

# Short-Term Rental Checklist



## ✉ Application Requirements

- ☐ Single-Family Dwellings *only* require a Site Plan showing trash location and number of designated 9' X 18' parking spots (Maximum of (6))
- ☐ Copy of advertisement which includes your Short-Term Permit Number
- ☐ If applicable, letter of approval from HOA
- ☐ Current year Business License

## ✉ Other Regulations

- ☐ If applicable, obtain Certificate of Occupancy
- ☐ Permit must be issued to a person and not a business entity
- ☐ Owner must list valid short-term rental permit number (account number) on advertisement(s)
- ☐ Owner/Short-Term Rental Agent must be available by phone at all times during rental
- ☐ Owner/Short-Term Rental Agent must take responsive action within (1) hour of receiving a complaint
- ☐ Owner must display whether pool and/or hot tub is available for use and any safety measures in place
- ☐ Owner shall provide guests with the number of 9' X 18' parking spots available on driveway (maximum of (6)) and ensure guests are not parking on grass or pine straw
- ☐ If applicable, owner shall inform guests of the trash pick-up instructions and ensure all garbage is stored in containers at all times
- ☐ Owner must display the noise ordinance rules in the property for guests to see
- ☐ Bedrooms must meet building and safety codes and be primarily for sleeping rather than a living, dining or common space

## ✉ Fire & Safety Regulations

- ☐ Owner must review and adhere to Fire & Safety regulation checklist
- ☐ All properties must have at least (1) fully charged fire extinguisher
- ☐ All properties must have carbon monoxide and smoke detectors as listed on fire checklist
- ☐ All properties of 3,600 sq ft or more must have a compliant fire suppression system or an approved fire safety monitoring system which provides a siren throughout the home. Smoke detection must be in every bedroom, every floor, and in every room in the path of egress
- ☐ All properties with an external propane barbecue must have a (60) minute shut off valve
- ☐ Combustible gas (propane) alarm to detect propane
- ☐ Owner shall maintain unobstructed escape routes in the event of fire

