



Building Department

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SHORT TERM RENTAL FIRE LIFE SAFETY INSPECTION CHECKLIST

Please ensure compliance with the entire checklist
prior to scheduling your inspection. Violations found
Upon initial inspection may require a re-inspection.

1. Charcoal burners and other flame producing cooking devices shall not be operated on combustible balconies or within 10 feet (3048mm) of combustible construction.
2. Storage of combustible materials shall be separated from heaters or heating devices by a distance or shielding so that ignition cannot occur. Maintain a minimum of 36" clearance on all sides of fuel fired appliances to storage of combustibles.
3. Fire safety plans shall be posted on each floor level or the structure adjacent to the main egress travel path and shall include the following information.
 - a. The procedure for reporting a fire or other emergency (i.e. call 911, there is a fire at (address) or a medical emergency at (address))
 - b. Current address and location of occupancy
 - c. Floor plans identifying the location of the following
 - I: exits
 - II: primary evacuation routes
 - III: secondary evacuation routes
 - IV: portable fire extinguisher
 - d. Identification and assignment of personnel responsible for emergency contact and maintenance systems (local representative or owner)
 - e. Address must be installed so it is visible from the street or road fronting the property 4" minimum letters and numbers are required.
 - f. Portable unvented fuel-fired heating equipment is prohibited inside the occupancy.

- g. Electrical hazards shall be abated (cover plates intact, no open wiring junction boxes).
- h. Electrical panels require a minimum clearance or 30" wide by 30" depth by 78" height be maintained free from storage or obstructions
- i. Extension cords shall not be used as permanent wiring
- j. Holes in walls, ceilings, and doors must be repaired to maintain fire resistance rating of the barrier.
- k. Portable fire extinguishers of a 2A10BC minimum rating shall be installed on approved hangers within the egress path on each level of the occupancy.
- l. Portable fire extinguishers shall be maintained annually by licensed fire protection contractor.
- m. Smoke alarms are required to be installed in every sleeping room and outside of every sleeping room. Also in every room that is in the path of egress, and on each level of the occupancy including basements (interconnection may be required).
- n. Carbon monoxide alarms are required on each level of the occupancy and outside of each sleeping room (not required in occupancies where no fuel burning appliance or attached garage is present).
- o. Minimum dimension of egress windows shall be 24" in height, and 20" in width. The bottom of the clear window opening (actual window opening) shall not be more than 44" as measured from the floor. Non-compliant windows shall be replaced or those rooms shall not be used for sleeping.
- p. Exits shall be maintained free of obstructions at all times (including ice, snow)
- q. Basements shall be free of flammable liquid storage (i.e. solvents, thinners, oil based paints, gasoline, propane, etc.)