

Short Term Rental Licensing Program

Sample Floor Plan

A floor plan must be submitted with every short-term accommodation application per the Licensing By-law 2024-068. Note: this can be hand drawn.

Requirements for floor plan drawings:

- Municipal address of property
- Layout and dimensions of all rooms and spaces on each storey/floor including basement (if applicable)
- Use of each room (e.g., guest room, kitchen, living room, hallway, etc.)
- Number of persons per guest room, shall not exceed (2) persons
- Location of smoke and carbon monoxide alarms and early warning devices
- Location of all gas and electric appliances
- Location of all fireplaces and fuel-burning appliances
- All entrances/exits to and from the building and fire escape routes

