Keyline Compliance — Photo & Sketch Guide

What to send so we can draw your City of Calgary Fire Safety Plan.

Choose one option

Option A: Hand sketch, one per floor. A rough sketch is fine; no measurements needed. Label each room and mark doors, windows that open, stairs, alarms, CO detectors, extinguishers and gas appliances. Add a photo of anything you're unsure about.

Option B: Photos of every room. Use the checklist below, one floor at a time.

Room-by-room checklist

- **Bedrooms:** door, every window (especially the egress window, and whether it opens fully), ceiling alarm/CO detector.
- **Bathrooms:** door and any window.
- **Hallways:** both ends, ceiling (alarms between bedrooms), doors off the hall.
- **Kitchen:** stove, exterior doors, extinguisher if kept here.
- **Living areas:** exterior/patio doors, windows, any sofa bed or sleeping space.
- **Stairs:** top and bottom, plus where they lead.
- **Basement / utility room:** furnace, water heater, other gas appliances, electrical panel if easy, windows and window wells, exit doors.
- **Garage (if attached):** door into the house, gas appliances.

Make sure these are visible

- Every door and exit to outside
- Windows that open, especially bedroom egress windows
- Existing smoke alarms and CO detectors, and whether each is plug-in or fastened to the wall/ceiling
- Fire extinguishers
- Furnace, water heater and other gas appliances
- Electrical panel (if easy)

Photo tips

- Shoot from a doorway corner so most of the room is in frame
- Tilt up to include the ceiling so we can see alarms
- Use daylight or turn on all the lights
- One floor at a time
- Name files by floor and room, e.g. `Main-Bedroom1.jpg`, `Upper-Hallway.jpg`, `Basement-Utility.jpg`
- Max 10 MB per file; multiple files are fine

Good to know (City of Calgary)

Per the City's STR application requirements, the plan must show every accessible floor and room, doors, fire exits, egress windows, smoke alarms, CO detectors and extinguishers. The CFD STR Owner's Responsibility Guide says CO detectors must be mechanically fastened (in each bedroom or within 5 m of its door) and each storey needs a 2-A extinguisher. *Sources: calgary.ca STR Application Requirements; CFD STR Owner's Responsibility Guide (May 2024).*

Privacy

Photos are used only to draw your plan and are deleted after the job. No guests or personal items need to be in frame — feel free to tidy or skip them.

Keyline prepares plans to help you apply; only the City of Calgary / Calgary Fire Department can approve a plan or pass an inspection.

Questions or upload trouble? Email **jamiederochiemgt+keyline@gmail.com**