

**MONO COUNTY  
SHORT-TERM RENTAL GENERAL INSPECTION FORM**

Owner's Name:	Owner's Phone Number:
Rental Address:	
# of Bedrooms:	Loft: <input type="checkbox"/> Yes <input type="checkbox"/> No (If yes, please complete and submit the loft inspection checklist)
<input type="checkbox"/> Dwelling has passed the inspection. <u>OR</u> Corrections required to pass inspection:	
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>
Inspector's Name (Printed):	Date of Inspection:
Inspector's Signature:	
Inspectors are encouraged to submit notes and/or photos along with the completed form. A copy of the passed/failed inspection should be emailed, mailed, or delivered in-person to the Community Development Department. If any applicable law, rule, or regulation imposes requirements more stringent than those established below, those requirements apply. <i>Note: The Planning Division will verify compliance with the Sign, Notification, and Advertising and any other Requirements. The Planning Division will also verify rental agreements.</i>	

HABITABILITY REQUIREMENTS			
Yes	No	N/A	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1. The address of the rental unit must be unobstructed at all times and clearly visible by a passerby. <i>Per MCC Section 5.65.110(A)(1)</i> Note: For condos, building and unit numbers must be clearly displayed.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2. All stairs, decks, guards and handrails are stable and structurally sound. <i>Per MCC Section 5.65.110(A)(3)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3. Any locking mechanism on exterior doors must be operable from inside the unit without the use of a key or any special knowledge. If the dwelling unit is greater than 3,000 square feet in area, two exit doors shall be required, each of which shall conform to this requirement. <i>Per MCC Section 5.65.110(A)(10)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4. All fixtures, appliances, furnaces, water heaters, space heaters, plumbing, wiring, electrical, propane or gas connections, doors, windows, lighting, and all parts of the structure and furnishings (interior and exterior) must be in operable working condition and repair. Water heaters have code-compliant earthquake straps, and combustible materials are not stored around or within water heaters and furnace compartments. All utilities (electric, gas, water, sewage, etc.) shall be connected, in good operating condition, and connected to approved sources. <i>Per California Building Code and MCC Sections 5.65.110(A)(11, 15)</i> Note: Only visible components shall be inspected visually for any irregularities and operability/performance may not be verified.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	5. Landline telephone service is required. A telephone is connected to the local carrier and in working condition for use in the event of an emergency or to contact the owner or property manager. The phone is connected to the reverse 911 directory. <i>Per MCC Section 5.65.110(A)(12)</i> Note: Inspector shall locate the landline telephone and verify a dial tone exists.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	6. There is at least one screened window per bedroom to allow for proper ventilation. <i>Per MCC Section 5.65.110(A)(14)</i>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Any hot tubs, pools, or spas shall be fenced or equipped with a cover with locking mechanisms and shall be maintained in a safe and sanitary condition. <i>Per MCC Section 5.65.110(A)(16)</i> Note: Only visible components shall be inspected visually for any irregularities and operability/performance may not be verified.
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	8. There is no evidence of pest infestations, and all firewood and other stored items are kept in a neat and clean condition. Exits shall be kept free from storage items, debris or any impediments at all times. Bedroom

	<p>windows are operable and free of obstructions to allow for emergency escape and rescue. <i>Per MCC Section 5.65.110(A)(13, 17-18)</i></p> <p>Note: Only visible components shall be inspected visually for any irregularities and operability/performance may not be verified.</p>
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<b>FIRE SAFETY REQUIREMENTS</b>		
Yes	No	N/A
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>9.</b> Carbon monoxide and smoke detectors must be installed and maintained in good operating condition in each bedroom, sleeping area, or any room or space that could reasonably be used as a sleeping area, and at a point centrally located in the corridor or area giving access to each separate sleeping room. A carbon monoxide detector must be installed in any basement. <i>Per California Building Code and MCC Section 5.65.110(A)(2)</i></p>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>10.</b> The rental unit shall be equipped with a minimum of one 2A:10B:C type fire extinguisher with no more than seventy-five feet of travel distance to all portions of the structure; there shall be no fewer than one such extinguisher per floor. Fire extinguishers shall be mounted in visible locations with the tops of the fire extinguishers mounted between three and five feet above the floor and shall be accessible to occupants at all times. California State Fire Marshal annual certification tags must be provided and be current on all extinguishers. <i>Per MCC Section 5.65.110(A)(4)</i></p> <p>Note: Inspector shall reasonably estimate travel distance as an exact measurement may be impractical.</p>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>11.</b> If there is a fireplace or solid-fuel barbecue, the rental unit is equipped with a minimum five-gallon metal container with a tight-fitting lid for ash removal. This container is clearly labeled (e.g., fireplace ashes) and constructed to meet the purpose of containing ash. A minimum 16" non-combustible hearth extension is required in front of any wood burning fireplace, and a minimum of 8" beyond each side of the fireplace opening. If the fireplace opening is six square feet or more, these two dimensions become 20" and 12", respectively. <i>Per California Building Code and MCC Section 5.65.110(A)(5-7)</i></p>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>12.</b> Wall or baseboard heaters in the rental unit shall be in good working condition. A minimum clearance of 4" from a baseboard heater to the floor and minimum of 8" from the heater to the ceiling is required. Electrical outlets are prohibited from being installed directly above a baseboard heater. <i>Per California Building Code</i></p> <p>Note: Only visible components shall be inspected visually for any irregularities and operability/performance may not be verified.</p>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>13.</b> Flammable or hazardous liquid or materials, firearms, controlled substances, or any unlawful material shall not be stored in the rental unit or any attached structure. The roof and grounds of the rental property shall be kept clear of accumulations of pine needles, weeds, and other combustible materials. <i>Per MCC Section 5.65.110(A)(8-9)</i></p> <p>Note: Flammable or hazardous liquid or materials <u>in use</u> (e.g., attached to a solid-fuel barbecue) may be available to guests during visitor rentals.</p>	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p><b>14.</b> Tree limbs are not within 10 feet of any chimney or flue openings. Spark arresters of a minimum opening size of three-eighths inch and a maximum opening size of one-half inch are required on all fireplace flue openings. <i>MCC Section 5.65.110(A)(19-20)</i></p> <p>Note: Only components visible from the interior of the unit or from the ground outside the unit shall be inspected visually for any irregularities.</p>	

**The property owner shall read and initial the following:**

\_\_\_\_\_ I, the property owner, agree to comply with all requirements of Mono County Code Section 5.65.110 and the Mono County General Plan, and any other applicable local, state, and federal requirements.

\_\_\_\_\_ I, the property owner, acknowledge that I am fully responsible for all aspects of the unit, including safety and quality; that the inspection does not guarantee that all life-safety standards are met; and neither the County nor inspector bear any responsibility for any defect in the unit.