MENDON CITY
1859

SHORT-TERM RENTAL INSPECTION CHECKLIST

Section 3.38 of the Mendon City Zoning Code states that prior to applying for a license for a new business not previously licensed as a short-term rental, or renewal of an existing short-term rental business license, the applicant may be required to have the prospective place of business inspected by the appropriate departments of the City or other governmental agency to ensure compliance with building, fire, municipal, and health codes.

Below is a checklist of the most common life safety concerns reviewed during short-term rental inspections within Mendon City. This list is not inclusive of all building or fire codes but only addresses the most common concerns. Short-term rentals are required to comply with all applicable codes. Some corrections will require a permit. Please contact the number below if you have any questions.

1. Smoke alarms (less than IO years old) are required in each bedroom, each hallway adjacent to a bedroom, and one on each floor, including basements.
    a. Homes and units with inter-connected smoke detectors (i.eg., when one alarm is activated, all alarms within that home/unit are activated): If bedrooms have been added, or detectors removed/missing, a new inter-connected smoke detector will need to be installed. The addition of battery-operated smoke detectors in these circumstances will not pass inspection.
2. Carbon monoxide detectors are required on each floor and in the vicinity of bedrooms.
3. GFCl protected outlets are required within 6 feet of sinks, bathtubs, and hot tubs. Jetted tub motors and hot tub motors must be GFCI protected.
4. Extension cords are prohibited for permanent use. Temporary uses such as holiday lighting are acceptable. Use of UL-listed power strips with built-in breakers that are listed in accordance with UL 1363 are encouraged.
5. Water heaters:
    a. Strapped with approved straps - one on the top third and one on the bottom third of the tank.
    b. Water heater expansion tank must also be strapped.
    c. Water heater must be de-rated for altitude and have sticker to reflect that.
    d. Proper venting and gas connections (installations post-2012 must have 4-inch vents).
    e. Clearance of 36 inches in front of heater/combustion chamber.
6. Furnaces:
    a. Must have required clearances (36 inches in front) and access.
    b. Correct venting and gas/electrical connections.
    c. Combustion air must be sufficient.
    d. De-rated for altitude and have sticker to reflect that.
7. Handrails are required on any stairs over three risers.

8. Hot tubs:
    a. Disconnect must be a minimum of 5 feet but no more than 50 feet away (5-to-50 rule).
    b. Dwellings with more than 2 units (triplexes and condos) must have a single shut off switch to cut all power to the tub, even if the hot tub is private.
    c. Hot tub motors/heaters must be GFCI protected.
    d. Glass within 6 feet of the hot tub must be tempered.
9. Decks and walking surfaces (stairs, hallways, etc.) must have guards if walking surface is 30 or more inches above the ground or floor. Pre-existing gaps on all guards must be 4 inches or less.
10. Windows must be tempered in hazardous or wet locations.
11. One Type 2A: I0BC fire extinguisher must be provided in each unit. Fire extinguishers must be no more than 1 year old or tagged as serviced within the last year.
12. Emergency egress in bedrooms:
    a. Must have a door to the outside - or-
    b. One window with a minimum opening of 5.7 square feet and no more than 44 inches above the floor.
13. All single-family homes with fire sprinklers:
    a. Fire riser/sprinkler system must be inspected and tagged annually- a copy of the report must be provided to the inspector.
14. All multi-family dwellings and accommodations (condominiums, town houses, hotels, and motels only) with fire sprinklers:
    a. Fire riser/sprinkler system must be inspected and tagged annually- a copy of the report must be provided to the inspector.
    b. Fire riser/sprinkler system must have a 5-year hydrostatic test performed- a copy of the report must be provided to the inspector.
15. All multi-family dwellings and accommodations (condominiums, town houses, hotels and motels only) with fire sprinklers and/or fire alarm system:
    a. Fire alarm systems must be tested and serviced annually- a copy of the report must be provided to the inspector.
16. All common area emergency lighting and exit lights must function on building power and on the back up battery power (condominiums, hotels, motels only).
17. Common area fire extinguishers must be serviced and tagged annually (condominiums, hotels, motels only).
18. Elevators, if present on the property (condominiums, hotels, motels only):
    a. Provide a copy of the current elevator "Utah State Certification of Inspection and Permit to Operate."
19. Homes and units with active building permits cannot pass inspection

20. The space must have adequate sanitary facilities.
21. Gas fired appliances are not allowed in sleeping areas without modification - please call for details.
22. Use as a short-term rental must meet all zoning regulations for use of the structure (e.g., single-family home, accessory apa1tment/lock off, duplex, etc.).

Contact the **Mendon City Building Inspector at (435) 764-1026** when you are ready for inspection.

Please do a walk-thru of your property before calling for an inspection.

Even if the space has been used before as a nightly rental, it may not have all the updates required to pass inspection.

By signing below, I hereby acknowledge the review of the items in this checklist. I understand this list is not inclusive of all building or fire codes. I also agree the short-tern rental will comply with all applicable codes before being offered for occupancy.

_____ _____

Owner/Property Manager Date

_____ _____

Mendon City Building Inspector Date

SHORT-TERM RENTAL PERMIT APPLICATION

ACTIVITY# (office use only)	**FEDERAL ID #** (Required): _____	**UTAH SALES TAX#** (Required): _____ **TRANSIENT TAX #** (Required): _____
PROPERTY OWNER NAME (Required): _____	**PROPERTY OWNER ADDRESS** (Required): _____	**OWNER TELEPHONE#** (Required): (____) _____

ADDRESS / LOCATION OF SHORT-TERM RENTAL:	**MAILING ADDRESS (for renewal):**
BUSINESS TELEPHONE #: (____) _____	**EMAIL ADDRESS:** _____
PROPERTY MANAGEMENT COMPANY/LOCAL CONTACT NAME & MAILING ADDRESS: **EMAIL ADDRESS**: _____	**TELEPHONE #:** (____) _____

I certify under penally of perjury and license revocation that I am the authorized representative of the property owner, that I have read. know, and fully understand the information and provisions of this rental permit and the accompanying Ofd1nanoe section governing short-term rentals; that has the legal representative of the property for which application for a rental permit is made and acting as agent of the owner of said property, I recognize and understand that buildings which may be used as short-term rentals, including all single-family residences, may not have been constructed in a manner to meet building code requirements for commercial buildings. I do herein agree and represent lo Mendon City that said units will not be used for any purpose other than short-term rental use. I certify Iha! the information provided and representations made are complete and correct to the best of my knowledge and my application is in accordance with Mendon City ordinances. This permit shall be VOID if information or representation provided is incorrect or later changes and I fail to update such information within ten (10) business *days* or the change of information I certify I understand: 1) That THIS IS NOT A PERMIT, but merely an application for a **permit to do business within Mendon City; 2) That if my application is approved. I shall be notified and issued a permit certificate which must be displayed at** my **place of business at all times; 3) That all rental** permits are valid for one year and expire on June 30"', and 4) That the granting of this permit to do business within Mendon City does not discharge or replace any other licensing or registration requirements I may have under City, County, State, or Federal laws.

PRINT NAME	**SIGNATURE**	**DATE**
_____	_____	_____

PERMIT FEE

__ New permit - **$200**

__ Renewal permit - **$65**

___ Inspection Fee - **$75**

SHORT-TERM RENTAL PERMIT APPLICATIONS

MUST INCLUDE AN INSPECTION REPORT

EACH YEAR

CONTACT MENDON CITY BUILDING INSPECTOR AT

***(435) 764-1026** FOR AN INSPECTION APPOINTMENT*

If more than two inspections of the same type (building or fire) are necessary before the short-term rental is cleared for occupancy, **a $50** inspection fee will be assessed for each additional inspection required.