

SHORT-TERM RENTAL SAFETY INSPECTION CHECKLIST

The Department of Development Services Department has the authority to enter buildings and premises for the purpose of inspection of a Short-Term Rental property (Municipal Code 123.07). To obtain a permit, all short-term rental units must successfully complete a safety inspection conducted by Development Services. Below is a list of what inspectors are looking for during inspection:

- Do you have a fire evacuation plan with emergency contact information clearly and visibly posted?
- Do you have working carbon monoxide detector on each floor?
- Do you have a working smoke alarm in each room to be rented?
- Do you have a non-expired fire extinguisher on each floor?
- Do you have combustible materials stored away from the mechanical, boiler or electrical room?
- If you have a fireplace or wood burning stove, do you have a non-combustible ash receptacle outside of your home?
- If you have a pool and/or spa, do they have adequate covers and/or fencing?

Fences are required around any swimming pool which is greater than three feet in depth or which exceeds 5,000 gallons. The pool must be enclosed on all sides by a fence or other barrier that provides an impediment of at least six feet thereby limiting access. In the event of a grade separation or the erection of an above ground swimming pool, the six-foot minimum height is measured from outside the fence, while the pool is on the inside. Gates on pool fences are required to be six feet in height with a self-closing latch at least four and one-half feet (54 inches) off the ground. In the case where a common fence cannot be used for a swimming pool fence, the swimming pool fence must be a minimum of four feet in height with a hard cover which complies with the International Building Code (Municipal Code 154.77(F)).

- Are the address numerals on your home visible from the street and at least four inches tall, with one-half-inch stroke width, in a contrasting color?
- Are adequate parking spaces available?
 - 1 parking space for a short-term rental unit with 0 to 2 bedrooms available for rent;
 - 2 parking spaces for a short-term rental unit with 3 to 4 bedrooms available for rent
 - 3 parking spaces for a short-term rental unit with 5 or more bedrooms available to rent.

If a short-term rental unit fails to meet all requirements, a reinspection can be requested for an additional fee. Two failed inspections will result in denial of the short-term application.