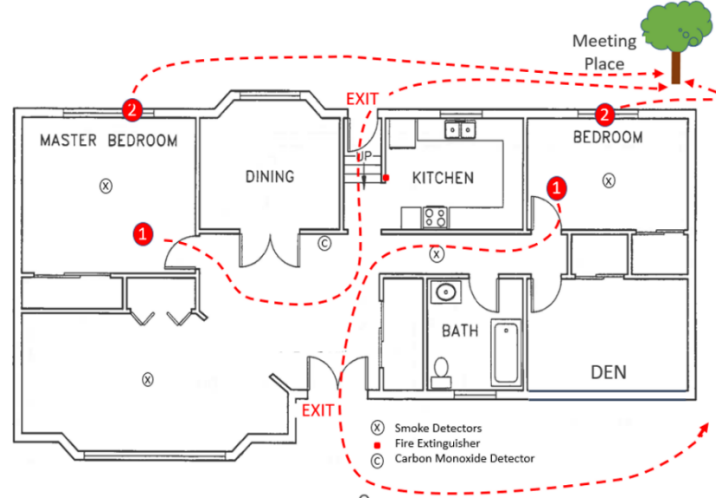


Fire Safety Inspection Requirements

Fire Emergency Plan



Floor plan checklist:

- ☐ location of **Windows**
- ☐ Location of **Doors**
- ☐ Location of **Smoke alarm(s)**
- ☐ Location of **CO (carbon monoxide) detector(s)**
- ☐ Location of **Fire extinguisher(s)**
- ☐ **Primary egress path** from bedroom(s)
- ☐ **Secondary egress path** from bedroom(s)
- ☐ **Meeting place**
- ☐ **Legend**

Ensure floor plan is clear.

- Unclear hand drawn floor plans will not be accepted.

Architectural plans with room and building dimensions, or lighting plots will not be accepted.

- Too much information makes the plan confusing.

One floor plan per page

- Too many plans on a single page reduces the size of the drawing and makes it difficult to read.

Ensure Floor plan is posted at the principal entrance and in bedrooms.

Fire Safety Inspection Requirements

Smoke and Carbon Monoxide alarms/detectors.

Functioning Interconnected Smoke detectors are to be installed in each dwelling unit in accordance with NBC(AE), and the City of Calgary Short Term Rental Owners Responsibility guide.

Fire Extinguishers

One portable extinguisher having a **2-A rating** shall be installed on each story of a building which tenants have access.

All fire extinguishers, regardless of age, must be inspected and “tagged” by a certified fire extinguisher service company.

Fire extinguishers need to be **mounted** on the wall between **3.5ft – 5ft**.

Fire extinguishers are **not permitted** to be installed **in enclosed spaces** e.g., in cabinets, in closets.

Owners are responsible to follow the following inspection guidelines:

Frequency	Requirements
Monthly (see below)	INSPECT extinguisher and sign monthly tag area as per NFPA 10 7.2.2
Annually	INSPECT, TEST and MAINTAIN as per NFPA 10 by qualified personnel acceptable to the AHJ
Every 5 Years	Hydrostatically TEST at 5 years of age as required by NFPA 10 Table 8.3.1
Every 6 Years	REPLACE the extinguishing agent in stored-pressure fire extinguishers as per NFPA 10 7.3.6
Every 12 Years	Hydrostatically TEST at 12 years of age as required by NFPA 10 Table 8.3.1

Fire Safety Inspection Requirements

Egress Windows

Except where the suite is sprinklered, each bedroom or combination bedroom shall have at least one outside window or exterior door openable from the inside without the use of keys, tools or special knowledge and without the removal of sashes or hardware. For more details on window egress requirements please download the “[Advisory Bulletin Egress Window Guidelines](#)” on the City of Calgary website.

Egress Window Guidelines (National Building Code(AE))	NBC(AE)
2. The window referred to in Sentence (1)	9.9.10.1.(2).
a. shall provide an unobstructed opening of not less than 0.35 m2 in area with no dimension less than 380 mm, and	9.9.10.1.(2)(a)

Fire Safety Inspection Requirements



Short-Term Rental Host Emergency Contact

Name*:

Phone Number*:

Email Address*:

Property Address:

*Required fields

For emergency calls regarding:

- Reporting a fire
- Reporting a crime
- Seeking emergency medical assistance

For non-emergency calls regarding:

- Noise concerns
- Parking issues
- Business Licence concerns

Call 911

Call 311

Must be posted inside near the principal entrance.