

Application for Short-Term Rental Inspection

A short-term rental dwelling must be inspected to determine whether it meets the standards of the codes adopted by the Village of Volente and to establish its maximum occupancy. The cost of this inspection is \$150.00. Prior to the approval of a **Conditional Use Permit and STR License**, the owner and/or operator of the dwelling unit shall make all necessary alterations to the dwelling as required by the Village of Volente inspector. For inspections related to **STR license renewals**, failure to complete the necessary alterations within 30 days of the inspection and notification of required alterations may result in the revocation.

Property Address of STR: _____

Property Owner: _____ Mailing Address _____

Phone #: _____ Email: _____ Fee Paid: _____ Check # _____

Owner representative (operator/agent): _____

Phone #: _____ Email: _____

Total Square Footage under roof: _____ Total number of bedrooms: _____

Maximum # of Occupants Approved for this Dwelling (limited by # of bedrooms):

2 persons per bedroom plus 2 additional: # of bedrooms _____ x 2 = _____ + 2 = _____

Maximum Occupancy Approved premises for this Dwelling Unit total: _____

Pass	Fail	Inspection Checklist Item
		All Notifications to STR occupants displayed on the inside of the front door
		Exterior kept clean, safe and sanitary.
		Exterior area maintained to prevent high grass and weeds.
		Fences and gates are in good shape.
		Address visible from street in a minimum 4" contrasting numbers.
		Smoke detectors in each sleeping area and immediately outside such areas. Must be daisy chained together.
		Carbon Monoxide detector installed if fuel -fired appliances or attached garage at location.
		Minimum of two fire extinguishers mounted and inspected. (5 lb. ABC Required)
		Fire Safety plan located on each floor and near exit path.
		All gates leading to a pool shall be self-closing and self – latching.
		Pool safety alarm shall be installed at rear door minimum of 54"
		All properties utilizing security gates shall be equipped with a Knox box for emergency personnel.
		Boat Dock safety inspection, as applicable
		Other fire, life, safety and & health requirements. See below.
COMMENTS		

Applicant Signature: _____ **Date** _____

CERTIFICATE OF OCCUPANCY FOR SHORT-TERM RENTAL

Approved Denied Additional Corrections needed within 30 days (Owner must call for reinspect)

Inspector _____ **Phone #** _____ **Date** _____

Notifications to STR occupants. The following information, requirements and/or limitations shall be reviewed with each tenant and displayed on the inside of the front door or at a prominent location in the STR:

1. Maximum number of occupants to be allowed on the premises at any given time;
2. Notice of the parking limitations on the premises and allowed street parking as per the standards and limitations of this article. Copy of a site plan designating where the motor vehicle parking is allowed;
3. Notice that failure to conform to the occupancy and parking requirements of this article is a violation of the village's municipal code;
4. Address of the STR;
5. Contact information of the property owner and operator(s), i.e. phone numbers, pager and email addresses etc.;
6. Designated 24 hour, 7 days a week, contact representative(s) information, including, phone numbers, pager number and email addresses;
7. Contact information for the Fire department, emergency 911, and village office;
8. No occupant of a STR shall cause or permit a violation of the village code of ordinance (included but not limited to noise, nuisance, trespassing, littering, etc.) and details of these standards are to be maintained on the property in a prominent location;
9. Renters and Occupants take full responsibility to the property and may both be subject to fines;
10. Dwelling Evacuation Plan to be posted at every exit;
11. Posting of short-term rental license with expiration date; and
12. Posting of any current burn ban notifications.