



CITY OF HUNTINGTON BEACH SHORT-TERM RENTAL CODE ENFORCEMENT INSPECTION CHECKLIST

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 IMMEDIATE HEALTH AND SAFETY VIOLATIONS AT THE SITE.