



**TOWN OF WASHINGTON  
BUILDING AND ZONING DEPARTMENT**

**SHORT-TERM RENTAL INSPECTION WORKSHEET**

**Property Owner:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Tax ID #:** \_\_\_\_\_

\_\_\_\_\_

**EXTERIOR:**

- Street address posted & visible from the road & on dwelling. Minimum 4" high by 1/2" stroke Arabic numerals contrasting with background.
- Exterior area of property maintained in good & sanitary condition with no buildup of combustible materials near structure, weeds or accumulation of garbage.
- Exterior of building maintained in good repair, sanitary & structurally sound.
- Decks & balconies maintained in good repair, structurally sound with required hand & guard rails.
- Garbage disposal containers present, equipped with tight fitting lids & not visible from the road.
- Swimming pool or hot tub provided with fence, safety cover, immersion alarm, etc. as applicable.
- Water safety equipment located within 10 feet of the edge of the swimming pool.
- For **RH 1** or **1 acre or less** properties: Side & rear yards provided with fences, continuous hedges or stone walls as required to show occupants where the property lines are.

**Comments:** \_\_\_\_\_

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**INTERIOR:**

- Exterior doors & egress windows maintained in good condition, able to be unlocked from the interior with no special tools or knowledge.
- Doors equipped with deadbolt locks & windows within 6' of the ground level or a walking surface are equipped with sash locks.
- Passageways to exterior doors & means of egress are maintained clear and unobstructed.
- Mechanical or natural ventilation provided in all bathrooms.
- Habitable rooms are a minimum of 70 square feet, with a minimum dimension of 7', a minimum ceiling height of 7' (exceptions noted in PMC404) & each bedroom provides a minimum of 50 square feet per occupant.
- Bedrooms do not serve as only means of egress or access to other bedrooms &/or habitable spaces. Every bedroom has access to at least one water closet & one lavatory on the same or an adjacent story without passing through another bedroom.

**Comments:** \_\_\_\_\_  
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**ELECTRICAL & BUILDING SYSTEMS:**

- Electrical system maintained in good condition.
- Unobstructed access maintained to electrical meter, disconnects, fuse boxes &/or breaker panels. Minimum access 30" wide by 36" deep in front of components.
- Fuses or breakers identified & labeled, readily accessible at fuse or breaker panel.
- All junction box covers, switch & receptacle plates in place.
- GFCI protection in wet or damp locations as required.
- Extension cords not run through doors or windows. Extension cords not used in place of permanent wiring.
- HVAC equipment properly installed and maintained in good working order.
- Clearances to combustibles maintained in accordance with Building Codes or manufacturer requirements.

- Fireplaces, woodstoves, pellet stoves, etc. installed properly and maintained in good working order, with all clearances to combustibles maintained.

**Comments:** \_\_\_\_\_  
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**FIRE PROTECTION & LIFE SAFETY:**

- Smoke detectors present:
  - Minimum 1 per sleeping room
  - 1 additional per floor of building or
  - Installed & maintained in accordance with Building Codes applicable at time of construction, if more stringent than requirements above.
- C.O. Detectors
  - Present in all rooms, occupiable space, dwelling units & sleeping areas which contain a fuel burning appliance.
  - In sleeping rooms adjacent to bathrooms or utility closets containing a fuel burning appliance.
- Evacuation procedures posted in each sleeping room.
- ABC rated fire extinguishers present on each floor & in kitchen. Maintained & checked monthly by property owner with maintenance log available.

**Comments:** \_\_\_\_\_  
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**PASSED/ FAILED**

\_\_\_\_\_  
**Building Inspector**

\_\_\_\_\_  
**Date**

