



## SHORT-TERM & VACATION RENTAL INSPECTION CHECKLIST

Licensing Ordinance No. 2023-02 which allows for the licensing of Short-Term and Vacation Rentals in unincorporated Boulder County requires a Building Inspection by the Chief Building Official or their designee.

### Upon arrival to the Short-Term or Vacation Rental, the inspector will check for the following:

- A posted site address that is visible from the public right of way.
- Access to the main entrance of the home to be rented is free of any obstructions and that any steps, stairs, landings, handrails or guardrails are code compliant.
- The interior layout of the home to be rented matches the floor plan.
- The name/label and use of each room to be rented matches the floor plan.
- The location(s) of all egress doors within the rental.

### While inspecting the home, the Inspector will ensure that all areas highlighted on the plans as habitable meet the following:

- The ceiling height meets the minimum required by the current Building Code or the Code in effect at the time of construction.
- Bedroom ceiling height must be 7' feet minimum and any other rooms identified as sleeping areas must also have a minimum ceiling height of 7 feet.
- Each habitable space must have an approved HVAC system. No portable heaters as main heat.
- Proper light and ventilation.
- All electrical, mechanical, and plumbing systems are installed and maintained properly and free from any hazards.
- All handrails and guardrails must be in place. [Refer to this handout for details on handrails and guardrails.](#)
- Every room in the home identified as a sleeping area must have a smoke alarm. Carbon monoxide alarms shall be installed within 15 feet of all bedrooms and/or sleeping areas. Smoke and carbon monoxide alarms shall be installed per current Building Code regardless of the age of the structure.
- All egress passages shall be free from obstructions.
- All sleeping areas shall contain an emergency escape and rescue opening installed in accordance with the Building Code in effect at the time of construction. [Refer to this handout for details on egress.](#)
- No temporary wiring shall be permitted.
- An approved heat source shall be installed that is capable of heating the home to a temperature of 70 degrees at a point 3 feet above the floor. No portable heaters shall be permitted.
- Every Dwelling Unit offered for rental shall be equipped with operable fire extinguishers.
- Hot tubs, saunas, whirlpool tubs, and similar devices shall be installed in accordance with the 2020 NEC or applicable code.