*This checklist outlines some of the basic requirements that need to be met in order to be licensed. The purpose of an inspection is to ensure that your customers are provided a safe place to spend their time. Generally, we are looking at the building to ensure that the required safety systems are in place and have been serviced. We are also checking to ensure that the building has been maintained and is safe for use as a rental unit. Some items may be non-applicable* ***(Additional Requirements May Apply)***

**OUTSIDE**

YES □ NO □ N/A □ House number is visible from the street

YES □ NO □ N/A □ The name, address and telephone number of the agent, representative or local contact person for the owner of the vacation home rental given that may be reached on a 24 hour basis.

YES □ NO □ N/A □ Each parking spot must be at least nine feet wide and 19 feet long.

YES □ NO □ N/A □All parking is in the garage, driveway, , and/or on-site

YES □ NO □ N/A □Outside electrical receptacles are GFCI and they are in good working condition.

YES □ NO □ N/A □ There is no rubbish, trash, brush or tree trimmings accumulation on the property.

YES □ NO □ N/A □ Barbecue grill is only used outdoors, and not in covered deck.

YES □ NO □ N/A □ Swimming pool or hot tub Filter, or heater is properly grounded.

YES □ NO □ N/A □ Sags, splits or buckling ceilings, walls, roofs, ceiling or roof supports, stairs, decking or other horizontal members due to defective material or deterioration.

**INTERIOR**

YES □ NO □ N/A □ House rules or guest guide and, includes fire escape plan

YES □ NO □ N/A □ Maximum number of occupants posted inside the front door

YES □ NO □ N/A □ Indicate local emergency numbers and the nearest hospital. Provide a clear emergency contact number for yourself, as well as backup, for easy guest reference. Also make clear how you should be contacted if the guest has questions or issues arise.

YES □ NO □ N/A □Home has smoke alarms on every level.

YES □ NO □ N/A □Home has a smoke alarm in every bedroom.

YES □ NO □ N/A □Smoke alarms are located outside each separate sleeping area.

YES □ NO □ N/A □ No All smoke alarms are working.

YES □ NO □ N/A □For larger homes (where the interior floor area on a given level is greater than 1,000 square feet), there is an average of at least 1 smoke alarm for every 500 square feet. [See NFPA 72-2007 11.5.1.3, 29.5.1.3 (2010)]

YES □ NO □ N/A □Home has a carbon monoxide alarm outside each separate sleeping area.

YES □ NO □ N/A □Home has a carbon monoxide alarm on every level.

YES □ NO □ N/A □Carbon monoxide alarms are working.

**BEDROOMS**

YES □ NO □ N/A □ All bedrooms have two ways out — window and a door.

YES □ NO □ N/A □Windows used for escaping open easily — not blocked by furniture, security bars or nailed/painted shut. Security bars, if present, have a quick release-device.

YES □ NO □ N/A □Windows used for escaping open easily — not blocked by furniture, security bars or nailed/painted shut. Security bars, if present, have a quick release-device.

YES □ NO □ N/A □Basements and all sleeping rooms shall be provided with an approved egress opening directly to the outdoors. EXCEPTION: Basements used only to house mechanical equipment and do not exceed 200 sq. Ft.

**KITCHEN**

YES □ NO □ N/A □Smoke alarms are located at least 10 feet from a stationary or fixed cooking appliance.

YES □ NO □ N/A □10 lbs. ABC Fire extinguisher is in the kitchen and easy to find.

YES □ NO □ N/A □ First aid kit easily available.

YES □ NO □ N/A □Things that can burn are removed from the stovetop.

**LIVING/ SHARED ROOMS**

YES □ NO □ N/A □ Chimney is inspected annually and cleaned as needed.

YES □ NO □ N/A □Fireplace has proper screen and hearth.

YES □ NO □ N/A □The home is not cluttered with clothes, magazines, newspapers and other items that can burn.

YES □ NO □ N/A □Things that can burn are at least 3 feet from space heaters and fireplaces.

YES □ NO □ N/A □Flammable liquids, if stored in the home, are limited in quantify.

YES □ NO □ N/A □Hot water heater is set at no higher than 120° Fahrenheit.

YES □ NO □ N/A □Things that can burn are at least 3 feet from the furnace.

YES □ NO □ N/A □Furnace is inspected and cleaned annually.

YES □ NO □ N/A □ Clothes dryer lint filter and vent pipe are clean.

**ELECTRICAL**

YES □ NO □ N/A □AFCIs (arc-fault circuit interrupters) are installed throughout the home and they are

YES □ NO □ N/A □working properly (new home construction only).

YES □ NO □ N/A □Kitchen and bathrooms have GFCI outlets on countertop surfaces within 6 feet of running water outlets and they are working properly.

YES □ NO □ N/A □All receptacle and switch faceplates are installed and in good condition.

YES □ NO □ N/A □Switches are in good condition — no evidence of arcing or overheating.

YES □ NO □ N/A □Lighting fixture canopies are fastened in place and fixture is in good condition.

YES □ NO □ N/A □Bulbs in light fixtures are the correct wattage for the lighting fixture.

YES □ NO □ N/A □Flexible cords and cables are not used as fixed wiring, run through holes in walls, ceiling or floor, run through doorways or windows or under carpets or attached to building surfaces.

YES □ NO □ N/A □Panel board and distribution equipment is accessible for inspection and in good condition —no evidence of overheating, corrosion or other damage.

YES □ NO □ N/A □Service entrance raceways or cables are fastened in place, grounded, readily accessible and in good condition.

**GARAGE**

YES □ NO □ N/A □ There is a solid door between garage and residence.

YES □ NO □ N/A □ Gas powered equipment is stored in an outside shed or garage, separate from the home.

YES □ NO □ N/A □No Gasoline is stored in an approved safety container in an outside shed or garage, separate from the home.

YES □ NO □ N/A □Workshop area is clean of things that can burn.

**OCCUPANCY**

YES □ NO □ N/A □Dwelling unit exceed the occupancy limits permitted based on bedrooms or parking.

YES □ NO □ N/A □Occupants not to exceed the number of designated on-site parking spaces.

YES □ NO □ N/A □Occupants not to exceed four (4) persons per bedroom. The number of bedrooms shall be based upon the Property Appraiser’s profile of the property, and other documents of record as needed. In no case shall the maximum total occupancy for any dwelling unit exceed the occupancy limits permitted. No more than 16 without separate fixed cooking facilities.

**SANITATION**

YES □ NO □ N/A □Bathroom with approved plumbing fixtures.

YES □ NO □ N/A □kitchen containing cooking facilities, refrigerator and an approved kitchen sink.

YES □ NO □ N/A □Signs of mold or mildew on wall surfaces or dry rot of any wood member.

YES □ NO □ N/A □Signs of infestation from rodents or insects.

YES □ NO □ N/A □Provided garbage cans with lids, and suitable storage. garbage service is required