



**City of San Juan Bautista**  
**Short Term Rental (STR) Fire Safety Checklist**

Owner Name \_\_\_\_\_

Owner Address \_\_\_\_\_

Owner telephone and email address \_\_\_\_\_

Property Address \_\_\_\_\_

Property Assessor Parcel Number (APN) \_\_\_\_\_

**Important Notice:** If permitting discrepancies are found between the STR project site and the Building Department and Assessor's records, the STR application will be put on hold until the discrepancies are resolved with the Building Department. This may mean that your STR application could incur a substantial delay or be denied.

Examples of discrepancies are: building square footage, number of bedrooms, any indication that work may have been completed without a permit, non-permitted conversion, etc. which may have occurred at any time in the property's history.

**RESIDENCE SAFETY ITEMS**

**Posted Address:** Address numbers are required to be reflective or internally illuminated, plainly visible from the street and a minimum of four inches tall with a 1/2 inch stroke.

**Fire Extinguishers:** All fire extinguishers shall comply with the following:

- At least one (1) extinguisher of minimum 2-A 10-BC shall be provided for each building or occupancy.
- Extinguishers shall be mounted no higher than five (5) feet and no lower than (3) feet.
- Extinguishers shall be underwriter laboratory or fire marshal listed or approved by the State Fire Marshal.
- All extinguishers shall be conspicuously located, readily available, plainly marked and near the kitchen.
- Extinguishers shall be located so that travel distance shall not exceed 75 feet. Additional extinguishers shall be located in Barbecue and/or Fire Pit area.
- Extinguishers shall be of a serviceable type with metal neck and valve. Disposable extinguishers with plastic hardware will not be acceptable. If extinguishers do not have date stamped on bottle, they shall be tagged by a licensed firm.

**Posted Fire Escape Routes:** Each unit shall have a laminated notice (8 ½ x 11 inch minimum size) posted that identifies escape routes from the structure in a visible location in each sleeping room.

**Smoke Detectors:** Guest rooms that are used for sleeping purposes and rooms leading to the guest rooms shall be provided with smoke detectors that are installed in accordance with the approved manufacturer's instructions (one for each floor level).

**C O Detectors:** Each floor shall be provided with Carbon Monoxide detectors that are installed in accordance with the approved manufacturer's instructions.

**Wood-burning Stoves & Fireplaces:** All wood-burning stoves that are available for guest use shall be installed to manufacturer's instructions and meet appropriate construction codes. Instructions for proper use of wood-burning stoves and fireplaces shall be made available to guests. When they are not available for guest use, precautions shall be taken to preclude the use (padlocking or permanent screening).

**Floor/Wall Mounted Heaters:** In rental units where floor mounted heaters are in use, posting of potential fire hazards resulting from placement of combustible material on the floor grate shall be posted in the immediate area.

**Bedroom Emergency Escape:** All bedrooms must have two exits. If one is a window, the sill must be not higher than 44" above the floor. The open area of the window must be at least 5.7 square feet with a minimum open height of 24" and minimum width of 20". Window bars, grills or grating are not permitted and must be removed, if installed.

**Other:** If, at the time of inspection, a health or safety violation is observed by the inspector, the violation must be corrected prior to final approval from the San Juan Bautista County Fire Department.

### Observation Result

Observation Date \_\_\_\_\_  Pass  Fail Inspector Initials \_\_\_\_\_

Observation Date \_\_\_\_\_  Pass  Fail Inspector Initials \_\_\_\_\_

Observation Date \_\_\_\_\_  Pass  Fail Inspector Initials \_\_\_\_\_