

Short Term Rental Inspection Check List

1) Parking

- All parking is approved by the licensing official and is on file with the Town. This includes garage areas.

2) Short Term Rental License Number

- Short term rental license number must be placed plainly and legibly within the short term rental unit.

3) Required Egress and Window Openings

- Required emergency escape openings and doors from bedrooms are maintained in accordance with the code in effect at the time of construction. Openings and doors, including storm windows, are operational from inside of the room and without the use of keys or tools.
- Windows, skylights, doors and frames are in sound functioning condition and weather tight.
- Doors, hardware and locks function as intended and are easily operable.

4) Stairs, Decks, Handrails and Guards

- Stairs, ramps and landings are maintained in sound condition and in good repair.
- Handrails and guards are firmly fastened and capable of supporting normally imposed loads and are maintained in good condition.
- Flights of stairs having more than four risers have a handrail on one side of the stair.
- Any open portion of a stair, landing, balcony, porch or other walking surface that is more than 30 inches above the floor or grade below has guards.
- Interior guards are not less than 30 inches in height or more than 42 inches as measured vertically from the stair tread nosing.
- Exterior guards have a 36 inch minimum height with 4 inch maximum clearance between posts and pickets.
- Stairways have functioning illumination.
- Decks are of sound construction and maintained in good repair. Guard rails, handrails and adjoining balusters are securely fastened and no balusters are missing.

5) Bedrooms

- Bedrooms have not less than one operable egress window facing directly to the outdoors, a courtyard or the public way for egress.
- Means of egress including exterior means of egress stairways have means of illumination.
- Habitable attic, basement spaces and lofts used for sleeping purposes have stairway for egress and an emergency egress window.
- Habitable rooms, other than kitchens, are not less than 7 feet in any plan direction.
- Kitchens and non-habitable spaces are not being used for sleeping rooms.

6) Life Safety Systems: Smoke, CO Detectors, Fire Extinguisher

- Carbon monoxide detectors are properly installed, maintained and functioning per code.
- Carbon monoxide detector / alarm is installed within 15 feet of the entrance to each room lawfully used at any time for sleeping.
- Smoke detectors are properly installed, maintained and functioning per code.
- A 5 lb. dry chemical (ABC) fire extinguisher is located in a conspicuous location near an entry door.
- A 2 lb. dry chemical (ABC) fire extinguisher is located in the kitchen. If the extinguisher is located in a cabinet or not visible, an “Extinguisher” sign shall be posted.
- Doors and connecting garage and living space are maintained in an operative self-closing condition.
- The fire/disaster escape plan is easily accessible.

7) Mechanical, Wiring, Exhaust, and Fireplaces

- Unvented appliances are not allowed in short term rentals in Torrey Town.
- One solid fuel burning appliance or fireplace is permitted per short term rental.
- Mechanical appliances, fireplaces, solid fuel burning appliances and water heating appliances are installed and maintained in a safe working condition and are capable of performing the intended function. No combustibles may be located near these appliances.
- The structure does not have excessive use of extension cords.
- Clothes dryer exhaust systems are independent of all other systems and are exhausted outside the structure.

8) Telephone

- An operating landline telephone must be provided in the unit for emergency notifications.
- The landline must be registered with the Wayne County Code Red alert system.

9) General

- Exterior of a structure is maintained so as not to pose a threat to public health, safety or welfare.
- Interior of a structure and equipment therein is maintained in good repair and in sanitary condition.
- All spaces are provided with natural or artificial light sufficient to permit the maintenance of sanitary conditions, safe occupancy of the spaces and safe utilization of appliances, equipment and fixtures.
- All spaces occupied for food preparation purposes contain suitable space and equipment to store, prepare and serve foods in a sanitary manner. There are adequate facilities and services for the sanitary disposal of food wastes and refuse, including facilities for temporary storage.
- Animal resistant trash can is provided and lid and closing mechanisms are functional.
- Exterior lighting is compliant with Torrey outdoor light ordinance.
- The advisory for Short Term Renters is easily accessible.

Items must be received in 30 days to be considered a complete application