

SHORT TERM RENTAL NEW APPLICATION SELF-INSPECTION CHECK LIST

Please do not submit your short term rental application packet until you or your agent has verified that all items on this list will pass inspection by the City Building Inspector or designee and all required photographs are ready to attach.

PROPERTY ADDRESS: _____

GENERAL

___ A visible house number is easily seen from the street.

___ There is a minimum of two designated 9' x 18' off-street parking spaces per dwelling unit which are compliant with all City requirements. These parking spaces must be completely on the subject property (unless approved by the City Building Official or designee) and must not encroach into the City rights-of-way. Please mark your property lines and measure your off-street parking spaces before scheduling your inspection. Manzanita's Public works Department has a metal detector that you may borrow to assist you in finding your property markers. The property corners and parking spaces will be verified by the inspector during your City inspection.

___ There are no encroachments into the City rights-of-way including landscaping, garbage containers, or structures. (It is the owners' responsibility to identify their property lines and to ensure that there is no encroachment.)

___ If this is a corner lot, there is no obstruction of the required vision triangle.

___ Garbage containers are located and stored as described and required in Ordinance 10-03. All garbage containers have wind/animal latches installed and are attached or enclosed in such a way that it prevents the wind, birds, or animals from knocking them over and/or disturbing their contents.

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

___ A copy of the Tsunami Evacuation Map for Manzanita-Nehalem-Wheeler issued by the Oregon Department of Geology and Mineral Industries is available in the unit.

___ Emergency Information as shown in Appendix A of Resolution No. 15-01 is available in the unit.

STRUCTURAL

___ Each room used as a bedroom is full-enclosed habitable space with a heat source and has a 5.7 sq. ft. operable egress window or an exterior door which meets current building code.

___ The intermediate rails of all interior and exterior guard railings have a maximum of 4 inches between rails.

___ Handrails meeting current code are on stairs with 4 or more risers.

___ Exterior decking is in good condition.

___ The structural frame, decking, and metal supports and attachment brackets for exterior wood frame decks and stairways are sound and not deteriorating.

___ All interior and exterior guardrails, such as deck railings, are able to withstand a two-hundred-pound (200#) impact force.

___ Steps of all interior and exterior stairs must meet the requirements of the current Oregon Residential Specialty Code for overall width of 36 inches for homes constructed after 1972. (Exception: Homes constructed prior to 1972 may have stairs a minimum of 30 inches.)

___ Stairway riser height shall not exceed 8 inches and the tread depth shall be a minimum of 9 inches with no variation greater than 3/8 inch for all treads and risers from the top to the bottom of each stairway. (Exception: Riser heights of 9 inches are allowed in homes built prior to 1972). Note that the 3/8-inch maximum variation applies to all stairs regardless of age.

___ Headroom in stairways must be a minimum of 6 foot 8 inches as measured vertical from the nosing of each tread to the ceiling above. (Exception: Homes constructed prior to 1972 may have stairway headroom no less than 6 foot 4 inches.)

___ There is safety glazing of glass as required by current building code: On windows within a 24-inch arc of doors; In enclosures for or walls facing hot tubs, whirlpools, saunas, steam rooms, bathtubs and showers; Adjacent to stairways, landing and ramps.

___ The structural frame for exterior hot tubs on wood frame decks are shown to be adequate.

___ Hot tub lids are locked and safely secured.

ELECTRICAL

___ All plug-ins and light switches have face plates.

___ There is no exposed wiring indoors or outdoors.

___ The electric breaker box has all circuits labeled, and empty breaker spaces are plugged.

___ GFCI (Ground fault circuit interrupter) protected plug receptacles are provided for exterior, kitchen, and bathroom plugs.

___ Carbon Monoxide alarms shall be located in each bedroom or within 15 feet outside of each bedroom door. Bedrooms on separate floor levels in a structure consisting of two or more stories shall have separate carbon monoxide alarms serving each story. Where a fuel-burning appliance is located within a bedroom or its attached bathroom, a carbon monoxide alarm shall be installed within the bedroom.

___ Smoke alarms shall be installed in the following locations:

1. In each sleeping room.
2. Outside each separate sleeping area in the immediate vicinity of the bedrooms.
3. On each additional story of the dwelling, including basements.

PLUMBING

___ Outside hose bibs each have a backflow prevention device.

- ___ Hose bibs do not exceed 80 psi of water pressure. (This will be check by the inspector during the inspection. If this is too high, you will be required to install a pressure release valve to pass your inspection.)
- ___ Water heaters are properly strapped and secured to meet seismic protection standards.
- ___ Water heater TEP (Temperature and Pressure Relief) line is run to an approved location.

MISC.

- ___ The short term rental is equipped with one listed and approved 2A:10BC type extinguisher per floor. Fire extinguishers are mounted in visible locations with the tops of the fire extinguishers mounted between three and five feet above the floor and are accessible to occupants at all times.
- ___ All fireplaces, fireplace inserts, and other fuel burning heat sources are properly installed and vented.
- ___ Swimming pools can be locked off and safely secured.

SITE PLAN & REQUIRED PHOTOGRAPHS

- ___ Photographs of property showing marked property lines on all sides of the property abutting roadways.
- ___ Photographs showing all 9' x 18' off-street parking spaces, including any in the garage. Parking spaces will be reviewed for accuracy and conformity during inspection by the Building Inspector or designee.
- ___ Photographs of attached wind/animal latches on all garbage containers and of how those containers are attached or enclosed so that it is not possible for the wind, birds, or animals to knock them over and/or disturb their contents.
- ___ Photograph of the laminated map showing the tsunami inundation zone posted in a prominent location and marked with the specific evacuation route from the short term rental to the nearest assembly area as required and described in Resolution 15-01.
- ___ Photograph of a copy of the Tsunami Evacuation Map for Manzanita-Nehalem-Wheeler issued by the Oregon Department of Geology and Mineral Industries available in the unit.
- ___ Photograph of the Emergency Information as shown in Appendix A of Resolution No. 15-01 as available in the unit.
- ___ Site plan drawn by applicant showing location of all buildings and 9' x 18' parking spaces per example provided. (use back page)

Site plan example:



