A site inspection by the Code Enforcement Division is needed prior to issuance of a Short Term Rental Permit. The checklist identifies items required by the Short-Term Rental Ordinance to be verified by the Code Enforcement officer during the site inspection.

NOTICE INSIDE THE UNIT (in location accessible to the guest)

☐ Maximum number of occupants permitted in the unit

☐ Location of parking spaces

☐ Trash and recycling pickup information

☐ Emergency contact information for Police, Fire, or emergency medical services

SIGN OUTSIDE THE UNIT

☐ Property Address, Local Contact Person Name and Phone Number, Maximum Number of Occupants, and STR Permit Number (minimum size of 8 ½” x 11”)

IN ADDITION TO THE ABOVE CHECKLIST ITEMS, THE CODE ENFORCEMENT OFFICER SHALL ALSO ENSURE THAT THERE ARE NO IMMINENT HEALTH AND SAFETY VIOLATIONS AT THE SITE.