

# Safety Self-Inspection

## SHORT-TERM RENTAL

(REV. 10/22/24)

### Short Term Rental: Safety Self-Inspection

**Applicability:** This submittal form is to be completed as part of your Short-Term Rental registration application with the City of Missoula. Download this form before completing fillable fields, then upload all pages with your application.

**Directions:** Use the following checklist as a guide to walk through your short-term rental and inspect for compliance with each item listed. Start by taking a walk around the exterior of your building, then the interior. Try to look as if you are seeing the residence for the first time. Look carefully for items which might pose a fire hazard – they may not be easily visible, such as underneath or behind furniture. Make note of any issues found and correct them – the sooner, the better.

If you have any questions or are unsure if an item is a fire hazard or not, please call (406) 552-6630. The City of Missoula is always glad to help you with any questions or concerns. Thank you in advance for being a partner in fire prevention and building safety.

All items below are REQUIRED and must be satisfied to pass the self-inspection.

YES	EXTERIOR
	<b>1.0 Is your address clearly posted?</b> In an emergency, seconds count. Can your address numbers (and suite numbers, if applicable) be seen clearly from the street? Numbers need to be at least 4 inches in height and contrast with their background. They also need to be visible day or night, consider reflective numbers or outside lighting.
	<b>1.1 Are the fire lanes and hydrants clear and accessible?</b> Ensure that parked vehicles, garbage bins and stored items are not obstructing access to your property. Quick and unobstructed access is also required; keep three feet of clearance around all fire hydrants and fire department appliances.
	<b>1.2 Are exterior portions of exits clear and unobstructed?</b> An exit doesn't stop at the door – the exit corridor continues out to the sidewalk/street/alley etc. Check the outside portions of your exits to make sure they are not blocked or made impassable by storage or landscaping.
	<b>1.3 I understand that all open fires including campfires and wood fueled fire pits are prohibited throughout the year within the City of Missoula per Missoula Municipal Code 8.60 and will <u>not</u> be providing facilities for such use.</b>
YES	INTERIOR
	<b>2.1 Do you have working smoke alarms in ALL the required locations?</b> <ul style="list-style-type: none"><li>• Wired or wireless interconnected smoke alarms have been installed in:</li><li>• each sleeping room,</li><li>• every area giving access to sleeping rooms (hallways), and</li><li>• each level of the dwelling, including basements.</li><li>• Batteries in smoke alarms have been replaced and alarms have been tested for proper operation within the past 12 months.</li></ul>
	<b>2.2 Are carbon monoxide alarms present?</b> Carbon monoxide alarms have been installed: <ul style="list-style-type: none"><li>• outside of each separate sleeping area in the immediate vicinity of the bedrooms (hallway).</li><li>• Installed within the bedroom where a fuel-burning appliance is located within a bedroom or its attached bathroom.</li></ul>
	<b>2.3 Do all sleeping rooms have egress windows or a door to the exterior that opens completely?</b> An egress window has a net clear opening of 24 inches high and 20 inches wide with the bottom of the clear opening not greater than 44 inches above the floor. The minimum net clear opening for grade-floor egress windows shall be 5 square feet, and all other egress windows (such as basement and floor levels above the ground floor) not less than 5.7 square feet. Non-compliant windows may be replaced with egress windows or those rooms should not be used as sleeping rooms.
	<b>2.4 Are your electrical appliances and cords in good condition?</b> Check appliances and equipment to make sure they are in good working order with no discoloration or warm spots that may be a sign of overheating. Check electrical cords for any signs of wear or fraying. Replace damaged cords – electrical tape is not a substitute for insulation around wiring.
	<b>2.5 Are you keeping what's hot away from what's not?</b> Make sure anything that can burn is at least 36 inches away from any heat source, including cooktops, furnaces, portable/electric space heaters, baseboard heaters, wall heaters and water heaters.
	<b>2.6 Do you have a portable fire extinguisher?</b> Fire extinguishers can be very effective when used properly on a small fire. The Missoula Fire Department recommends selecting an extinguisher rated 2-A:10-B:C. Extinguishers should be installed on the hanger or bracket supplied and be located in an easily accessible location away from sources of fire (cooktops, furnaces, etc.).

