



HOMESTAY/VACATION LODGING INSPECTION CHECKLIST

FILE NAME: _____

ADDRESS: _____

APPLICANT NAME: _____

APPLICANT PHONE: _____

24-HOUR CONTACT INFO OR DESIGNEE

CONTACT NAME: _____

CONTACT ADDRESS: _____

CONTACT EMAIL: _____

CONTACT PHONE: _____

All homestay lodging businesses shall comply with the Safety Regulations set by WMC Section 8.24.030:

- a. Apply for a homestay lodging permit.

Planner's Notes: _____

- b. Comply with Chapter 3.04 Transient Room Tax and Chapter 5.04 Business License.

Planner's Notes: _____

- c. Install carbon monoxide (CO) and smoke detector devices in each bedroom for rent.

Inspector's Notes: _____

- d. Post a tsunami evacuation map in a visible location.

Inspector's Notes: _____

- e. A NOAA weather radio with alert capabilities, shall be permanently displayed in a visible

location.

Inspector's Notes: _____

- f. All electrical outlets in a kitchen or bathroom accessible to guests will be rated GFCI and have faceplates installed.

Inspector's Notes: _____

- g. Circuit breaker box will be properly labeled.

Inspector's Notes: _____

- h. Any bedroom for short term rental will have emergency egress.

Inspector's Notes: _____

- i. All handrails shall comply with state building code.

Inspector's Notes: _____

- j. Address numbers shall be visible from the street.

Inspector's Notes: _____

- k. Garbage and recycling service is required.

Planner's Notes: _____

- l. Provide one off street parking space per guest bedroom. A parking diagram of the approved parking spaces must be provided to renters and shall be permanently displayed in a visible within the dwelling

The approved off-street parking space must remain available for renters. Parking stalls shall meet the minimum standards of Section 16.128.030

Inspector's Notes: _____

- m. A permit will not be issued until all outstanding code violations on record or any visible violations are recorded upon on-site inspection.

Inspector's Notes: _____

- n. All of the above are required prior to issuance of a homestay lodging permit and verified through an on-site inspection.

Inspector's Notes: _____

- o. Homeowners are required to maintain a complaint registry and report problems to the Community Development Director.

Inspector's Notes: _____

- p. Separate cooking facilities such as stoves, range tops, ovens, hotplates, or other similar equipment (*but excluding microwave ovens*) may not be provided.

Inspector's Notes: _____

- q. 24-Hour Contact information of owner and designated representative including name, physical address, email address shall be permanently displayed in a visible location.
The information shall be kept current at all times. The owner or representative shall be available by phone (24 hours a day, seven days a week) to ensure a response to complaints regarding emergencies and the condition, operation, or conduct of the occupants. A 24-hour representative must be able to physically respond to the vacation rental site within 30 minutes, and if requested they must respond.

Inspector's Notes: _____

Inspector _____

Date _____

Approved: Yes _____ No _____