



Short-Term Rental Self-Inspection Checklist

An inspection from the code enforcement office occurs during the initial short-term rental application process for structures built under the NYS Building or Residential Code and reoccurs every three years thereafter.

It is your responsibility to perform monthly inspections as outlined below and use this checklist to inspect your space annually. Please initial each section, fill in the responsible party information, and attach the annual contractor fire system inspection reports.

- Unmonitored Smoke Alarms. Monthly testing required.** (2020 IFC 907.8.5 & 2019 NFPA 72)
 - Logbook detailing monthly inspections available for review.
 - Shall not remain in service longer than 10 years from the date of manufacture, unless otherwise noted on the manufacturer's instructions.
 - Batteries replaced according to the manufacturer's instructions.

- Unmonitored Carbon Monoxide. Monthly inspection required.** (2021 IFC 915.6.4 & NFPA 72)
 - Logbook detailing monthly inspections available for review.
 - Carbon monoxide detection shall be provided in dwelling units, sleeping units that contain a fuel-burning appliance, fuel-burning fireplace or attached garage. (2021 IFC 915)
 - Replaced when either the end-of-life signal is actuated, or the manufacturer's replacement date is reached. (NFPA 72)
 - Batteries replaced according to the manufacturer's instructions. (NPA 72)

- Fire Protection Systems. Annual Inspection Required.** (2021 IFC 901.6)
 - For any buildings containing a sprinkler system, fire alarm system, fire extinguishers, smoke detection system, dry fire hydrant, commercial kitchen hood suppression, fire pump, and/or emergency generator ensure that the system is functioning properly and has been inspected within the last year by a licensed contractor.

- Fire Extinguishers. Monthly inspection required.** (2021 IFC 906.2 & 2018 NFPA 10)
 - Logbook detailing monthly inspections available for review.
 - Portable fire extinguishers shall be on a bracket, in a visible or labeled location and along a normal path of travel. (2021 IFC 906.5, 906.6, 906.7)

- Exit Signs & Emergency Lights. Monthly 30 second test and annual 90-minute testing required.** (2021 IFC 1031.10)
 - Logbook detailing monthly inspections available for review.
 - Emergency lighting equipment shall be tested monthly for a duration of not less than 30 seconds.
 - Battery-powered lighting equipment shall be tested annually by operating the equipment for not less than 90 minutes. (2021 IFC 1031.10.2)

- Street Address.* Numbers not less than 4 inches tall with a minimum width of ½ inch on a contrasting background and visible from the street fronting the property. (2021 IFC 505.1)
- Exit Doors.* Must be recognizable and free of obstructions. (2021 IFC 1031.1)
- Combustibles.* Items kept a safe distance from heaters.
- Extension Cords.* Shall not be a substitute for permanent wiring. Extension cords and flexible cords shall not be affixed to structures, extended through walls, ceilings, or floors, or under doors or floor coverings, nor shall such cords be subject to environmental damage or physical impact. (2021 IFC 604.5)
- Working Space.* Not less than 30 inches in width, 36 inches depth and 78 inches in height shall be provided in front of electrical service equipment. (2021 IFC 604.3)
- Fire Safety and Evacuation Plans.* Details primary and secondary egress, location of fire extinguishers, procedures to follow in the event of an emergency, outside meeting place, and other life safety instructions shall be displayed in a permanent location for guests. (2021 (NY)IRC R311.1.1)

Responsible Party

Name _____

Phone _____

Email _____

Address _____

Date _____ Signature _____