Short Term Rental Self-Inspection Certification

This form is provided to owners and operators of Short Term Rentals (STRs) in Marin County to ensure the health and safety of visitors. These items are required pursuant to Marin County Code Chapter 5.41. Please completely fill out the form and provide your signature, acknowledging the STR complies with all requirements.

Building & Safety Inspection

This section is for owners and operators of STR to self-certify compliance with the Building Code and safety requirements.

Checklist Item	Yes	No	N/A
General			
Is the STR served by natural gas? (Yes = the STR has gas service, No = the STR is all-electric)			
Does the STR use propane (i.e. via tank)			
Heating			
Is all the heating equipment operational and in safe working conditions?			
Does the tenant/guest have access to the thermostat?			
Are all service gas lines in the unit free of leaks and gaseous odors?			
Do all gas lines in the unit have shut off valves and flex lines at the appliance connection?			
Electrical:			
Can you confirm that extension cords do not run through walls, ceilings, floors or under doors?			
Are only UL certified surge protectors in use? Are they plugged directly into an outlet?" https://www.ul.com/insights/guide-power-strips-and-surge-protectors			
Do all electrical outlets have covers? Can you confirm that no wiring is exposed or damaged?			
Is the electrical breaker panel labeled for distribution to appliances and circuits?			
Is the electrical panel clear of obstructions and debris?			
Are all power cords intact and free of any splicing?			
Plumbing:			
Is the water heater strapped?			
Is the temperature pressure relief valve piping discharging properly?			
Is the flue vent properly attached?			
Pools & Hot Tubs			
Does the hot tub have a locking insulate cover in place?			

Does the pool have a retractable cover?			
Is the pool isolated or enclosed by a fence or protected from access by another means specified in Section 115922 of the Swimming Pool Safety Act?			
Hazardous Materials			
If there are compressed gas cylinders on the property, are they properly secured so they cannot fall or tip over?			
Are pool chemicals properly stored and secured?			
Is there a wrench near the gas meter? https://www.youtube.com/watch?v=w9Q5UH9oXOQ			
Wood Fireplaces:			
Is the spark screen at the chimney installed and in good condition?			
Is there a screen at the firebox?			
Ventilation/Windows/Doors:			
Do all windows intended to be openable open and close easily and can remain open?			
Do sleeping rooms or sleeping areas have either a door that leads outside or a window that meets minimum egress requirements, including fully opening?			
Is all window glass in good condition, free of damage, without cracks and properly sealed at the edges?			
If bathrooms have fixed or no windows, is the required mechanical ventilation system in working order?			
Do all exterior doors open and close properly and lock and unlock easily?			
Is the dryer duct clean and is there a plan in place to clean it regularly?			
Handrail & Guardrail Condition:			
Are all interior and exterior handrails and guardrails tightly fastened, secure and in good condition?			
Stairway Condition:			
Are stairways, including treads, risers and landings, in good condition, adequately fastened, free of wood rot and rust and have no missing, broken or loose parts.			
Exterior Elevated Decks, Balconies, Stairways or Walkways:			
Are all elevated exterior decks, balconies, stairways and/ or walkways= structurally sound? Can you confirm that they do not show visible signs of sagging, leaning, cracking, or other defects that may permit moisture intrusion and potentially lead to structural deterioration?			
Are there guardrails on balconies and decks that are over 30” high off grade?			
Walkways, Pathways & Gates:			
Are all exit pathways and stairways clear of open storage, trash, and debris?			
Are electrical fixtures providing lighting and directional signage for the common areas in working condition?			
Floors & Trip Hazards:			
Are all floors and floor coverings free of trip hazards due to deterioration, damage, or structural defect?			

I, _____(owner/agent) hereby certifies that the building and safety conditions listed above have been met:

Property Address: _____

Owner/Agent Signature: _____

Date: _____

See next page

Fire-Life Safety Inspection

This section is for STR owners and operators to self-certify compliance with the Fire Code and fire safety requirements.

