



Short Term Rental Self-Inspection Checklist

Rental Dwelling Address: _____

Property Owner Name: _____

Property Owner Address: _____

Property Owner Phone and email: _____

Instructions for Use

1. The property owner of the short-term vacation rental is required to complete this checklist.
2. Complete this survey for the entire dwelling even though you may only be renting a portion of the dwelling.
3. It is not required to upgrade the dwelling to currently adopted building codes. Instead, as a minimum, the dwelling must be in good repair and must comply with the building codes that were in effect when the dwelling was constructed. However, compliance with all items in this checklist is still required.
4. See the notes section at the end of this checklist for additional information.

MEANS OF EGRESS AND DOORS		COMPLY	
		N/A	YES
1	All persons must have access to a minimum 32-inch clear width by 78-inch clear height exit door.		
2	The exit path above shall not pass through a garage.		
3	All doors along exit path shall be openable without delay. This means without use of a key, special knowledge (combination), or special effort.		
4	The exit path, including stairways and landings, must be clear of storage or other items that restrict exit width. An exit pathway at least 36 inches wide shall be provided within the dwelling.		
5	All stairways shall be provided with switched lighting.		
6	All stairways shall be provided with a handrail and shall be maintained in good condition (free of damage, trip hazards, etc.).		
7	Each bedroom shall have at least one door or egress window to the exterior of the dwelling. When open, the open portion of the window shall be at least 20 inches wide, at least 24 inches high, and at least 5.0 square feet on the ground floor and 5.7 square feet for all others. (821 square inches).		
8	Provide a self-closing solid (wood or metal, no windows) door between the attached garage and the dwelling.		

HVAC, PLUMBING AND ELECTRICAL SYSTEMS		COMPLY	
		N/A	YES
1	All plumbing fixtures shall be in sanitary and operable condition and shall be provided with hot water when applicable.		
2	All appliances and/or equipment shall be well maintained and in proper working condition with all covers, safety devices, etc. in place.		
3	Fuel burning appliances shall be properly vented to the exterior. This includes any appliances located in garages and storage rooms.		
4	Provide a minimum of 36-inches clear space between any heat producing appliance and any combustible material. Note that this clearance may be reduced to specified clearances listed on that appliance.		
5	Extension cords shall not be used for any appliances and shall never be used in place of permanent wiring.		
6	Electrical panels shall not have any open slots or circuits. Circuits shall be clearly labeled and panel box covers shall be maintained closed.		
7	Clearance shall be maintained around the electrical panel-box at all times (minimum: 30 inches wide x 36 inches deep x 78 inches high).		
8	All electrical junction box covers, outlet covers, and switch plates shall be secured in place. All GFCI and or AFCI receptacles shall be in good working order.		

FIRE PROTECTION		COMPLY	
		N/A	YES
1	Provide fire extinguisher: Size 2A:10B: C min., service tag or new tag within 1 year, mounted to wall less than 5 feet high, accessible to all occupants.		
2	Provide smoke alarms in each bedroom, outside each bedroom and on each floor. Alarms shall be interconnected. Replace detectors older than 10 years old.		
3	Provide interconnected carbon monoxide detector on each floor. Note that combination smoke/carbon detectors are allowed. Replace detectors older than 10 years old.		
4	Any storage shall be a minimum of 18 inches below any sprinkler head.		

EXTERIOR		COMPLY	
		N/A	YES
1	Provide illuminated street address identification with not less than 4-inch tall characters. Illumination may be interior or exterior.		
2	All exterior structures shall be maintained in a safe manner. This includes exterior patios, decks, stairways, fences, accessory buildings, etc. Repair any worn or rotted materials.		
3	Pools shall be maintained in a safe and sanitary condition. All required safety devices such as fences, overcurrent devices, pool pumps, pool heaters, etc. shall be maintained.		
4	Exterior storage shall be maintained in a proper and safe manner.		

MULTI-UNIT BUILDINGS ADDITIONAL REQUIREMENTS		COMPLY	
		N/A	YES
1	Maintenance agreements and reports for all fire protection systems shall be submitted if requested by the City. These include fire alarm systems, sprinkler systems, monitoring, standpipes, fire department connections, etc. Do not submit unless requested.		
2	Exit path width outside the dwelling shall be a minimum of 44 inches.		
3	Exit path shall be illuminated and shall be provided with exit signs. Illumination and signs shall be provided with back-up power.		
4	Exit path must have signage at entrance door for exiting the building in emergencies.		

RECOMMENDATION

- Routinely inspect property with this checklist to maintain a safe and sanitary dwelling, or you may wish to develop your own customized checklist.

By signing this agreement, I certify that I have completed the above inspections and that the information I have provided in this checklist is accurate and true. I understand and acknowledge that falsification of any information on this form may be grounds for termination of my short-term vacation rental registration for the property listed above

Property Owner Printed Name

Property Owner Signature

Date

NOTES

1. To find the building code that was in effect when your dwelling was built, find the building permit application date for the dwelling. City of Henderson, DSC Records may be able to help find this information. They can be contacted at 702-267-3700.
2. Using the application date find the code edition on the City of Henderson Code History webpage determine the code edition. (<http://cityofhenderson.com/building-fire-safety/building-codes/history-of-adopted-codes>)
3. Code books are available in most libraries and certain ones are available on-line. By researching the codes you will know the minimum requirements for your rental dwelling.
4. After you have determined the items that do not comply with the code, and adding items in need of repair, determine which, if any, require a permit to complete. For assistance see the handout "Do I need a Building Permit?"
5. If a permit is not required, proceed with the work.
6. If a permit is required, submit an application with all required documents. For information on required documents contact Building Plans Check at (702)267-3650.
7. You may wish to consult with the state Contractors Board to determine a contractor is required to perform the work. (702)486-1100 (www.nvcontractorsboard.com)