

**NEW BUFFALO TOWNSHIP RENTAL "BASIC" CHECKLIST**  
**Building and Zoning Department**  
**17425 Red Arrow Highway, New Buffalo, MI 49117 - Phone (269) 469-1011**



**SHORT TERM OR VACATION RENTALS**

*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 the required safety systems are in place and the building has been maintained in a manner that is safe for use as a rental unit. Site inspection may include, but is not limited to the following:*

**OUTSIDE**

House number is visible from the street

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

Each parking spot must be at least nine feet wide and 19 feet long

All parking is in the garage or driveway on-site. No street parking is permitted

No rubbish, trash, brush or tree trimmings accumulated on the property

Barbecue grill is only used outdoors, and not in covered deck

Swimming pool or hot tub has proper fencing or safety cover

No broken windows or damaged doors. No visible penetrations that would allow weather to enter

No Sags, splits or buckling of ceilings, walls, roofs, ceiling or roof supports, stairs, decks or other horizontal members due to defective material or deterioration

**INTERIOR**

Maximum number or occupants must be posted

First aid kit easily available

Home has smoke alarms on every level

Home has a smoke alarm in every bedroom

Smoke alarms are located in adjoining hallway outside of sleeping area

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All smoke alarms are working

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)]

Home has a carbon monoxide alarm on every level

Carbon monoxide alarms are working

#### **BEDROOMS**

All bedrooms have two ways out. (window and a door)

Windows used for escape open easily. Windows should not be blocked by furniture, security bars or nailed/painted shut. Security bars, if present, must have a quick release-device

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 not exceeding 200 sq. ft.

#### **KITCHEN**

Smoke alarms are located at least 10 feet from a stationary or fixed cooking appliance

10 lbs. ABC fire extinguisher is in the kitchen and easy to find

#### **SHARED/ LIVING SPACE**

Chimney is inspected annually and cleaned as needed

Wood burning fireplace has proper screen and hearth

Combustibles are at least 3 feet from space heaters and fireplaces

Flammable liquids, if stored in the home, are limited in quantity

The home is not cluttered with clothes, magazines, newspapers and other items that can burn

Workshop area is clean of things that can burn

Hot water heater is set at no higher than 120° Fahrenheit



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Combustibles are at least 3 feet from the furnace

Furnace is inspected and cleaned annually

Clothes dryer lint filter and vent pipe are clean

**ELECTRICAL**

AFCIs (arc-fault circuit interrupters) are installed throughout the home and they are working properly. (new home construction only)

Kitchen and bathrooms have GFCI outlets on countertop surfaces within 6 feet of running water outlets and they are working properly.

All receptacle and switch faceplates are installed and in good condition.

Switches are in good condition — no evidence of arcing or overheating.

Lighting fixture canopies are fastened in place and fixture is in good condition

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

Panel board and distribution equipment is accessible for inspection and in good condition. (no evidence of overheating, corrosion or other damage)

No improperly exposed wiring

No overloaded extension cords

Power Strips or surge protectors" shall be UL listed, polarized, grounded and equipped with over current protection. They shall be directly connected to a permanently installed receptacle. No "Daisy Chaining."

Extension cords, multi-plug adapters and flexible cords shall not be a substitute for permanent wiring

**GARAGE**

There is a solid door between garage and residence

Gas powered equipment is stored in an outside shed or garage, separate from the home

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Gasoline is stored in an approved safety container in an outside shed or garage, separate from the home

**OCCUPANCY**

Dwelling unit shall not exceed the occupancy limits permitted based on bedrooms

Number of on-site parking spaces must be sufficient to accommodate rental occupancy

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 occupants without separate fixed cooking facilities

**SANITATION**

Kitchen contains cooking facilities, refrigerator and an approved kitchen sink

No signs of mold or mildew on wall surfaces or dry rot of any wood member

No signs of infestation from rodents or insects

Garbage cans with lids, and suitable storage must be provided. Garbage service with regular refuse removal is required