

SHORT TERM RENTAL OPERATING LICENSE SELF-CERTIFICATION CHECKLIST

The purpose of this form is to provide short-term rental property owners a guide when inspecting their properties to ensure compliance with the standards set forth in City of Chelan Short Term Rental Operating License, CMC Chapter 5.15.

Multi-use buildings

- ☐ For multi-use buildings with commercial and residential uses, please consult with building official before continuing with checklist.

Life Safety

- ☐ House numbers are installed and clearly visible from the street or common areas.
- ☐ Exit stairs are in good repair and have proper landings and handrails/guardrails. Handrails required on all stairways at least one side.
- ☐ Stairway width shall be minimum 36", and rise (7 3/4" max)/run (10" min) are sufficient.
- ☐ Door locks are present and operative.
- ☐ Window locks are present and operative.
- ☐ Windows in bedrooms must be present and have 5 sqft opening.
- ☐ Porch, deck, or balcony are in good repair and have guardrails.
- ☐ Exit/egress doors must be 32 inches in width, 78 inches height and hinged.
- ☐ All sleeping rooms must be a minimum of 70 sqft and have a minimum wall length of 7'.

Exit(s)

- ☐ Exterior doors and/or door framework are in good repair.
- ☐ Exit windows from sleeping rooms are provided and sufficient in area or dimension.
- ☐ Exiting is sufficient in number, width, or access for the occupant load served.

Fire

- ☐ Operative smoke detectors and CO monitors in all sleeping rooms, outside of sleeping areas, and on each floor of dwelling.
- ☐ Fire extinguishers in cooking areas present and clearly labelled
- ☐ Appropriate storage, and lack of building clutter or other fire hazards.

Electrical

- ☐ Every habitable room contains at least two electrical outlets or one outlet and one light fixture.
- ☐ All electrical equipment, wiring, and appliances have been installed and are maintained in a safe manner.
- ☐ Ground fault circuit interrupters are installed in the bathrooms and kitchens.
- ☐ Light fixtures, receptacles or switches are in working order.

Plumbing, Heating, Ventilation, and Sanitation

- ☐ Dwelling equipped with bathroom facilities consisting of a toilet, sink, and either a bathtub or shower and in sanitary condition.
- ☐ Dwelling equipped with kitchen facilities consisting of a stove, refrigerator, and sink.
- ☐ All plumbing fixtures connected to the sanitary sewer system and equipped with proper "P" traps.
- ☐ All plumbing fixtures connected to an approved water supply and provided with hot and cold water necessary for their normal operation.
- ☐ Dwelling is equipped with operable heating..
- ☐ Any solid fuel burning appliances are installed per applicable codes and maintained in safe working condition and properly ventilated.
- ☐ Dwelling has ventilation in all rooms
- ☐ Temperature/pressure relief valve present on water heater.
- ☐ Adequate and operative heating or mechanical equipment.
- ☐ Dwelling is equipped with heating facilities in operating condition.
- ☐ No signs of mold or mildew on wall surfaces.
- ☐ No signs of infestation from rodents or insects.
- ☐ Dwelling is equipped with adequate garbage and rubbish storage.

Structural

- ☐ Dwelling has no sags, splits or buckling of ceilings, roofs, ceiling or roof supports or other horizontal members due to defective material or deterioration.
- ☐ No split, lean, list, or buckle of dwelling walls, partitions, or other vertical supports due to defective material or deterioration.
- ☐ Fireplaces and chimneys are not listing, bulging, or cracking due to defective material or deterioration.
- ☐ No evidence of decay or damage to exterior stairs or decks.

Weather Protection

- ☐ Dwelling has no broken windows or doors.
- ☐ No broken, rotted, split, buckled of exterior wall or roof coverings that affect the protection of the structural elements behind them.