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## SHORT TERM RENTAL SAFETY CHECKLIST

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

- A fire safety plan shall be posted on each level of the home and inside each bedroom.
- The fire safety plan shall include the following information:
  - Phone number and procedures to report an emergency:
    - Boone Center 911 Emergency
    - Boone Center Non-Emergency 859-371-1234
  - Property Address
  - Floor Plans identifying the locations of the following
    - Exits
    - Primary evacuation routes
    - Secondary evacuation routes
    - Portable fire extinguishers
  - Name and phone number of an emergency contact for the property.
- The property address must be installed on the exterior of the home in a location that faces the road. The address numbers must be at least 4 inches in height.
- Gas or other fuel fired appliances must have 36 inches of clearance. (No storage for 3ft)
- Portable unvented fuel fire heating equipment is prohibited from use (No kerosene heaters)
- Electrical outlets, switches, junction boxes and any other electrical boxes must have cover plates.
- No open unconnected wires are permitted. All open wiring must be in electrical junction boxes
- Electrical panels require a minimum 36 inches in front of the panel. No storage shall be within this 36 inches.
- Extension cords shall not be used for permanent wiring. Ensure that extension cord usage within the home is only for temporary use.
- Holes in walls, ceilings and doors must be repaired.
- A portable fire extinguisher must be present on every level of the home. A minimum size of 2A10BC is required.
- Smoke Alarms are required to be installed in the following locations:
  - In every bedroom
  - Outside of every bedroom
  - On every level of the home
  - Smoke detectors more than 10 years old shall be replaced.

- Carbon Monoxide alarms shall be installed in the following locations:
  - Outside every bedroom
  - On every level of the home
  - If the home uses only electric power and has no fuel fired appliances, then carbon monoxide detectors are not required.
  
- Every bedroom shall have two means of exit. Either two exit doors or an exit door and window. If a bedroom does not have two means of exit then it may not be used for short term rental.
  - The window must be at least 24 inches high and 20 inches wide. The window may not be more than 44 inches from the floor.
  - A bedroom exit door may not be less than 28 inches in width and 81 inches in height.
  
- All windows and doors must operate and able to be opened.
- The exterior of all exits shall be free of obstructions.
- Flammable liquid storage in excess of 10 gallons shall be stored in an approved flammable liquids cabinet. No flammable liquids shall be stored under steps.

By signing below, I acknowledge completion of the checklist and have ensured that the structure meets all of the required fire and life safety code requirements as a condition of the rental permit application.

Printed name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

**Submit completed form to:**

XXXXXXXX