



SHORT-TERM RENTAL NEW APPLICATION SELF-INSPECTION CHECK LIST

Do not submit your short-term rental application packet until you or your agent has verified that all items on this list are completed and will pass inspection by the City Building Inspector or designee and all required photographs, documents and site plan are attached.

PROPERTY ADDRESS: _____

**This list is not to be considered comprehensive.
Property-specific issues that are not on this list are sometimes discovered during inspections.**

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 and must not encroach into the City rights-of-way.

_____ 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 **in the side yard**. All garbage containers have wind/animal latches installed and are securely attached to something stable (such as a building, tree, fence or post) or enclosed in such a way that it prevents the wind, birds, or animals from knocking them over and/or disturbing their contents. (Please be aware that the garbage company does not allow the use of bungy cords due to safety reasons.) Location: _____

EMERGENCY INFORMATION

Follow the instructions in Resolution No. 21-18 to complete the following (see City's website for printable maps and documents):

_____ 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. (Map is available on the City's website.) Location posted: _____

_____ 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. (Map is available on the City's website.) Location in unit: _____

_____ Appendix A of Resolution No. 21-18 “Emergency Information for Visitors” is available in the unit. (Available on the City’s website.) Location in unit: _____

STRUCTURAL

_____ Each room used as a bedroom is a fully-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 and is not blocked in any way.

Emergency escape and rescue openings shall have a net clear opening of not less than 5.7 square feet (0.530 m²). The net clear opening dimensions required by this section shall be obtained by the normal operation of the emergency escape and rescue opening from the inside. The net clear height of the opening shall be not less than 24 inches (610 mm) and the net clear width shall be not less than 20 inches (508 mm).

Exception: Grade floor openings or below-grade openings shall have a net clear opening area of not less than 5 square feet (0.465 m²).

_____ 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, empty breaker spaces are plugged, and access to the breaker box is not inhibited in any way.

_____ 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**.

List locations mounted: _____

_____ All fireplaces, fireplace inserts, and other fuel burning heat sources have been professionally inspected and cleaned within the past year.

_____ Swimming pools can be locked off and safely secured.

_____ All outdoor lighting fixtures are Dark Sky compliant as follows:

1. Outdoor light fixtures shall be fully shielded by opaque side and top covers or frosted glass and the bulb pointed in a downward direction so that light does not radiate from the sides or top of the fixture.
2. Bulbs shall be "warm" rather than daylight, and either amber or lower emission LED (less than 3000k).
3. Lights shall be turned off when not in use and shall not be left on for more than 12 hours. As an alternative, porch lights may be fitted with motion detectors.
4. Security (flood) lights shall be on motion detectors and must not shine on adjacent houses.

PARKING REQUIREMENTS

Parking spaces shall meet the following minimum specifications:

- a) Parking Space Definition - An enclosed or unenclosed surfaced area of not less than 18 feet by 9 feet in size, exclusive of maneuvering and access area, permanently reserved for the temporary storage of one automobile, and connected with a street or alley which affords ingress and egress for automobiles.
- b) Required parking spaces shall be available for the parking of operable passenger automobiles of residents, customers, patrons, and employees only, and shall not be used for storage of vehicles or materials or for the parking of trucks used in conducting business or use.
- c) Areas used for standing and maneuvering of vehicles shall have durable and dustless surfaces maintained adequately for all-weather use and drained so as to avoid flow of water across public sidewalks or adjacent property.

***Driveway and all parking surfaces to be gravel, asphalt, concrete, pavers, or other similar material.**

To verify that you meet this requirement, you must mark your legal property corners and measure & mark your off-street parking spaces before scheduling your inspection. Off-street parking spaces are those that are completely within your property boundary lines and do not extend beyond your marked property lines into the City right-of-way or into/onto the street or onto a neighboring property. Please be aware that the parking area along the street parallel to your property is usually the City right-of-way and is therefore public property not to be included in your parking declarations or on your parking plan map.

You must also mark all other parking spaces, as defined, within your property boundary lines to show your maximum parking capacity. Per Ordinance 10-03, “the maximum number of vehicles allowed off-street at each home shall be the number of bedrooms, plus one. Such spaces shall not be blocked and shall be available to people using the Short-Term Rental. Location and design of parking spaces shall comply with all pertinent City Ordinances, standards, and policies.”

Manzanita’s Public works Department has a metal detector that you may borrow to assist you in finding your legal property corner markers. If you are unable to locate them, you may need to contact a surveyor to locate them for you. Parking spaces will be verified by the City inspector during your short-term rental inspection.

Total number of parking spaces matching the specifications above: _____

Per Manzanita Ordinance 10-03 Section 3(d): Initial inspection.

In any case where a property subject to an initial inspection is not approved by the City, the City shall allow thirty (30) days from the date of the initial Short-Term Rental inspection for minor repairs or sixty (60) days from the date of the initial Short-Term Rental inspection for major repairs, at the completion of which the Owner or Local Agent must contact the City of Manzanita for a re-inspection. An additional inspection fee may apply.

All re-inspections due to failed items on the City-published inspection list will be subject to additional inspection fees. If the repairs identified in the initial Short-Term Rental inspection are not rectified at the time of re-inspection, the license application shall be invalidated, and the applicant must re-apply and pay the associated application fee.

The City reserves the right to modify inspection requirements to ensure compliance with any standards required by the City.

REQUIRED PHOTOGRAPHS AND DOCUMENTS

(Photos must be digital and emailed to *STRprogram@ci.manzanita.or.us.*)

____ Photographs of property showing **physically located and marked legal property corners and property lines** on all sides of the property abutting roadways.

____ Photographs showing all **physically measured & marked** 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 to something stable or enclosed (**in the side yard**) so that it is not possible for the wind, birds, or animals to knock them over and/or disturb their contents.

____ Photographs of the smaller 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 21-18. Marked evacuation route must be **clearly visible** in a photo. Photos must also show location of the posting in the house.

____ Photograph of a copy of the Tsunami Evacuation Map for Manzanita-Nehalem-Wheeler issued by the Oregon Department of Geology and Mineral Industries as available in the unit.

____ Photograph of Appendix A of Resolution No. 21-18 "Emergency Information for Visitors" as available in the unit.

____ Photographs of all fire extinguishers showing they are properly located and mounted and that they are listed and approved 2A:10BC type extinguishers.

____ Photographs of all exterior lights showing that they comply with the dark-sky requirements as listed in Ordinance 10-03.

____ Itemized invoice or receipt documenting that all fireplaces, fireplace inserts, and other fuel burning heat sources have been inspected and cleaned within the past year.

____ Site plan drawn by applicant showing location of all buildings, garbage can location, and 9' x 18' parking spaces.

(Use graph on next page.) Please draw as close to scale as possible.

By signing below I certify that all check-list items have been verified and completed, and will pass the inspection.

Title: _____ Signature: _____ Date: _____

SITE PLAN

Please draw as close to scale as possible.

