

## SHORT-TERM VACATION/HOUSING RENTAL SAFETY CHECK LIST

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:
    - Grant County 911 Emergency
    - Grant County Non-Emergency 859-428-1212
  - 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
  - One in hallway adjacent to bedrooms
  - On every level of the home
  - Battery-operated smoke detectors more than 10 years old shall be replaced
- Carbon Monoxide alarms shall be installed in the following locations:
  - On every level of the home and located adjacent to bedrooms
  - If the home uses fuel-fired appliance(s) and no bedroom is located on a level, the carbon monoxide alarm shall be placed in room of fuel fired appliance(s)
- 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.
- No flammable liquid storage shall be brought onto property by occupant or guest of the short-term vacation/housing rental.

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: \_\_\_\_\_