



Short-term Rental Life Safety Inspection

All short-term rental properties must undergo and pass a life-safety inspection at the time of initial licensing and on an annual basis accompanying the annual license renewal to ensure compliance with the Town's Building Code. The life safety inspection will be conducted by the Town Building Official, or Designee.

All Short-Term Rentals must meet the following life safety requirements:

1. Smoke alarms located inside and outside EACH sleeping room
2. Carbon monoxide detectors located outside EACH sleeping room door
3. Operable egress window in EACH sleeping room must meet all the following:
 - o A minimum 5.7 square feet clear opening to include a minimum clear height of 24-inches and minimum clear width of 20-inches
 - o A maximum sill height of 44-inches above the floor plane
4. Building Code compliant handrails on all stairs
5. Building Code compliant guardrails on all decks, patios, and porches that are 30-inches above grade
6. Unobstructed egress to the public right-of-way without the use of keys, tools, or special knowledge to exit the building and/or yard
7. Posted egress maps in each habitable room showing the most direct route to the nearest exit
8. Required fire extinguishers installed in readily accessible and visible locations for immediate use in the following locations within the short-term rental:
 - o Each room with a cooking appliance, fireplace, heating appliance, or water heater
 - o Inside and adjacent to the door leading to a deck, porch, or patio with such appliances noted above.
 - o At least one on each story.
 * If the short-term rental is equipped with an approved automatic fire sprinkler system, fire extinguishers may not be required.
9. Required Operations Manual/Users Guide located in a visible location, such as a kitchen counter or entry table
10. A sign containing the following information posted at each interior entrance and exit of the short-term rental:
 - o The property address.
 - o The maximum number of occupants or guests permitted to stay in the unit as approved by the Town
 - o Contact Information for the Fire Department and Police/Sheriff
 - o Contact Information for the short-term rental property manager or property owner.

Staff Use Only	
Pass	Fail
1.	
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Staff Use Only

Inspection

Date of Inspection: _____ Inspector: _____

Property Address: _____

Property Owner/Manager Name _____

Property Owner/Manager Contact: _____

Life Safety Inspection: **PASS** **FAIL**

If Fail, reason:

Additional notes:

Inspector Signature: _____

Owner/Property Manager Signature: _____

Planning Division

Date: _____

Course of Action: **APPROVE APPLICATION** **FOLLOW-UP**

Follow-up Notes:

Planner Signature: _____