



VACATION RENTAL PRE-INSPECTION GUIDE

The purpose of this guide is to help you be better prepared for your safety and compliance inspection

1. Functioning UL 217 listed smoke alarms installed correctly in each sleeping room or bedroom, in hallways leading to or just outside bedrooms and common areas per floor level if no bedrooms. Not within 3ft of a bathroom entryway. Not within 10-20 ft. of the stove top/oven depending on the type of detector. Must be interconnected (if one goes off they all do) hard wired and continuously powered by the building electrical service with a battery back-up as a secondary power supply in compliance with NFPA 72 and FBC R314. If connected to the building's electrical service smoke detectors shall be installed by a certified electrician with a Town Building Dept. issued permit.
2. Functioning UL 2034 listed carbon monoxide detector installed correctly outside each sleeping room or bedroom such as hallways leading to bedrooms. Shall be located within 10ft of the bedroom or sleeping room entryway, continuously powered by the building electrical service with a battery back up as a secondary power supply in compliance with NFPA 720 and FBC R314. Must be interconnected (if one goes off they all do) if there is more than one alarm in the structure. If connected to the building's electrical service carbon monoxide detectors shall be installed by a certified electrician with a Town Building Dept. issued permit. Again, reference NFPA 720 and FBC R315 for proper types and locations.
Note: combination smoke and carbon monoxide detectors that met NFPA, UL and FBC requirements may also be used following the same provisions listed above.
3. Battery powered emergency lighting shall be provided for a period of not less than one (1) hour to illuminate the path to the primary exit. The emergency lighting shall provide illumination automatically in the event of any interruption of normal lighting in the exit pathway, for any reason, not just whole house power outage and shall be connected (hardwired) to the building main electrical service and shall be installed by a certified electrician with a Town Building Dept. issued permit. Plug in the wall outlet units are not acceptable.
4. Shall have a minimum of one primary unobstructed exit and one secondary means of

escape per floor. The secondary means of escape shall be independent and remote from the primary.

5. The secondary means of escape shall be an outside window or door operable from the inside, without the use of tools or special equipment, that provides a clear opening having a minimum of 5.7 square feet of area with no dimension less than 20 inches in width or 24 inches in height. The bottom of the opening shall not be more than 44 inches off the floor. The opening must be directly accessible to fire department rescue personnel or fire department extension ladder.
6. Any required path of travel in a means of escape from any room to the outside shall not pass through another room or apartment not under the immediate control of the occupant of the first room or through a bathroom or other space subject to locking.
7. All means of egress are maintained, unobstructed (inside and outside), easily opened and in good condition. Examples: The bed headboard cannot block any of the opening of the egress window. The outside of the egress window cannot be blocked by hurricane window coverings or heavy plants/trees.
8. All egress doors latch, are lockable, and all dead bolt locks must be easily unlocked from the inside without a key (Thumb turn). Only one lock allowed. No secondary locks on windows/sliding glass doors.
9. A fully charged 2A:10B:C (minimum size) fire extinguisher mounted in an accessible location inside the unit. There must be a minimum of one per floor level. If placed in a cabinet, a sticker shall be placed reading “fire extinguisher” on the cabinet door. The sticker shall be large enough to be clearly identify the extinguisher location in the event of a fire. The extinguisher must have a visible current manufacture date and tagged by a qualified agency (i.e., certified fire extinguisher company, not just the manufacturer) with an in-service date. Fire extinguisher shall be re-inspected and re-tagged annually.
10. Outdoor cooking grills, fire pits, etc. shall be located at least 10 feet away from any structure or overhead obstruction in compliance with Town Code of Ordnnances Chapter 45.
11. In the area where there is an outdoor fire feature (fire pit) there shall be available a portable, multi-purpose dry chemical 2A:10B:C fire extinguisher (minimum), which shall be installed and maintained in compliance with NFPA 10. The extinguisher must have a visible current manufacture date and tagged by a qualified agency (i.e., certified fire

extinguisher company, not just the manufacturer) with an in-service date. Fire extinguishers shall be re-inspected and re-tagged annually. Use of the fire feature (fire pits) shall be in compliance with Town Code of Ordinances Chapter 45.

