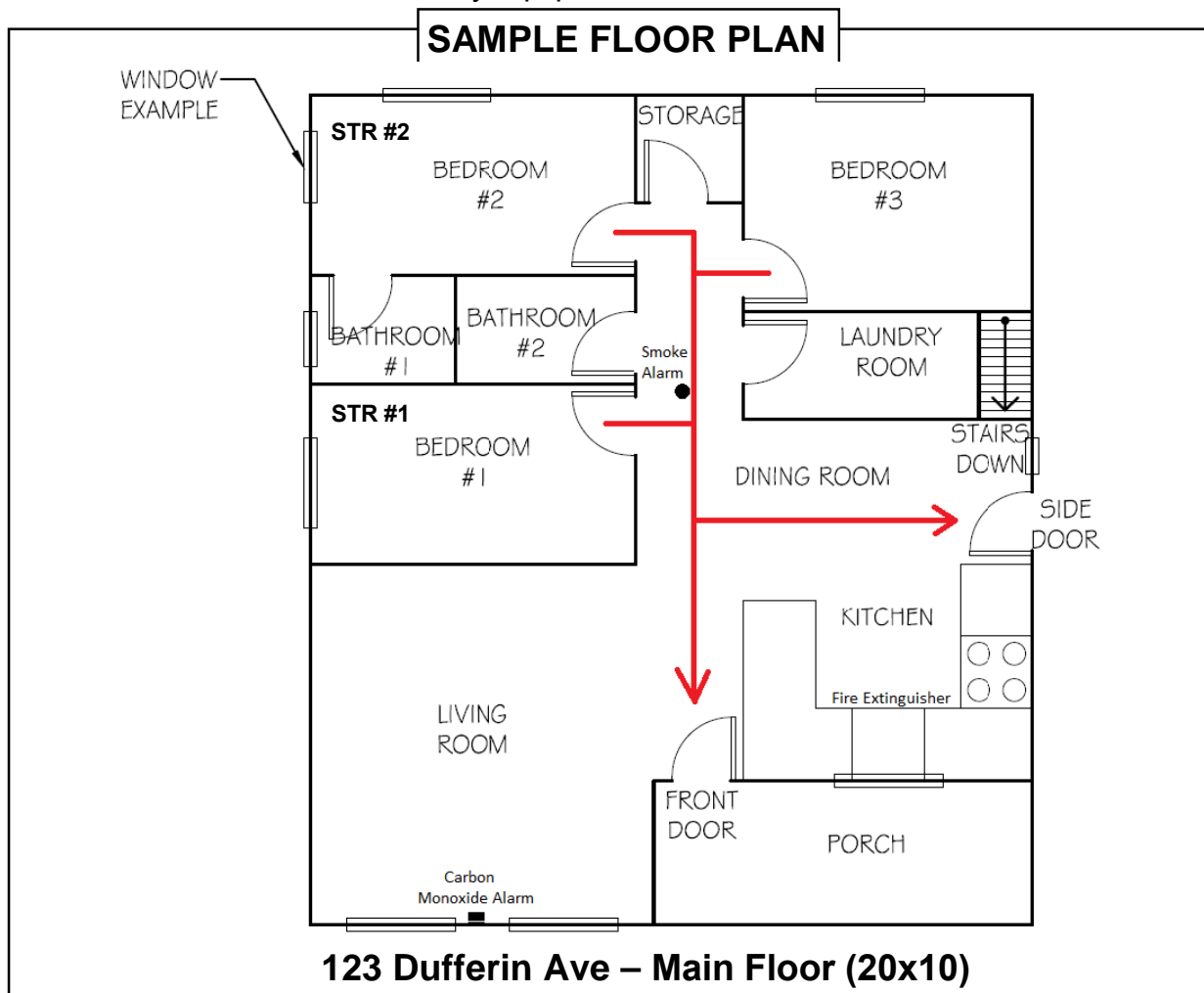


# FLOOR PLAN GUIDE FOR SHORT TERM RENTAL LICENCE APPLICATION SUBMISSIONS

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. Each room must be clearly shown and labelled (e.g. bedroom, living room, kitchen);
4. Square footage of the unit in which the short-term rental(s) are located
5. Which bedrooms in the unit will be used as short-term rentals
6. All windows, doors, stairs (internal and external), and all other forms of egress must be clearly shown and labelled, and;
7. All external structures attached to the building must be clearly shown and labelled (e.g. deck, front porch).
8. The number and location of smoke alarms and carbon-monoxide detectors
9. 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,