



City of Manzanita

543 Laneda Avenue, Manzanita OR
P.O. Box 129
Manzanita, OR 97130
Telephone: (503) 368-5343 Fax: (503) 368-4145

SHORT TERM RENTAL SELF-INSPECTION FORM TO BE TURNED IN WITH NEW APPLICATIONS

This form is to be completed by the applicant and turned in with the application for a new short term rental license.

Unit Information

Street Address: _____

Type of Structure: _____ Zone: _____

Number of fully-enclosed habitable Sleeping Rooms with heat source and egress window: _____

Property Owner's Name: _____ Phone: _____

Property Owner's Mailing Address: _____

Property Owner's E-mail: _____

General Standards

Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>		<u>Visible house number</u> easily seen from the street.
<input type="checkbox"/>	<input type="checkbox"/>		The property must have <u>a minimum of 2 off-street parking spaces per dwelling unit</u> that measure at least 9 feet by 18 feet in size, exclusive of maneuvering and access area, that are <u>permanently reserved for parking</u> . Spaces in a garage may count if approved by the City Building Inspector. <i>While licensed as a short term rental, these required parking spaces must be kept available at all times for people to park and must not be blocked or gated in any way.</i> Location and design of parking spaces shall comply with all applicable City ordinances.
<input type="checkbox"/>	<input type="checkbox"/>		<u>Garbage containers must be covered and properly secured</u> to prevent animals from knocking them over or getting into them. Properly secured <u>garbage containers must be located in the side yard</u> unless an exception is allowed as provided in Manzanita Ordinance 10-03.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	The current Manzanita Certificate of Authority/Short Term Rental License certificate must be prominently displayed in the rental so as to be seen and readily noticed by any and all occupants. <i>(Not applicable for new license applicants.)</i>

Emergency Posting Requirements

Yes No

A list of telephone numbers as shown in Appendix A of Resolution No. 15-01 with directions on how to contact police, fire, emergency medical or other emergency service including the emergency information website.

Yes No

A laminated map showing the tsunami inundation zone posted in a prominent location. The map shall be marked with the specific evacuation route from the short term rental to the nearest assembly area.

Yes No

A copy of the Tsunami Evacuation Map for Manzanita-Nehalem-Wheeler issued by the Oregon Department of Geology and Mineral Industries shall be provided in each short term rental. (Available on the City of Manzanita website: www.ci.manzanita.or.us)

House Standards - Structural

Yes No

Each room used as a bedroom must have an egress window which is openable and has a minimum opening size of 5.7 sq. ft. and located no more than 44 inches above the finished floor.

The intermediate rails of all interior and exterior guard railings shall have a maximum of 4 inches between rails. This applies to railings for such things as stairways, decks and porches. Handrails meeting current code are required for stairs with 4 or more risers.

The steps on all interior and exterior stairs must meet the rise and run (height and width) standards of the current building code. The current headroom standard must also be met.

Safety glazing of glass is required:

a) For windows within a 24 inch arc of doors

b) In enclosures for or walls facing hot tubs, whirlpools, saunas, steam rooms, bathtubs and showers where the bottom exposed edge of the glazing is less than 60 inches measured vertically above any standing or walking surface

c) Adjacent to stairways, landing and ramps within 36 inches horizontally of a walking surface when the exposed surface of the glazing is less than 60 inches above the plane of the adjacent walking surface

The structural frame for exterior hot tubs on wood frame decks must be shown to be adequate. (Engineering analysis of supports may be required.)

The structural frame, decking, and metal support and attachment brackets for exterior wood frame decks and stairways must be sound and must not be deteriorating.

House Standards – Electrical

Yes No

- All plug-ins and light switches must have face plates. All light fixtures must have properly-rated bulbs installed.
- The electric breaker box must have all circuits labeled, and empty breaker spaces must be plugged.
- GFCI (Ground fault circuit interrupter) protected plug receptacles must be provided for exterior, kitchen and bathroom plugs.
- Functioning smoke and carbon monoxide detectors must be installed in all bedrooms and in hallways between a potential fire source and sleeping areas.

House Standards – Plumbing

Yes No

- Outside hose bibs must each have a backflow prevention device. Hose bibs cannot exceed 80 psi of water pressure. **Water pressure: _____psi**
- Water heaters must be properly strapped and secured to meet seismic protection standards.
- Water heater TEP (Temperature and Pressure Relief) line must be drained to an approved location.

House Standards – Mechanical

Yes No N/A

- Fireplace stoves shall be listed, labeled, and installed in accordance with the terms of the listing.

Additional Requirements

Yes No

- Additional Safety improvement required based on specific situation at the site. Attach pictures if necessary.

NOTES:

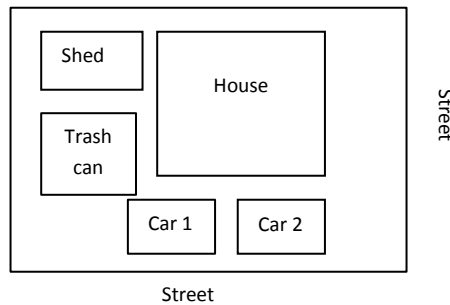
Site Plan and Required Photographs

Yes No

- Site and parking plan – showing location of all buildings and 9’ x 18’ off-street parking spaces.
- At least two pictures of the property showing all off-street parking spaces including any in the garage, and one picture of properly secured garbage containers must be attached.
- At least two pictures showing display of the mandatory emergency-related postings as required by Manzanita Resolution 15-01 and Ordinance 10-03 and described in the Emergency Posting Requirements section of this form.

Site Plan – The site plan must be completed by the applicant.

Site plan example:



Inspected by: Name _____ Date _____

Title _____ Signature _____