

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: _____

This list is not to be considered comprehensive.

Property-specific issues are sometimes discovered during inspections that are not on this list.

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 reduction 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:



