



SHORT TERM RENTAL SAFETY CHECKLIST

Name: _____

Address: _____

Phone number: _____

Email: _____

Address of STRU: _____

Please Check the Box for EACH Item Attesting that the Required Safety Item is Present on the Premises

- 1. 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:
 - Boone Center 911 Emergency
 - Boone Center Non-Emergency 859-371-1234
 - Property Address
 - Floor Plans identifying the locations of the following Exits
 - Primary evacuation routes
 - Secondary evacuation routes
 - Name and phone number of an emergency contact for the property.
- 2. Portable fire extinguishers
- 3. 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.
- 4. Gas or other fuel fired appliances must have 36 inches of clearance. (No storage for 3ft)
- 5. Portable unvented fuel fire heating equipment is prohibited from use (No kerosene heaters)\
- 6. Electrical outlets, switches, junction boxes and any other electrical boxes must have cover plates.
- 7. No open unconnected wires are permitted. All open wiring must be in electrical junction boxes
- 8. Electrical panels require a minimum 36 inches in front of the panel. No storage shall be within this 36 inches.

- 9. Extension cords shall not be used for permanent wiring. Ensure that extension cord usage within the home is only for temporary use.
- 10. Holes in walls, ceilings and doors must be repaired.
- 11. A portable fire extinguisher must be present on every level of the home. A minimum size of 2A10BC is required.
- 12. Smoke Alarms are required to be installed in the following locations:
 - a. In every bedroom
 - b. outside of every bedroom
 - c. On every level of the home
 - d. Smoke detectors more than 10 years old shall be replaced.
- 13. Carbon Monoxide alarms shall be installed in the following locations:
 - a. Outside every bedroom
 - b. On every level of the home
- 14. 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.
- 15. All windows and doors must operate and able to be opened.
- 16. The exterior of all exits shall be free of obstructions.
- 17. Flammable liquid storage in excess of 10 gallons shall be stored in an approved flammable liquids cabinet. No flammable liquids shall be stored under steps.

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: _____