

Town of Santa Clara Short-Term Rental

COMPLIANCE CHECKLIST

COMPLETED BY THE APPLICANT TO SUBMIT WITH THE APPLICATION,AND WILL ALSO BE

COMPLETED *SEPARATELY* BY THE CODE ENFORCEMENT OFFICER FOR ASSESSMENT OF THE APPLICATION.

Address of proposed short-term rental

Property owner

Check below as indicated whether the item "Complies" or "Does NOT comply."

= Complies

OR

= Does NOT comply (no check)

Make any important notations about issue(s) of deficiency/non-compliance at the end of this document.

A. Property Requirements

- 1) Property must comply with and meet all current *NYS Uniform Building Codes*.
- 2) There shall be one working smoke detector in each sleeping room and one additional smoke detector on each floor. Carbon monoxide detectors shall be installed as required by the New York State Uniform Fire Prevention and Building Code.
- 3) Evacuation procedures must be posted in each sleeping room to be followed in the event of a fire or smoke condition or upon activation of a fire or smoke detecting or other alarm device.
- 4) There shall be an ABC fire extinguisher on each floor and in the kitchen. Fire extinguishers shall be inspected prior to a renter occupying the property and no less than monthly by the permit holder(s) to ensure each contains a full charge. A record of the date inspected initialed by the permit holder shall be maintained and made available to the Code Enforcement Officer upon request.
- 5) The house number shall be located both at the road and on the dwelling unit so that the house number is clearly visible from both the road and the driveway.
- 6) Exterior doors shall be operational and all passageways to exterior doors shall be clear and unobstructed.
- 7) Electrical systems shall be in good operating condition, labeled, unobstructed and shall be visible for the Code Enforcement Officer during the permitting process. Any defects found shall be corrected prior to permit issuance.
- 8) All fireplaces shall comply with all applicable laws and regulations.

- 9) The property must have a minimum of one (1) off-road parking space for every bedroom shown on the floor plan included with the application.
- 10) A septic system at the property must meet all state requirements.
- 11) The septic system must have been pumped within the past four years and proof of pumping and satisfactory inspection by a qualified septic disposal firm shall be available to the Code Enforcement Officer. Once a Short-Term Rental permit is issued, the septic system must be pumped at least once every four years.
- 12) The water supply to the property must meet all State requirements.
- 13) Any signs displayed must meet the Town of Santa Clara Land Use Law specifications.

B. Insurance Standards

- All applicants and permit holders must provide "Evidence of Property Insurance" and a "Certificate of Liability Insurance" indicating the premises is rated as a Short-Term Rental and maintain such insurance throughout the Term of the Short-Term Rental permit.

C. Garbage Management

- Provisions shall be made for weekly garbage removal during rental periods.
- Garbage containers shall be secured with tight-fitting covers at all times to prevent leakage, spilling or odors, and
- Placed where they are not clearly visible from the road except at approximate pick-up time.

D. County Room Occupancy Law

- All applicants must provide proof of registration and compliance with the Franklin County Room Occupancy Law.

E. Rental Contract

*** All applicants and permit holders must have a rental contract, which includes the following:**

- 1) Maximum property occupancy, including overnight, daytime guests and total allowed on premises;
- 2) Minimum on-site parking provided; and
- 3) Good Neighbor Statement with the following (STR Law, Section H, 10):
 - a. The Short-Term Rental is in a residential area in the Town of Santa Clara and renters and guests shall be considerate of the residents in neighboring homes.
 - b. Guests are requested to observe quiet hours from 10:00 p.m. — 8:00 a.m.
 - c. Recreational campfires must be attended.
 - d. Renters and guests to be compliant with the Laws of the State of New York and any Laws or Ordinances of the Town of Santa Clara

F. Signage

The following are *prominently displayed inside and near the front entrance* of the Short-Term Rental Property:

- 1) Short-Term Rental permit;
- 2) Maximum occupancy limits – overnight, guests and total;
- 3) Minimum parking;
- 4) Contact form; and
- 5) Standards

Notations regarding any issue(s) of deficiency/non-compliance:

Print name of **Owner/Applicant** **-OR-** **Code Enforcement Officer**

Signature of above name