Checklist Item	Yes	No	N/A
Outside of the Building:			
Are address numbers positioned to be visible and legible from the street? *The address identification must be maintained and shall be legible, measuring no less than four inches in height with a ⅜-inch stroke, and placed in a position that is visible from the street or road fronting the property. Whenever the address on the short term rental will not be clearly visible from the street or access road fronting the property, the address shall also be placed at the public street or access road in a manner which is clearly visible from both directions of travel on the frontage road or street.*			
Are all sides of the building free of weeds, trash, debris or combustible rubbish?			
If available, are BBQs and open fires operated in an approved appliance or enclosure?			
Is a metal can with a tight-fitting lid provided for ash and/or coal disposal?			
Are all open flame cooking devices away from overhangs and trees?			
Are BBQs (gas or charcoal) in a safe location away from combustible construction?			
Are fire hydrants unobstructed, and will they remain so when cars are parked in designated spaces and trash receptacles are out for pick-up?			
Emergency Communications:			
Can you confirm that the STR has at least one working landline phone, voice over internet protocol (VOIP), or a National Oceanic and Atmospheric Administration (NOAA) radio as a means of receiving emergency communications. *Locations with a working landline and/or VOIP should have the direct phone number and address listed near the device. If NOAA radios are employed, a set of directions for use of the radio shall be accessible.*			
Evacuation Routes:			
In most cases, the STR must contain vehicular evacuation route maps provided by Fire Safe Marin or the County of Marin for the rental area. Can you confirm that evacuation routes will be posted near the front door, with a QR code or link to the County's online evacuation map, of the short term rental? Further, can you confirm that a vehicular evacuation routes map must be provided as a handout so guests can take the map with them in the case of an emergency?			

Note, if evacuation route maps are not available for your area, you will not be required to provide them.			
Smoke Alarms:			
Are smoke alarms mounted in all sleeping units, hallways leading to sleeping units and on each floor?			
Can you confirm that the smoke alarms are less than ten years old?			
Have all the smoke alarms been tested, and is a plan in place to ensure they are tested on a regular basis and batteries replaced as needed?			
Carbon Monoxide Alarms:			
Are carbon monoxide alarms installed?			
Have carbon monoxide alarms been tested, and is a plan in place to ensure they are tested on a regular basis and batteries replaced as needed?			
Portable Fire Extinguishers:			
Is there a type 3-A:40-B:C rated fire extinguisher installed near the kitchen and on each level?			
Are required extinguishers mounted, clearly visible and readily accessible?			
Housekeeping:			
Are there holes or penetrations in the garage firewall?			
Exiting:			
Are all exit ways and doors free of obstructions or storage?			

Carbon Monoxide Alarms

As of July 1, 2011, the Carbon Monoxide Poisoning Prevention Act (Senate Bill - SB 183) required all single-family homes with an attached private garage, fuel-burning appliance, fuel-burning fireplace or fuel-burning forced-air furnace to install carbon monoxide detectors within the house. Locations include:

1. Outside of each separate sleeping area in the immediate vicinity of the sleeping areas.
2. On every occupiable level of the house including basements.
3. In all sleeping areas where a fuel-burning appliance is located within the sleeping area or its attached bathroom or the sleeping area is served by a forced air furnace.

I, _____(owner/agent) hereby certifies that the fire-life safety conditions listed above have been met:

Property Address: _____

Owner/Agent Signature: _____

Date: _____

Defensible Space Inspection

If your property has undergone a defensible space evaluation and passed, you can skip the remainder of this form and upload your inspection evaluation. You can find a copy of your evaluation on the Marin Wildfire Prevention Authority website https://www.marinwildfire.org/myreport23.

Defensible space is the buffer you create between a building on your property and the grass, trees, shrubs, or any wildland area that surrounds it. It will help slow or stop the spread of wildfire and protect your home from catching fire—either from direct flame contact or radiant heat. Defensible space is also important to help protect firefighters when they are defending your home. Please visit Fire Safe Marin for more information https://firesafemarin.org/.

