

BASIC CHECKLIST (2019)
VACATION RENTAL DWELLING OR TRANSIENT RENTAL CONDOMINIUM
(Additional Requirements May Apply)

Address _____

Owner _____ Phone# _____

Local Contact _____ Phone # _____

OCCUPANT LOAD PROPOSED FOR THIS BUILDING: _____ # OF BEDROOMS: _____

Note: The Zoning Ordinance sets a maximum occupancy based on three persons (over the age of three) per bedroom but it may be further limited based on the number of available off-street parking spaces. Irrespective of the number of bedrooms, occupancy of no more than 10 people (regardless of age) can be authorized unless the building is protected by an approved sprinkler system.

1. GENERAL REQUIREMENTS

- A. The **address** must be visible from the street.
- B. A Public Alert **NOAA Weather Radio** – along with an informational sheet that summarizes the warning capabilities of the radio must be posted. These can be purchased from the city.
- C. 50% of all required **yards must be landscaped** so that they are not dominated by parking.
- D. The off-street required **parking spaces must be paved** or provided with an approved surface as permitted by the Planning Director.
- E. **Exterior lighting** fixtures must be shielded in a manner to prevent glare from being visible from the surrounding properties when having bulbs exceeding 450 lumens (equivalent to a 40 watt incandescent light bulb).

2. WEATHER PROTECTION

- A. No broken windows or damaged doors and in condition to provide a weather resistive barrier.
- B. Doors must be weather-stripped, have working locks, and openable from the inside without a key or special knowledge.
- C. **Roof and exterior wall coverings** must be in good shape. There must be no excessive chipped or peeling paint.
- D. All dwelling units shall be **mold** free.

3. MECHANICAL/ELECTRICAL

- A. **Chimneys** serving wood fireplaces and stoves shall be lined and have the proper clearances to combustibles (interior chimneys 2-inches & exterior chimneys 1-inch). Chimneys must be cleaned each year. If a fireplace does not have a chimney in compliance with code, it must be **secured or signed “not for use”** in addition to installing decorative feature, such as a plant, to deter the use. The fireplace can also be converted for use of a gas appliance when it is installed under a permit and according to its listing.
- B. An openable window or an approved mechanical **venting system is required in bathrooms** and kitchens.
- C. **Electrical Panels** shall be accessible to the tenants and be provided with 36 inches clearance in front of the panel.

4. SANITATION & HEATING

- A. Provide two **garbage cans** with lids, and suitable storage. Weekly garbage service is required.
- B. An approved heating source for all habitable spaces shall be provided.

5. SAFETY

- A. **Smoke alarms** are required in all sleeping areas, the hallway serving them, and every floor.
- B. **Carbon Monoxide Alarms** – shall be located in each bedroom or within 15 ft of each bedroom door. Bedrooms on separate floor levels in a structure shall have separate carbon monoxide alarms serving each story.
- C. Basements and all sleeping rooms shall be provided with an approved **egress opening** (windows must be made accessible if sills are more than 44” above the floor & protected less than 24”), directly to the outdoors, large enough for escape from a fire as determined by the Building Official (current code min. 5.7 sq. ft., except grade or below 5 sq. ft.). Exception: Basements used only to house mechanical equipment not exceeding 200 sq. ft.
- D. All stairs, decks, and balconies over 30” above grade, shall have a **guardrail**, 36” in height, with intermediate rails spaced so a 4 inch sphere cannot pass through.
- E. All stairs with four or more risers shall have a **handrail**, not less than 34”, or more than 38” high. The gripping surface shall comply with R311.7.7 of the State Dwelling Code. Handrail ends shall be returned against a wall or post. Stairs are required to have a clearance at a plane above the nose to any vertical overhead finish of approximately 6 feet 8 inches.
- F. A **fire extinguisher** having a minimum rating of **2:A 10:BC** must be mounted 3-4 ft. above the floor in the kitchen area approximately 5 – 10 ft. from the cooking stove.
- G. **Steps** are a min. of 4” & max of 8” (R311.7.5.5). The greatest **stair riser height & tread** in any flight shall not exceed the smallest by more than **3/8”** (R311.7.5.1).
- H. **Means of Egress** are governed by code section R311 & covers **doors, floors. & landings**.
- I. Tempered Glass or security film (min. 4mm) protection is required for windows w/i 2’ of egress doors & <60” from floor, along interior stairs, and fall zones from bathtubs & showers (w/i 60”& <60” from floor)

6. PARKING REQUIREMENTS

- A. A minimum of two off-street **parking spaces** (each space, 9’X18’) shall be available, plus one additional for each bedroom over two or occupancy will be further limited. Tenants are required to park in the spaces provided on-site & **prohibited from using on-street parking**.
- B. Required off street parking must be **paved** (asphalt, concrete, or alternative surface approved by the Planning Director).

7. POSTINGS REQUIRED

- A. **Good neighbor rules** and maximum number or occupants must be posted inside the front door.
- B. A **parking map** must be posted in the rental unit that identifies the on-site parking spaces & include a statement noting **“ON-STREET PARKING CANNOT BE USED BY RENTERS. PLEASE USE THE SPACES PROVIDED ON SITE.”**
- C. The owner shall post or otherwise provide a **tsunami evacuation map** in a conspicuous location within the rental unit that also indicates **“You Are Here”**.
- D. The **business license** noting the maximum occupants (over age of 3).

Please note that this is just a basic checklist, additional requirements may apply. An inspection must be scheduled at the Community Development Department. A reinspection is required if any corrections are noted. There can be additional notification and administrative action needed to complete the approval process.