



**CITY OF WEST KELOWNA**  
 Development Services Business Licensing  
 2760 Cameron Road West Kelowna, BC, V1Z 2T6  
 Phone: 778 797 8811

**Short Term Accommodation  
 SELF-EVALUATION  
 SAFETY AUDIT ATTESTATION**

Please initial each section applicable to your Short Term Accommodation and return to City of West Kelowna Business Licensing Department.

**Owner/Operator:** \_\_\_\_\_

**Emergency Contact name/phone:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

*Note: The City and/or West Kelowna Fire Department may conduct random inspections annually for safety compliance.*

I hereby attest that the above information provided is complete and accurate and that the premises have been tested, inspected and/or maintained as required by the City of West Kelowna’s Business Licence and Regulation Bylaw No. 0087 & Fire Rescue Establishment Bylaw No. 0114 and failure to provide complete and accurate information may result in the suspension or revocation of my business licence.

1. Permanent civic address numbers posted and visible from the street. \_\_\_\_\_
2. A building permit was obtained and completed for the building/suite containing the rental accommodation. \_\_\_\_\_
3. 110v hardwired and interconnected smoke alarms have been installed and located per 2018 BC Building Code subsection 9.10.19 within each bedroom and one in the hallway or area outside the bedrooms on the same storey. \_\_\_\_\_
4. All smoke alarms have not reached expiration date and are fully operational. \_\_\_\_\_
5. Carbon Monoxide Alarms have been installed per the 2018 BC Building Code Article 9.32.4.2 within 5m of all bedroom doors and are interconnected between the alarms. \_\_\_\_\_
6. Carbon Monoxide Alarms tested annually (as per manufacturers recommendation). \_\_\_\_\_
7. Smoke Alarms tested and logged monthly (as per BC Fire Code). \_\_\_\_\_
8. Fire Extinguisher having a minimum 2A 10BC rating has been installed on each floor level (must be wall mounted). The extinguisher must be serviced annually by a qualified technician. \_\_\_\_\_
9. Emergency procedures and escape maps posted in each guest room (see attached example). \_\_\_\_\_
10. Means of egress (doors & hallways) operable and unobstructed. \_\_\_\_\_
11. Electrical panels, furnace, hot water tank and other appliances are clear of combustibles (min 1m clearance required). \_\_\_\_\_
12. Bedroom window is operable and has a clear opening of 0.35m<sup>2</sup> (3.8 ft<sup>2</sup>) with no dimension less than 380mm (15”). \_\_\_\_\_
13. No flammable or combustible liquids stored within the dwelling in quantities greater than 5 litres total. \_\_\_\_\_
14. No propane cylinders are stored within the dwelling. \_\_\_\_\_

Owner/Operator Signature: \_\_\_\_\_ Date: \_\_\_\_\_