



**CHELAN COUNTY**  
**COMMUNITY DEVELOPMENT- SHORT-TERM RENTALS**  
 316 WASHINGTON STREET, SUITE 301, WENATCHEE, WA 98801  
 TELEPHONE: (509) 667-6464

**Short Term Rental Self Certification Checklist for Renewals**

<b>Address/Location:</b>						
<b>Parcel#:</b>	<b>STR#:</b>	<b>Tier#:</b>				
<b>Owner/Occupants:</b>						
<b>Owner Phone:</b>	<b># Of Bedrooms</b>					
<b>Date of Self-Inspection:</b>	<b># Of Occupants</b>					
<b>Emergency or Local Contact:</b>						
<b>Phone:</b>		<b>Email:</b>				
<b>Access &amp; Premises</b>				<b>YES</b>	<b>NO</b>	<b>N/A</b>
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?						
<b>Egress (Exiting)</b>						
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. <i>(Main floor, egress level windows only require an opening of 5 square feet)</i>						
4. Is the bottom of the emergency escape window not more than 44 inches above the floor?						
<b>Electrical</b>						
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?						
<b>Fire Alarm System/ Sprinkler System</b>						
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?						
<b>Fire Safety &amp; Evacuation Plans</b>						
1. Does the premise have the ready, set, go and fire wise information?						



# Fire Prevention and Investigation

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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?			
<b>Fire Extinguishers</b>			
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>			
<b>Heat Producing Appliances &amp; Mechanical Hazards</b>			
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?			
<b>Smoke Alarms</b>			
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?			
<b>Carbon Monoxide Alarms</b>			
1. Does the dwelling have a functional Carbon Monoxide (CO) detector(s)?			

If you discover that you have any deficiencies on the checklist, they must be corrected prior to you being approved for renewal. Please contact the Fire Marshal's Office or an Inspector listed at the top of the form if you need assistance on how to correct the deficiencies and become complaint.

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 submit this checklist along with your STR permit renewal application each year.