



SHORT TERM RESIDENTIAL RENTALS REFERENCE SHEET

Annual registration and fee:

The annual registration fee is \$100 per dwelling regardless of the point in a calendar year that a registration is obtained. Inspection and license approval must be complete by April 14th.

Signage and Proof of Registration:

Each short term rental dwelling must display a City-provided sign or decal in a location visible from the street. You are responsible for maintaining the sign from year to year. There will be a \$25 replacement fee.

Maximum short term residential rental days in a calendar year:

Registered dwelling owners may allow short term residential rentals for no more than 25 rental days per calendar year per registered dwelling.

Guest Log:

A log of all guests and duration of their stay must be kept by the property owner.

Occupancy:

If the dwelling is **owner-occupied**, the maximum short term residential rental occupancy is 2 persons per bedroom, plus 2 additional persons per dwelling, but in no case shall rental occupancy exceed 10 persons total; or

If the dwelling is **not owner-occupied**, it is subject to the occupancy levels established by the type of zoning applicable to the dwelling. **This means that in most zones non-owner-occupied short term residential rentals may not rent to more than two (2) unrelated occupants.**

Property Owner(s), Persons in Charge, and Tenants:

Registration of a short term rental residence will not be allowed if the residence is not owner-occupied, or if the owners of a non-owner-occupied residence have not identified a Person in Charge. A Person in Charge, who may or may not be an owner, must reside in or have an office within a seventy-five (75) mile radius of the City and be able to act as the agent for the owner(s). The City must be notified in writing within fourteen (14) days of the change if there is a change of ownership or in the identity of the Person in Charge.

Noise Ordinance:

Music, yelling, whistling and loud conversation whether amplified or not is prohibited between 10:30 p.m. and 7:00 a.m. if plainly audible at or beyond the property boundary.

Parking:

All parking for tenants must be contained on-site and only on improved surfaces.

Safety and damages:

Property owners are responsible for their own safety and insurance needs, as well as the safety and sanitation needs of their tenants.

Life Safety and Sanitation Requirements:

For purposes of this Ordinance, the following standards apply to short term residential rentals and must be met prior to being issued a license.

1. **9-1-1 Numbers:** Minimum 3 inches tall and readily visible and legible from the street.
2. **Trash Cans and Storage of Solid Waste:** One roll cart and recycling bin with a designated storage location for the roll cart behind the front building line.

3. **Environmental:** Property exteriors shall comply with the International Property Maintenance Code.
4. **Doors and Windows:** Individual dwelling units must have access directly to the outside or to a common corridor. Sleeping rooms must have at least one operational window.
5. **Stairs, Rails, Porches, Decks:** A graspable handrail is required for four (4) or more stairs whether indoors or out. Guardrails are required on decks over 30" above grade, and must be a minimum of 36" in height and not have any openings between pickets or rails that exceeds 4". Porches and decks shall not have apparent structural damage or broken or missing rails or steps. No exposed risers are allowed on stairs over 30" in height whether indoors or out.
6. **Swimming Pools/Spas:** Swimming pools and spas shall be enclosed and include a self-closing and self-latching gate of 48" minimum height.
7. **Electrical Service and Electrical Hazards:** Electrical service shall be provided through the public service provider. All bathrooms, exterior outlets, non-dedicated kitchen outlets within 6 feet of kitchen sink shall be ground fault protected. Missing or cracked plates on switches or outlets shall be repaired.
8. **Ceilings:** Habitable spaces and hallways must have a clear ceiling height of not less than seven (7) feet. Ceilings shall not have any apparent visual defects, evidence of mold or mildew, or holes with exposed wiring or insulation.
9. **Walls:** Walls shall not have any apparent visual defects, evidence of mold or mildew, or holes with exposed wiring or insulation.
10. **Floors:** Floors shall not have any apparent visual defects, evidence of mold or mildew, or soft spots.
11. **Sink:** In kitchen with hot and cold running water. Hot water to be at least 85 degrees and not to exceed 120 degrees.
12. **Stove or Range:** Stoves and ranges shall be free of apparent hazards. Combustible material must be at least 30" above the heat source. Stove must have anti-tip brackets installed that will keep stove from flipping over if pressure is applied to open door.
13. **Toilet:** Flushing and leak free in a room affording privacy.
14. **Wash Basin:** Operational and leak free equipped with hot and cold running water.
15. **Tub or Shower:** Must be operational and equipped with hot and cold running water in a room affording privacy.
16. **Ventilation in Bathroom:** Bathrooms must have a window or mechanical ventilation and not have any evidence of mold or mildew.
17. **Smoke Detectors and Carbon Monoxide Detectors:** Every bedroom and adjoining hallway as well as the common area shall be equipped with an operational, approved listed smoke detector. In units containing more than one (1) story, detectors are required on each story. Carbon Monoxide Detectors will be required and properly installed in all units that have an attached garage and/or gas appliances.
18. **Fire Extinguisher:** Minimum 5 lb-ABC fire extinguisher that is fully charged and not past expiration date.
19. **Evacuation Plan:** Each room used for sleeping shall have an evacuation plan posted on the door.
20. **Heating Equipment:** Operational heating facilities capable of maintaining a room temperature of 70 degrees.
21. **Evidence of Infestation:** Premises shall appear free of rats, mice, roaches, or other vermin.
22. **Interior Stairs and Common Halls:** Stairs and halls shall not have apparent damage of missing rails or steps. No exposed risers are allowed on stairs over 30" in height whether indoors or out.

Compliance Inspections:

Annual compliance inspections of short term residential rentals shall be conducted from January 1 to April 14 each year. Property owners must arrange with the City for onsite inspections of short term rental properties prior to the use of a dwelling for short term rental purposes.