

# SHORT-TERM RENTAL Checklist for Applicants

- Yes  No Do you own the home?
- Yes  No Do you live in the home at least 185 days per year?
- Yes  No Is the home zoned for a one-family residence?  
***If you answered “no” to any of the above, the home may not be used for short-term rental***

- Yes  No Will the owner be living in the home during all short-term rental stays?
- Yes  No Will all short-term renters stay in the dwelling itself (not a guesthouse)?
- Yes  No Does the lot have at least 80 feet of frontage on a public street?
- Yes  No Will the maximum number of short-term renters at any time be six or less?
- Yes  No Will the home be used for short-term rentals 60 days or less per year?  
***If you answered “no” to any of the above, a conditional use permit is required***

### ***The following regulations must be observed:***

- Yes  No Either the homeowner or a designated adult will be available to resolve problems or complaints at any time during the short-term rental
- Yes  No At least one member of every rental party must be an adult
- Yes  No During short-term rentals, the total number of persons on the property will be no more than two per bedroom (including owner occupants, short-term renters, and guests)
- Yes  No All short-term renters occupying the house at any one time must book together (cannot rent part of the house to one party and another part of the house to a separate party at the same time)
- Yes  No The dwelling is not used for a family day home, group home, assisted living home, massage therapy business, or taxi or carrier service
- Yes  No The rental period is at least one day (not renting by the hour or half-day to two different parties during the same day)
- Yes  No Check-in and check-out are offered only between the hours of 7:00 am and 11:00 pm
- Yes  No Smoke detectors, carbon monoxide detectors, and fire extinguishers are provided as required by the building code.
- Yes  No All exits required by the building code will remain accessible at all times
- Yes  No The total number of pets on the property must not exceed three (includes the homeowner’s pets and any pets belonging to short-term renters)
- Yes  No Homeowner must keep a record of all short-term rentals and provide it to County officials upon request

### ***The following information must be posted conspicuously:***

- Yes  No The dwelling address
- Yes  No Contact information for the homeowner and the responsible person
- Yes  No Detailed instructions for emergency shut-off of gas, electricity, and water
- Yes  No Recycling and trash collection schedules
- Yes  No County noise ordinance (Sec. 10-67 through 10-69 of the County Code)