

**BASIC CHECKLIST (2016)**  
**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 NOAA Radio – along with an informational sheet that summarizes the warning capabilities of the radio must be posted.
- 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), directly to the outdoors, large enough for escape from a fire as determined by the Building Official.  
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 and be returned against a wall or post. Stairs are required to have a clearance at a plane above the nose to any 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.

#### **6. PARKING REQUIREMENTS**

- A. A minimum of two off street parking spaces shall be available, plus one additional for each bedroom over two. **NOTE: On-street parking is not allowed**
- B. Required off street parking must be paved.

#### **7. POSTINGS REQUIRED**

- A. Good neighbor rules and maximum number or occupants must be posted inside the front door.
- B. Tenants are required to park in the spaces provided on-site. These sites must be identified on a parking map posted in the rental unit with 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.**