



SHORT TERM RENTAL INSPECTION CHECKLIST

CITY OF CANNON BEACH

A short-term rental dwelling must be inspected to determine whether it meets the standards of the Uniform Housing Code (UHC) as adopted by the City and to establish its maximum occupancy. The cost of the inspection is \$106. Prior to the issuance of a vacation home rental permit, the owner of the dwelling shall make all necessary alterations to the dwelling required by the Building Official. Failure to complete the necessary alterations within 30 days of the Building Inspector's notification of required alterations may result in the revocation of the permit.

Property Address: _____ Property Owner: _____ Telephone #: _____

Local Representative: _____ Telephone #: _____

of bedrooms _____ # of parking spaces _____

General Requirements: (not requirements of the UHC, but required by City Code or Oregon Statute)

- House numbers installed (minimum 2 ½ H, 2 ¼ W) and clearly visible from the street.
- Smoke alarms installed in all sleeping rooms, outside all sleeping areas, and on each floor of dwelling.
- No vegetation or hardscape encroaching into the Public Right of Way.
- Driveway access shall not exceed twenty feet for single ownership or shall otherwise meet the Municipal Code, Section 12.08.040.

Sanitation:

- Dwelling equipped with functional bathroom facilities consisting of a toilet, sink, and either a bathtub or shower.
- Dwelling equipped with functional kitchen facilities consisting of a stove, refrigerator, and sink.
- All plumbing fixtures connected to the sanitary sewer system and equipped with proper "P" traps.
- All plumbing fixtures connected to an approved water supply and provided with hot and cold water necessary for their normal operation.
- All sanitary facilities installed and maintained in safe and sanitary condition.
- No signs of mold or mildew on wall surfaces.
- No signs of infestation from rodents or insects.
- Dwelling is equipped with adequate garbage and rubbish storage.

Safety:

- Basement and all sleeping rooms are provided with windows designed to meet egress standards or exterior doors.
- All stairs, decks, and balconies over 30 inches in height are provided with approved guardrails.
- All stairs with three or more risers are provided with approved handrails.
- Carbon Monoxide detectors shall be located in each bedroom or within 15 feet of the bedroom.
- Mechanical rooms are not to be used for storage.
- All solid fuel appliances, flues and chimneys must be inspected and approved by a professional.

- Hose bibbs must be protected by an anti-siphon device.
- Lawn sprinkler systems must be protected by a backflow device.
- The electrical panel must be marked, labeled, and accessible.

Structural:

- Dwelling has no sags, splits or buckling of ceilings, roofs, ceiling or roof supports or other horizontal members due to defective material or deterioration.
- No split, lean, list, or buckle of dwelling walls, partitions or other vertical supports due to defective material or deterioration.
- Fireplaces and chimneys are not listing, bulging, or cracking due to defective material or deterioration.
- No evidence of decay or damage to exterior stairs or decks.
- Tank water heaters must be secured for seismic requirements and accessible.

Weather Protection:

- Dwelling has no broken windows or doors.
- No broken, rotted, split, buckled or exterior wall or roof coverings that affect the protection of the structural elements behind them.
- No signs of pooling of run-of water from roof downspouts causing issue on property or to neighboring properties.

Mechanical/Electrical:

- Every habitable room contains at least two electrical outlets or one outlet and one light fixture.
- All electrical equipment, wiring, and appliances have been installed and are maintained in a safe manner.
- Dwelling is equipped with heating facilities in operating condition.
- All solid fuel burning appliances are installed per applicable codes and maintained in safe working condition.
- Dwelling has proper ventilation in all rooms and areas where fuel burning appliances are installed.
- Gas appliances must be listed and labeled and may be required to have outside ventilation.

Any of the above items which have been checked must be corrected and re-inspected prior to the issuance of a transient rental permit or vacation home rental permit.

Presented to: _____ Approved Date: _____

Inspected by: _____ Requires Modifications Date: _____