards

Guards are required where there is more than 600mm (24 inches) between walking surfaces.

- Minimum height of internal guards 900mm (36 inches);
- Minimum height of external guards:
 - 900mm (36 inches) for deck surfaces less than 1.8m (6 feet) from ground level,
 - 1100mm (42 inches) for deck surfaces over 1.8m from grade
- No openings in guards that will allow a 100mm (4inch) sphere to pass through;
- No climbable members between 140mm and 900mm from floor/deck surface. Also ornamental finishes or horizontal members may also create a climbable hazard and may require protection or replacement. (see diagram example);
- Topless glass guards may require a review by a structural engineer.



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