12. No flammable liquids or gases, including propane bottles, will be stored in the living area or attached structures such as storage units, garages, carports, etc.
13. No storage of combustibles in mechanical room/closet.
14. No floor/ceiling penetrations
15. A floor diagram (8-1/2 X 11 inches) reflecting the actual floor arrangement, primary exit location, secondary exit location and room identification shall be posted in a conspicuous location on or near primary exit door for emergency evacuation. Each bedroom shall have a similar sign posted reflecting in addition to the floor plan for the structure shall only have "You Are Here" and two paths to escape from that room to the outside. It is not to have escape paths for any other room indicated on it to avoid confusing the guests. The primary escape path is typically out the main doorway to that room following the most direct path to and through the front door. The secondary escape path is typically a window or sliding glass door in that room that meets the required size of egress opening as noted in this document.
16. Street address, building/unit numbers shall be clearly visible from the road fronting the property, mounted on the outside of the structure and be a minimum of 6 inches high, 1/2inch stroke and of contrasting color. Additionally, it is recommended to put on both sides of the mailbox as well with number and letter type/size optional.
17. The street address shall be posted in several locations throughout the property including the pool area, the kitchen and the bathroom(s).
18. The following information should be on the first pages in your guest notebook/binder:

applicable.

- (a) The name, and phone number of the Vacation Rental Owner or Responsible Party as

- (b) The address of the Vacation Rental

- (c) The maximum approved occupancy of the Vacation Rental.

- (d) The maximum number of parked vehicles.

19. See Required Interior Postings on the Town's website for Vacation Rentals for further details to ensure compliance with those requirements. These are typically displayed in a notebook/binder easily accessible by the guests.

20. All applicable gas appliances must be vented to the outside. Carbon Monoxide Detector required in the area.

21. The maximum occupancy of a vacation rental shall be stated in the vacation rental registration and shall be limited to the lesser of:

- (a) Two (2) occupants per bedroom

- (b) A total of ten (10) occupants per vacation rental

22. No unapproved extension cords or multi-plug adapters. UL listed "power-strips" with built in circuit breakers are an approved device

23. No extension cords used in place of permanent wiring.

24. No exposed wiring or other dangerous conditions.

25. All outlet covers and switch plates in place.

26. G.F.C.I. outlets in required areas (Any outlet within 6 feet of a water source).

27. Electrical panel box, all breakers should be clearly labeled, in good condition with no open spaces or exposed wiring.
28. Electrical panel door should always be closed. Clearance to the front and sides of electrical panels shall be a minimum of 30 inches, and floor to 6ft.
29. Stairways have proper width, handrails, treads and risers.
30. Elevated platforms, balcony's, stair landings, etc. have proper guardrails. Height 34-38 inches.
31. Off street parking is a space for parking a motor vehicle in the driveway or other hard packed surface. Vacation rental occupants are not allowed to park on a public street or right-of-way. Parking shall be in accordance with current Town Ordinances allowing up to four vehicles maximum. For reference, a single parking space is 10 ft by 20 ft. For example, a 16ft by 40 ft driveway (not counting sidewalk) would only be two parking spaces. To assist guest in being compliant, parking spaces will be displayed pictorially with a sketch in the notebook/binder showing the driveway/parking area and the allowable parking spaces based on the above requirements.

Swimming pool, spa, hot tubs, etc. only

1. Yard fenced, gates that self-close and latch, or locked. Latches 54 inches above ground minimum
2. Pool safety regulations sign posted in the pool area.
3. A pool safety device such as a minimum of one of the following must be in place: door alerting device on all doors and windows that open out onto the pool area, or pool alarm, or pool barrier, or approved pool safety cover

4. Such pool alarm must meet and be independently certified to ASTM Standard F2208, titled “Standard Safety Specification for Residential Pool Alarms,” which includes surface motion, pressure, sonar, laser, and infrared alarms.
5. For door and window alarms: all doors and windows providing direct access from the home to the pool must be equipped with an exit alarm that has a minimum sound pressure rating of 85 dB A at 10 feet per UL 2014.
6. Another option is that all doors providing direct access from the home to the pool must be equipped with a self-closing, self-latching device with a release mechanism placed no lower than 54 inches above the floor
7. The following are only some of the residential swimming pool barrier required characteristics:
 - (a) The barrier must be at least 4 feet high on the outside.
 - (b) The barrier may not have any gaps, openings, indentations, protrusions, or structural components that could allow a young child to crawl under, squeeze through, or climb over the barrier.
 - (c) The barrier must be placed around the perimeter of the pool and must be separate from any fence, wall, or other enclosure surrounding the yard unless the fence, wall, or other enclosure or portion thereof is situated on the perimeter of the pool, is being used as part of the barrier, and meets the other barrier requirements.
 - (d) The barrier must be placed sufficiently away from the water’s edge to prevent a young child or medically frail elderly person who may have managed to penetrate the barrier from immediately falling into the water