



## Vacation Rental Checklist

- 1. Exterior sign installed per City guidelines.
- 2. Notice posted inside unit containing the following information: Maximum number of occupants, maximum adult occupancy and number of vehicles allowed. Notice that amplified music must not be heard at property line 24/7- \$500 fine. Notice that spa is closed 10pm-7am per City ordinance - \$500 fine. Notice that no parking is allowed on the street 24/7 - \$500 fine. Notice that the fine for leaving an incessantly barking dog at the property is \$500. Notification that trash/refuse cannot be left on property and must be taken to City's Clean Bear sites. Location of Clean Bear sites. Phone number of 24/7 agent. Instructions on storage and disposal of fireplace and/or BBQ ashes. Notice that occupancy or parking violations will result in \$500 fines from City. Good Neighbor Policy (located on City website) posted within vacation rental.
- 3. Smoke detectors in each bedroom and in central point in hallway or area giving access to each separate bedroom, mounted within 12 inches of highest point of ceiling. Carbon Monoxide Detectors installed on every floor.
- 4. Minimum of one (1) 2A:10B:C type fire extinguisher per floor, with top of extinguisher mounted on wall between 3-5 feet above the floor, with current state certification tag. Servicing is required annually.
- 5. No tree limbs are within ten (10) feet of chimney stack openings.
- 6. Spark arresters on all fireplace flue openings. Fireplace(s) have screens to prevent sparks and rolling logs. If using a gas log in the fireplace, damper must be permanently fixed in the open position.
- 7. If there is a fireplace or solid fuel BBQ, there is a minimum 5-gallon metal container with tight fitting lid, and clearly labeled disposal instructions.
- 8. Clearance of furniture and other combustible materials from fireplace openings (54 inches) and from the front of wall or floor heaters (30 inches).
- 9. Flammable liquid storage: Maximum 5 gallons, for maintenance purposes may be stored in approved containers.
- 10. Roof and grounds are clear of accumulation of pine needles, weeds, or other combustible materials. No accumulation of trash and/or debris inside/outside of unit.
- 11. Locking mechanisms on front exit door must operate from inside without the use of a key. If unit is more than 3,000 sf. There must be an additional exit door complying with this requirement.
- 12. No exposed wiring or overloaded electrical circuits. No permanent use of extension cords for appliances, heaters, lamps, or other fixtures.
- 13. At least one window in each bedroom is operable to allow for emergency egress. One screened window per room for ventilation.
- 14. Trash cannot be stored on site.
- 15. No combustible materials stored around or within water heater and furnace compartments. Pressure relief valve piped to exterior.
- 16. Hot tubs, pools and spas are fenced or equipped with an approved cover, with lock as required by state law, and are in a safe and sanitary condition. Spa guard rail(s) in place. Sign posted for hours of non-operation between 10:00 pm. and 7:00 am.
- 17. Lofts or attic conversions have acceptable exiting and 7 ½ foot headroom in 50% of loft. Stairs to these areas shall be structurally sound; no ladders allowed.
- 18. Emergency exit routes are lighted with battery operated emergency lights.
- 19. Exits (including bedroom egress windows) are clear of storage, debris, furniture, and impedence at all times.
- 20. No woodburning fire pits are on premise.
- 21. Parking provided on driveway or garage for at least one space per bedroom. If counting the garage spaces, the garage must be available for guest vehicles.

**Vacation rental must be in compliance with the checklist and all building code requirements throughout the duration of the vacation rental license period. The home is subject to a physical inspection by the City of Big Bear Lake at any time while licensed as a vacation rental. Failure to maintain the property in compliance with the checklist and all building code requirements will result in the revocation of the vacation rental license and the issuance of an administrative citation with a penalty of up to \$1,000 per day.**