



Fire Prevention and Investigation

CHELAN COUNTY

STATE OF WASHINGTON

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Short Term Rental Pre-Inspection Checklist

Address/Location:			
Parcel#:	STR#:	Tier#:	
Owner/Occupants:			
Owner Phone:	# Of Bedrooms		
Date of Pre-Inspection:	# Of Occupants		
Emergency or Local Contact:			
Phone:		Email:	
Access & Premises (IFC 2021 Section 505)			YES
NO			N/A
1. Are address numbers for the dwelling clearly visible from the street or access road?			
2. Is the exterior fire department access unobstructed?			
3. Is combustible vegetation/materials removed from within 5ft of the dwelling so that it will not create a fire Hazard?			
4. Is a minimum three-feet (3') clearance maintained around fire hydrants located on the property?			
Egress (Exiting) (IRC 2021 Section R310)			
1. Are the exit doors and escape emergency windows easily recognizable, unobstructed and maintained?			
2. Does any space used as a bedroom (provides sleeping accommodations) have a door or window of egress directly to the outside that meets the International Residential Code?			
3. Does the emergency escape window meet the minimum dimensions of, 20 inches in width, a height of 24 inches, and a net clear opening of 5.7 square feet. (Main floor, egress level windows only require an opening of 5 square feet)			
4. Is the bottom of the emergency escape window not more than 44 inches above the floor?			
Electrical (IFC 2021 SECTION 603)			
1. Are all electrical outlets, switches, and junction boxes properly covered with cover plates, and is the electrical system safe from any apparent shock or electrical hazards?			
2. Are extension cords used only for temporary use?			
3. Are extension cords plugged directly into an approved receptacle, power tap or multi-plug adapter and, except for approved multi-plug extension cords serve only 1 portable appliance?			
Fire Alarm System/ Sprinkler System (NFPA25 2020, NFPA 13D 2019)			
1. If equipped with a fire alarm, sprinkler and/or other fire system, has the required service of the fire system(s) been performed by the owner or qualified person?			
Fire Safety & Evacuation Plans (CCC 11.88.290)			
1. Does the premise have the ready, set, go and fire wise information?			



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2. Does the premise have a floor plan indicating fire exits and escape routes?				
3. Does the premise have the good neighbor pamphlet and emergency contacts?				
4. Is an operable landline or Voice Over Internet Protocol (VOIP) telephone installed?				
5. Do all outdoor portable or permanently installed wood burning flame devices have the ability to be secured from use during fire restrictions according to CCC 7.52?				
Fire Extinguishers (IFC 2021 Section 906 & NFPA 10 2018)				
1. Is there access to fire extinguisher(s) UL rated at a minimum 2A-10BC?				
2. Have the fire extinguisher(s) been serviced/tagged by a fire extinguisher company or bought brand new and tagged with purchase date within the last 12 months?				
3. What is the date that your fire extinguisher(s) was last serviced or purchased?	Date:			
4. What is the name of the company that serviced the fire extinguisher?	Company name:			
5. Fire extinguisher(s) must be mounted properly; locations near exit doors where possible. <i>(When mounting, the top of the extinguishers should be no more than 5 ft above the floor and the bottom shall be a minimum of 4 inches above the floor.)</i>				
6. Is there a fire extinguisher prominently available in the main space? <i>(The travel distance to a fire extinguisher shall not exceed 75ft.)</i>				
Heat Producing Appliances & Mechanical Hazards (IFC 2021 Section 603 & 605)				
1. If portable electric heaters are used are they plugged directly into wall outlets (receptacles) and located a minimum of 3' away from combustibles?				
2. Is the clearances maintained between combustible materials and gas fired appliances (such as water heaters, furnaces, etc.)?				
3. Is proper venting to exhaust products of combustion intact for gas appliances?				
Smoke Alarms (IFC 2021 Section 907, IRC 2021 Section R314)				
1. Are operable smoke alarms provided in common areas such as corridors and outside each separate sleeping area in the immediate vicinity of the bedrooms?				
2. Does each 'bedroom' (sleeping area) have an operable smoke alarm?				
Carbon Monoxide Alarms (IFC 2021 Section 915, IRC 2021 Section R315)				
1. Does the dwelling have a functional Carbon Monoxide (CO) detector(s)?				

A "No" response to any of these questions indicates the presence of a fire code violation. Once all hazards identified as having a "No" response are corrected, please sign, date, and return this form to us. Thank you for your cooperation.

I (We) certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true, correct and complete to the best of my (our) knowledge. I (We) further agree to comply with the International Fire Code and all applicable Chelan County/City codes. Applicants/Owner(s) assumes all risk and liability for any claims and liabilities.

Name of Owner/Representative: _____

Signature of Owner/Representative: _____ Date: _____

*Please return this completed Pre-Inspection checklist with your application paperwork to Community Development. The Fire Marshal's Office will contact you to schedule an inspection after the Fire and Life Safety inspection fee has been paid.