

# Short Term Rental Inspection Checklist City of Cannon Beach

A short-term rental dwelling must be inspected to determine whether it meets the standards of the Uniform Housing Code (UHC) as adopted by the City and to establish its maximum occupancy. The cost of the inspection is \$100. A re-inspection fee of \$37.50 may be charged. If the dwelling has already been inspected in conjunction with a vacation home rental permit, a re-inspection is not required. Prior to the issuance of a transient rental permit or vacation home rental permit, the owner of the dwelling shall make all necessary alterations to the dwelling required by the Building Official pursuant to the UHC. Failure to complete the necessary alterations within 30 days of the Building Inspector's notification of required alterations may result in the revocation of the permit.

Property Address: \_\_\_\_\_ Property Owner: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Local Representative: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Total Number of Occupants Approved for this Dwelling (limited by # of bedrooms and # of off-street parking spaces): \_\_\_\_\_

2 occupants/bedroom plus 2 additional occupants: # of bedrooms \_\_\_\_\_ x 2 = \_\_\_\_\_ occupants + 2 = \_\_\_\_\_ occupants  
1 off-street parking space for each 3 occupants: # of off-street parking spaces \_\_\_\_\_ x 3 occupants = \_\_\_\_\_ occupants

- General Requirements:** (not requirements of the UHC, but required by City Code or Oregon Statute)
- House numbers installed (minimum 2 1/2 H, 2 1/4 W) and clearly visible from the street.
  - Smoke alarms installed in all sleeping rooms, outside all sleeping areas, and on each floor of dwelling.

- Sanitation:**
- Dwelling equipped with bathroom facilities consisting of a toilet, sink, and either a bathtub or shower.
  - Dwelling equipped with kitchen facilities consisting of a stove, refrigerator, and sink.
  - All plumbing fixtures connected to the sanitary sewer system and equipped with proper "P" traps.
  - All plumbing fixtures connected to an approved water supply and provided with hot and cold water necessary for their normal operation.
  - All sanitary facilities installed and maintained in safe and sanitary condition.
  - No signs of mold or mildew on wall surfaces.
  - No signs of infestation from rodents or insects.
  - Dwelling is equipped with adequate garbage and rubbish storage.

- Safety:**
- Basement and all sleeping rooms are provided with windows designed to meet egress standards or exterior doors.
  - All stairs, decks, and balconies over 30 inches in height are provided with approved guardrails.
  - All stairs with three or more risers are provided with approved handrails.

- Mechanical:**
- Every habitable room contains at least two electrical outlets or one outlet and one light fixture.
  - All electrical equipment, wiring, and appliances have been installed and are maintained in a safe manner.
  - Dwelling is equipped with heating facilities in operating condition.
  - All solid fuel burning appliances are installed per applicable codes and maintained in safe working condition.
  - Dwelling has proper ventilation in all rooms and areas where fuel burning appliances are installed.

- Structural:**
- Dwelling has no sags, splits or buckling of ceilings, roofs, ceiling or roof supports or other horizontal members due to defective material or deterioration.
  - No split, lean, list, or buckle of dwelling walls, partitions or other vertical supports due to defective material or deterioration.
  - Fireplaces and chimneys are not listing, bulging, or cracking due to defective material or deterioration.
  - No evidence of decay or damage to exterior stairs or decks.

- Weather Protection:**
- Dwelling has no broken windows or doors.
  - No broken, rotted, split, buckled of exterior wall or roof coverings that affect the protection of the structural elements behind them.

**Any of the above items which have been checked must be corrected and re-inspected prior to the issuance of a transient rental permit or vacation home rental permit.**

Presented to: \_\_\_\_\_  Approved Date: \_\_\_\_\_

Inspected by: \_\_\_\_\_  Requires Modifications Date: \_\_\_\_\_

To request an inspection or for information about this inspection please contact: City of Cannon Beach Building Department (503) 436-8045. Inspection Request Mailbox or [building@ci.cannon-beach.or.us](mailto:building@ci.cannon-beach.or.us). Copies of this form are available on line at [www.ci.cannon-beach.or.us](http://www.ci.cannon-beach.or.us).

