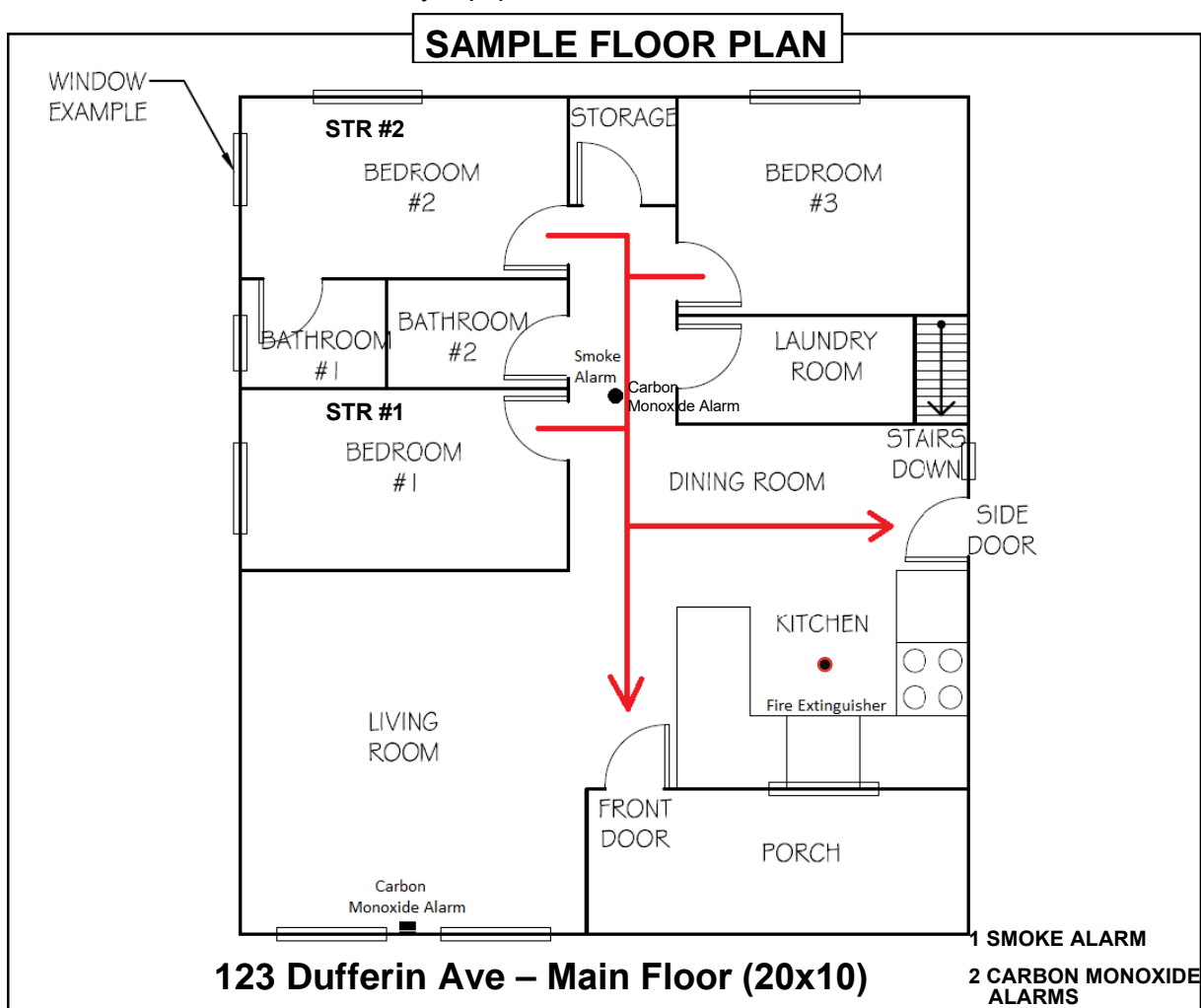


# FLOOR PLAN GUIDE FOR SHORT TERM RENTAL LICENCE APPLICATION SUBMISSIONS

**When providing associated floors plans for a Short Term Rental Licence application, please ensure the following requirements are met:**

1. All floor plans if hand drawn must be completed in pen, with a ruler and be legible. Be advised digitally created floor plans are preferred but not required;
2. Every floor/unit (including unfinished/unoccupied basements) in the building must be on a separate page and include the address of property, the floor and/or unit number (e.g.123 Dufferin Ave – Main floor - Unit #1);
3. For larger buildings (including high-rise and low-rise residential buildings) floor plans provided shall include all corridors leading to exits or exit stairwells.
4. Each room must be clearly shown and labeled and numbered (e.g. Bedroom #1, living room, kitchen, Bathroom #1);
5. Square footage of the unit in which the short-term rental(s) are located
6. Which bedrooms in the unit will be used as short-term rentals (labeled and numbered e.g. STR #1, STR #2)
7. All windows, doors, stairs (internal and external), and all other forms of egress must be clearly shown and labeled, and;
8. All external structures attached to the building must be clearly shown and labeled (e.g.. deck, front porch).
9. The number and location of smoke alarms and carbon-monoxide detectors
10. Evacuation routes and fire safety equipment



**Please note:** Floor plans are required to be submitted at the time of application. If the floor plans do not meet the requirements above, new plans may be required to be submitted