



SHORT-TERM RENTAL INSPECTION CHECKLIST

Per the City of Dana Point Short Term Rental (STR) Program, both within and outside the coastal zone, an initial inspection by the City is required prior to issuance of an STR Permit to ensure compliance with the STR Program and potential safety items. The Short Term Rental Inspection Checklist identifies the items to be included in the inspection, but it is possible that other safety factors may be identified by the inspector which will need to be addressed prior to Short-Term Rental Permit issuance.

EXTERIOR

- Street address visible from the road.
- Availability of two off-street parking spaces.
- The property is maintained in a neat and clean appearance.
- Number of bedrooms in the dwelling is consistent with the application.
- Appropriate trash and recycling containers are accessible to the renter and out of public view.
- Exterior gates leading to and from the front, side, and/or back yards are not padlocked.
- Spark arrestors are installed for all solid fuel (non-gas) fireplaces.
- All steps, stairs decks, and railings are stable.
- The electrical service and breakers are readily accessible and circuits are labeled.
- Hot tubs, pools, and spas meet the pool barrier requirements (5 feet minimum non-climbable).
- Door alarms are provided or the pool/spa has a locking pool cover meeting the requirements of the Building Code.

INTERIOR

- Locking mechanisms on the exit doors operate from inside without the use of a key. (No double key deadbolts)
- Hallway and exit doors are operational and not obstructed.
- Good Neighbor Brochure is posted in the unit.
- Smoke Detectors and Carbon Monoxide alarms are installed per Building Code.
- Bedrooms or sleeping rooms occupied by renters are not less than 7 feet in all directions and not less than 70 square feet in area and has an egress window and door.
- A Type 10 BC fire extinguisher, is installed one (1) per floor, mounted between 3 and 4 feet above the ground
- Fireplace(s), when installed, has a screen or glass doors.
- Gas burning fireplaces shall have the damper permanently fixed in the open position.
- Exhaust ventilation is installed above the cooking appliance, ducted to the outside.

- The water heater is securely strapped (2 required) and the gas shut-off valve is readily accessible.
- No combustible material is stored around or within the water heater or furnace compartment.
- No exposed wiring or overloaded electrical circuits are observed.
- No permanent use of extension cords for appliances, heaters, lamps, or other fixtures observed.
- Rated walls between the garage and dwelling are maintained and without holes.
- Emergency lighting is provided at the exit doors. These may be battery operated and plug into an outlet.
- For wood burning fireplaces, an ash disposal metal container with a tight-fitting lid, resting on a non-combustible surface, with a label or sign that clearly states the disposal instructions, if applicable.

UNPERMITTED IMPROVEMENTS

The STR shall comply with all codes, including fire, building, and safety. If the inspection identifies any improvements completed without the required permits, the STR becomes ineligible until the violation is rectified. Similarly, if the City has a record of any expired building permits for previous improvements, this would also result in the STR becoming ineligible until the permit is finalized with the City.

INSPECTION DATE:

INSPECTOR:

PASS / FAIL / CORRECTIONS (CIRCLE ONE)

CORRECTION NOTES: