



FLOOR, PARKING AND EMERGENCY EXIT PLAN GUIDE FOR SHORT-TERM RENTAL LICENSE APPLICATION SUBMISSIONS

When providing an associated floor, parking and emergency exit plan for a Short-Term Rental License application, please ensure that the following requirements are met:

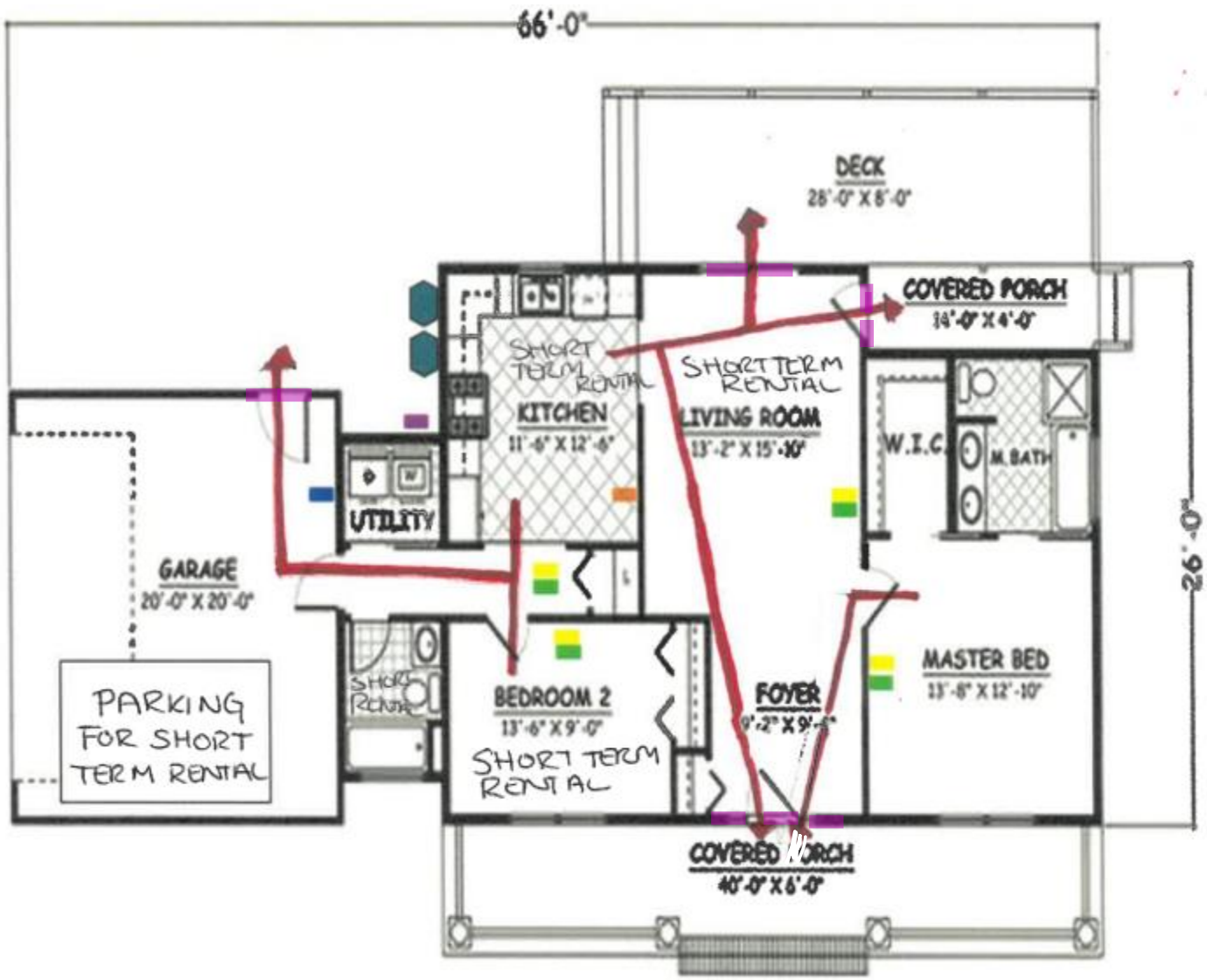
- All floor, parking, and emergency plans, if hand-drawn, must be legible and completed in pen and with a ruler. (Be advised that digitally created floor plans are preferred but not required.)
- Each floor level in the dwelling (including unfinished/unoccupied basements) must be clearly identified and submitted with the application.
- Each drawing must be labeled with the address and floor level. If specific rooms are being used as part of the short-term rental, please label which rooms will be associated.
- If the short term rental is located within the dwelling as a secondary suite, please label as “Secondary Suite” and which floor level the secondary suite is located. (e.g., Secondary Suite, Basement level)
- If the short term rental is located in a garden suite, please label “Garden Suite”. (e.g., 123 Nowhere Street, Garden Suite as shown on guide)
- Each room must be clearly shown and labelled (e.g., bedroom, living room, kitchen).
- Room measurements or square footage of the unit/room in which the short-term rental is located should be shown.
- All windows, doors, stairs (internal and external), and all other forms of egress/access must be clearly shown.
- All external structures attached to the building must be clearly shown and labelled (e.g., deck, front porch).
- The location of all emergency exits must be clearly labelled as shown on the guide.
- The location of every fire extinguisher, smoke alarm and carbon-monoxide detector must be clearly labelled on the floor plan.
- Indicate evacuation routes
- Indicate and clearly label other fire safety equipment if installed (e.g. sprinkler systems, etc.)
- Location and measurements of garage and parking (if the unit only has driveway, this should be shown).
- Label the location for the short term rental parking space(s).

Please note: Applicants must submit floor, parking and emergency exit plans at the time of application. If the plans do not meet the requirements above, new plans may be required to be submitted. *An example of a floor, parking and emergency exit plan sample is included for your information. It should be noted that the floor, parking and emergency exit plan included is **not an official floor plan for Short-Term Rentals and should not be used as a replica for the STR application process.** It should also be noted that this is not a guide for the installation and/or location of fire extinguishers, smoke, and carbon dioxide detectors, etc. Please contact the City of Charlottetown's Fire Department at 902-629-4083 if you require information, safety programs, and resource materials.*

Sample Short Term Rental Unit Floor, Parking and Emergency Exit Plan

Floor Plan Legend:

- Smoke Detector
- Carbon Dioxide Detector
- Fire Extinguisher
- Exterior meeting point for exit plan
- Electrical Panel Shut Off Location
- Propane Shut Off Location
- Propane Tank Location
- Fire Evacuation Route
- Emergency Exits



MEETING POINT