

SHORT-TERM RENTAL OPERATOR SELF-CERTIFICATION CHECKLIST

By-law Compliance Services is responsible for promoting health, safety, and livability of the housing stock in the City of Burlington. Inspections of short-term rentals are conducted to ensure they are safe and well maintained. The following checklist is a practical guide to what By-law Officers will look for. Please review this guide and acknowledge your awareness of the items which will require compliance with applicable Provincial and Municipal Legislation and City of Burlington By-laws.

Exterior

Exterior Walls

- Soffit and fascia in good repair
- House number visible from public right of way
- Siding is weathertight and intact
- No openings for animal infestations

Paint

- Wood surface weather protected
- No peeling, chipping, flaking or otherwise deteriorated paint

Foundation

- Structurally sound
- Free from holes or gaps Proper grading

Roof

- Free of leaks
- Structurally sound
- No loose or missing shingles
- Roof overhang free from deterioration

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Existing Gutters and Downspouts

- Free from debris
- Properly attached, and drains away from structure

Chimney

- Tuckpointing/mortar in good repair
- Stable, no bricking missing

Porch and Deck

- Structurally sound and in good repair
- Stairways with more than three (3) risers has handrails

Stairs and Steps

- Securely attached, free from deterioration
- Stairways with more than three (3) risers has handrails
- Snow shoveled at all building exit doors

Premises and Accessory Structure

Garages and Sheds

- In good repair and structurally sound
- Not open to trespass
- Exterior surfaces weather protected and intact

Fences

- Well maintained, and in compliance with by-law
- Wood surfaces weather-protected

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Yard

- Grass and weeds not exceeding 20 centimetres
- Proper grading and ground cover
- No litter, car parts, yard waste, construction waste, or other debris
- Firewood neatly stacked and properly stored
- Waste containers located in proper place

Vehicles and Parking

- No parking on front yard
- Parking only on approved surfaces in approved locations
- No inoperable vehicles on-site

No improper vehicles, RVs, or illegal trailer parking

Interior

Walls and Ceilings

- In good repair
- No loose wallcoverings
- Free from holes
- No flaking, chipping, or peeling paint
- Free from water damage

Floors

- In good repair
- No holes
- Structurally sound
- No trip hazards

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Hallway and Stairs

- Clear pathways
- Handrails/Guardrails securely attached
- Continuous guardrails required on open sides inches above grade Graspable handrails
- Floor covering intact and secured to stairs

Sleeping Rooms

- Proper egress window or door to the outside
- Floor spaces conforms to Ontario Building Code (OBC) regulation
- Minimum ceiling height as per OBC
- Proper light and ventilation Receptacles safe and in good condition

Windows

- No broken/cracked glass
- Easily openable and remains open without the use of a prop
- Openable windows must have screens and be in good repair
- Weathertight
- Window frames and sashes must be free of cracked, chipped, peeling, chalking, or flaking paint and caulk

Doors

- Fit frames, closes and latches securely Proper working hardware
- Weathertight and free from holes
- Exit and entrance doors have functioning locks
- Storm screen doors are maintained in good condition and functioning closers

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Kitchen

- Hot and cold running water with adequate pressure
- No loose or dripping faucets
- Drains function properly, free from obstructions
- Electrical appliances plugged directly into outlets without the use of extension cords or adapters

Bathroom

- Sink/Tub/Shower properly installed and maintained in good repair with caulking intact
- Toilet properly installed with all components intact and properly secured, maintained and functioning
- Light fixture(s) working
- No loose or leaking faucets
- Mechanical venting working if present
- Hot and cold running water with adequate pressure required to each fixture

Electrical, Mechanical and Plumbing

Electrical

- Adequate service outlets
- Fixtures intact and functioning properly
- Extension cords do not present a hazard
- Cover plates on all outlets, switches and junction boxes
- All wiring properly installed and maintained

Mechanical

- Heating facility must be properly installed and maintained,
(Temporary heating devices shall not be used as primary source of heat)

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Plumbing

- All plumbing lines must be installed and maintained to OBC
- Hot and cold running water with adequate pressure required to each fixture
- Waste line must be properly installed and vented
- No leaking faucets or pipes
- All pipes must be free from defects and obstruction and properly secured

Rental Business Owners should note that Self Certification Checklist is not all inclusive. It is meant as a guide to assist in the preparation of inspection. Rental Business Owners are responsible to ensure that their properties are in compliance with all Municipal, Provincial and Federal standards.