



SHORT-TERM RENTAL NEW APPLICATION SELF-INSPECTION CHECKLIST

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 Administrator or designee and all required photographs, documents, and site plan are attached.

It is the licensee's responsibility to ensure the short-term rental is and remains in substantial compliance with all applicable codes regarding fire, building and safety, health and safety, and other relevant laws.

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.

____ Off-Street Parking in 1-R and 2-R Zones only: One off-street vehicle space is required per bedroom. Renters are required to park on-site and not park in the street, even if on-street parking is otherwise available, per municipal code Chapter 5.05.080.B

____ No recreational vehicle, travel trailer, tent, or other temporary shelter shall be used as or in conjunction with the short-term rental.

____ 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.)

____ Solid Waste Collection: Weekly solid waste collection, with assisted pick-up where available, established during all months the dwelling unit is rented.

___ Garbage containers are retrieved and stored on the day of pick up where assisted garbage pick-up is not available.

___ Notice to neighbors. Provided neighbors, within a 300-foot radius, a flier or letter containing the licensee or local agent’s contact information and, upon issuance, the operating license number.

OR

___ Post a small placard or sign, with contact information and operating license number, on the property in proximity to the adjacent street where it can be seen from the Right-of-Way.

MANDATORY POSTINGS

___ A map showing the tsunami inundation zone is posted at each exit and marked with the specific evacuation route from the short-term rental to the nearest assembly area. (The map is available on the City’s website.)

___ Day of trash pick up

___ Good Neighbor Policy and Guidelines

___ Operating license information with the name of licensee or representative and contact number; number of parking spaces, maximum occupancy, and property address.

HEALTH AND SAFETY

___ Each room used as a bedroom is a fully enclosed habitable space with lighting, and a heat source and has an outside wall with an operable egress window or door meeting the current building code.

___ At least one functioning fire extinguisher shall be located in the kitchen of the short-term rental dwelling unit. The extinguisher must be visible and accessible to renters at all times.

___ All electrical outlets and light switches shall have face plates.

___ Electrical panels shall be unobscured and have all circuits labeled.

___ Every bedroom shall have a smoke detector that is interconnected with a smoke detector in an adjacent hallway, common area, or in the immediate area of the bedroom.

____ A carbon monoxide detector/alarm device shall be placed within 15 feet of each bedroom door.

____ Exterior lighting shall be directed in a downward direction to prevent glare onto adjacent properties as per the Port Orford Municipal Code Chapter [15.17](#), Outdoor Lighting Code.

INSPECTION

In case a property subject to an inspection is not approved, the City shall allow thirty (30) days from the date of the Short-Term Rental inspection to correct identified deficiencies, after which the Owner or Local Agent shall contact the City of Port Orford for a re-inspection. An additional inspection fee may apply.

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

REQUIRED PHOTOGRAPHS AND DOCUMENTS

____ Site plan drawn by the applicant showing the location of all buildings, garbage can location, and parking spaces. (Use the space provided on the next page.)

SITE PLAN

Please draw as close to scale as possible