Zone 0: 0-5ft – Ember Resistant
This zone includes the area closest to your house, including plants, decks, outdoor furniture, and the outside walls and coverings. This area is most vulnerable and should be more aggressively maintained for fire resistance. When wildfire embers land in this area, they ignite any combustible material which in turn can ignite your home. Gravel mulch and hardscaping is very effective in this area.

- Remove combustible outdoor furniture. Replace it with metal or non-combustible varieties.
- Replace jute or natural fiber doormats with heavy rubber or metal grates.
- Remove or relocate all combustible materials, including garbage and recycling containers, lumber, trash, and patio accessories.
- Clean all fallen leaves and needles.
- Remove tree limbs that extend into this zone. Fire-prone tree varieties should be removed if they extend into this zone.
- Do not store firewood, lumber, or combustibles here, even (especially) under decks or overhangs. Move stored combustibles inside or at least 30’ from any structure.
- Use only inorganic, non-combustible mulches such as stone or gravel.
- Hardscaping is strongly recommended around the base of structures.

Zone 1: 5-30ft – Lean, Clean & Green
In this zone, 5-30 ft. from the home, remove dead vegetation and debris and maintain spacing between shrubs and trees. Remove “ladder fuels” (i.e. trees or shrubs that are growing under other trees) because they can increase the probability of fire moving into the tree canopy. Keep vegetation in this zone irrigated. Hardscape and plant islands or beds can help maintain horizontal separation to reduce the spread of fire.

- Remove all dead grasses, weeds, plants, & foliage.
- Remove all fallen leaves, needles, twigs, bark, cones, and small branches.
- Remove “Gorilla Hair” or shredded bark mulch.
- Use only compost or heavy bark mulch to maintain soil moisture, or for erosion control.
- Choose only fire-smart plants and keep them healthy and well irrigated.
- Remove fire-hazardous plants.
- Provide spacing between shrubs, at least 2 times the height of the mature plant. Add space on steeper slopes.
- Trim trees to remove limbs 6’ to 10’ from the ground.

- Remove branches that overhang your roof or within 10’ of chimneys.
- Move firewood & lumber out of Zone 1, or cover in a fire-resistant enclosure.
- Remove combustibles around and under decks and awnings.
- Clear vegetation around fences, sheds, outdoor furniture, play structures.
- Provide at least 10’ of clearance between outbuildings and liquid propane storage tanks.
- Maintain regularly, focusing on the areas closest to structures.

Zone 2: 30-100ft – Fuel Reduction

This zone extends from 30 ft to at least 100 ft. Fuels need to be reduced in this zone. Dead grass, weeds, plants, and shrubs should be removed. Shaded fuel breaks that favor the growth of large native species by removing the understory, ladder fuels, and invasive species can favorably modify wildfire behavior while providing the foundation for a healthy and resilient forest.

- Cut or mow annual grass down to a maximum height of 4 inches.
- Create horizontal space between shrubs and trees.
- Create vertical space between grass, shrubs and trees by removing so called ladder fuels.
- Creation of shaded fuel breaks is a good strategy.
- Remove fallen leaves, needles, twigs, bark, cones, and small branches. However, they may be permitted to a depth of 3 inches.
- All exposed wood piles must have a minimum of 10 feet of clearance, down to bare mineral soil, in all directions.

Zone 3: Access Zone

This zone extends from 3ft to at least 10ft horizontally from the edge of roads and driveways, and 14ft overhead. Property owners are responsible for vegetation adjacent to roads and driveways. Access roads are critical for evacuation and first responder access. Maintenance is required year-round.

Zone 4: Community Zone

This zone can include 100-200 feet, depending on the layout of the houses. Many homes do not have 100’ of space between structures and parcel lines. Property owners are required to maintain defensible space to their property line. California and local laws do not require you to create defensible space on property you don’t own. Work with your neighbor to gain permission to clear defensible space on their property if it will help protect your home. In most cases, the most effective solution is a cooperative approach between neighbors.

I, _____(owner/agent) hereby certifies that the defensible space conditions listed above have been met:

Property Address: _____

Owner/Agent Signature: _____

Date: _____