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	<b>2.7 Is your electrical wiring covered?</b> Check your wall outlets, switches, and junction boxes to ensure that switch and cover plates are in place. Keep the cover to your electrical panels closed, too; there should be no exposed electrical wiring. Missing or open covers are a common safety hazard and may lead to electrical shock and an increased risk of fire.
	<b>2.8 Are all exits clear, visible, unlocked, and unobstructed?</b> Check hallways and corridors to make sure building occupants can get to the exit doors quickly, safely and free of any trip hazards or obstructions.
	<b>2.9 Are equipment and appliances plugged directly into a wall outlet?</b> Extension cords, regardless of how "heavy-duty" they are, are still designed to be used on a temporary basis and may not be used in place of permanent wiring. If you need a longer cord, a listed and labeled surge protector that contains an internal circuit breaker may be used, provided it is not used to power large appliances or other equipment that draws a large electrical load. Always follow the manufacturer's directions for powering equipment and appliances.
	<b>2.10 Is the area in front of the electrical panel clear?</b> There needs to be a clear space at least 30 inches wide and 36 inches deep, from the floor to 78 inches high in front of all electrical panels. Also, this is a good time to make sure all circuit breakers or fuses are clearly labeled in the event the power needs to be shut off to a certain area or appliance.
	<b>2.11 I understand, IF I am providing compressed gas cylinders</b> (even the small ones for balloons or BBQ's) they need to be secured to keep them from falling over. If a cylinder tips over and cracks, it can become a torpedo!
	<b>2.12 I understand, IF I have flammable or combustible liquids on site</b> , they need to be stored in the original or approved containers and they need to be clearly labeled. If there are more than 10 gallons stored in the building, an approved storage cabinet may be required. Check your storage location – storage is prohibited under exit stairways and in exit aisles.
	<b>2.13 I understand, these items require annual maintenance by the homeowner or property manager:</b> <ul style="list-style-type: none"> <li>• Home Smoke alarms (Annual) – Replace the batteries annually – replace entire alarm when it is 10 years old.</li> <li>• Home Carbon Monoxide (CO) alarms (Annual) – Replace the batteries annually – replace entire alarm at the end of its life (7-10 years).</li> </ul>
	<b>2.14 I understand, where present, these items require a special inspection and/or testing, cleaning and maintenance performed by qualified personnel:</b> <ul style="list-style-type: none"> <li>• Fire Extinguishers (Annual) – Contact a fire extinguisher servicing company.</li> <li>• Fire Alarm and Detection Systems (Annual) – Contact a fire alarm servicing company.</li> <li>• Automatic Fire Sprinkler Systems (Annual) - Contact a fire sprinkler servicing company.</li> </ul>
YES	N/A
	<b>2.15 Are handrails provided in ALL of the following required locations? (If these do not apply, select N/A)</b> <ul style="list-style-type: none"> <li>• At least one side of each flight of stairs (interior and exterior) with four or more risers must have a handrail.</li> <li>• Anywhere there is a walking surface &gt;30" above the ground, such as a raised deck or balcony, a guardrail in compliance with the International Residential Code [IRC, R312.1.1 through R312.1.4] shall be provided.</li> <li>• <i>Select N/A if none of the above scenarios are applicable and there are NO handrails required.</i></li> </ul> <b>... and where handrails are required/provided, do they meet ALL of the following criteria?</b> <ul style="list-style-type: none"> <li>• Handrail height, measured vertically from the sloped plane adjoining the tread nosing, or finish surface of ramp slope, shall be not less than 34 inches and not more than 38 inches.</li> <li>• Handrails adjacent to a wall shall have a space of not less than 1 1/2 inches between the wall and the handrails.</li> <li>• Handrails shall not project more than 4-1/2 inches on either side of the stairway.</li> <li>• Handrails shall be continuous for the full length of the flight, from a point directly above the top riser of the flight to a point directly above the lowest riser of the flight.</li> <li>• Handrail ends shall be returned toward a wall, guard walking surface continuous to itself, or terminate to a post.</li> </ul>

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### Attest

By signing below, I(we) acknowledge completion of the checklist and have ensured that the occupancy meets all of the fire and life safety code requirements as a condition of the short-term rental application. The applicant affirms, under penalty of perjury, that the information contained herein is true and correct to the best of their knowledge and belief, and agrees to hold the City harmless for any damages resulting from applicant's misrepresentation, intentional or otherwise.

It is understood that this Application seeks approval of an independent dwelling unit as a Short-Term Rental. Under penalties of perjury, I(we) declare that I(we) have examined this form and to the best of my(our) knowledge and belief, it is true, correct and complete. I(we) similarly declare that the proposed Short-Term Rental is a lawfully established valid dwelling unit.

The City may suspend or revoke any permit or license issued whenever such permit is issued in error or is issued on the basis of incorrect information supplied, or has been obtained by falsification or misrepresentation including prior unpermitted work.

**Short Term Rental Address:** \_\_\_\_\_

**Name of person performing self-inspection:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Role/Company:** \_\_\_\_\_

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*Sign this form electronically by typing your name in the signature line above.*