



This form shall be used by a potential STR operator when City Council has required, as a condition of the approval of the STR special use permit, that prior to operation, the operator shall have guest rooms and accommodation spaces and means of egress comply with the Short-Term Rental (STR) Pre-Operation Form. Furthermore, the operator shall maintain compliance with the Pre-Operation Form when short-term rental guests are present.

The STR operator shall complete this form and submit it to the Planning & Zoning Division of the Department of Planning and Community Development, 409 South Main Street, 2nd Floor, Harrisonburg, VA 22801. If questions, please call (540) 432-7700.

PROPERTY INFORMATION

Short-Term Rental Property Address

Tax Map Parcel/ID

PROPERTY OWNER INFORMATION

Property Owner Name

Telephone

Mailing Address

E-Mail

City

State

Zip

STR OPERATOR

Check here if the property owner is the STR Operator and skip to next section.

STR Operator Name

Telephone

Mailing Address

E-Mail

City

State

Zip

INSPECTION CHECKLIST

Notes:

1. Accommodation spaces include bedrooms, living rooms, and other areas in which STR guests will be sleeping. The STR special use permit may have conditions that limit the total number of accommodation spaces that may be used at a time.
2. References to the Virginia Maintenance Code and Virginia Residential Code can be found at the Virginia Department of Housing and Community Development website: <https://dhcd.virginia.gov/index.php/node/582>.
3. For this form to be considered complete, all items below must be checked "Yes", except for item 7 which may be "N/A".

Yes No N/A

1. House numbers are posted outside so that they are plainly visible from the street, four inch height minimum so that they can be readily identified by emergency personnel.

<u>Yes</u>	<u>No</u>	<u>N/A</u>	
<input type="checkbox"/>	<input type="checkbox"/>		2. Each STR accommodation space has the proper square footage for the number of STR guests planned for that space. Single-occupancy accommodation space must have at minimum 70 sq. ft. of floor space and 50 sq. ft. of floor space for each additional person. (For example, a STR accommodation space for three guests will require a minimum 170 sq. ft. of floor space.) (Reference current Virginia Maintenance Code Section 404.4.1.)
<input type="checkbox"/>	<input type="checkbox"/>		3. Each STR accommodation space is at least 7-ft in height. (Reference current Virginia Maintenance Code Section 404.3.)
<input type="checkbox"/>	<input type="checkbox"/>		4. Each STR accommodation space must have natural (window of a certain openable size) or mechanical ventilation. (Reference current Virginia Maintenance Code Section 403.1.)
<input type="checkbox"/>	<input type="checkbox"/>		5. Each STR accommodation space must have a permanent heat source that can maintain a temperature of 68 degrees Fahrenheit. (Reference current Virginia Maintenance Code Section 602.2.)
<input type="checkbox"/>	<input type="checkbox"/>		6. Smoke detectors are installed and are operating in 1) each STR accommodation space, 2) areas giving access to STR accommodation spaces, and 3) on each level where a STR accommodation space is being rented including basements. (For guidelines, see current Virginia Residential Code Section R314.3.)
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7. Carbon Monoxide CO detectors are installed and are operating outside each STR accommodation space in dwellings which have fuel-fired appliances and dwellings with an attached garage. Check "N/A" if there are no fuel-fired appliances or if there is no attached garage. (For guidelines, see current Virginia Residential Code Section R315.3.)
<input type="checkbox"/>	<input type="checkbox"/>		8. Fully charged, portable fire extinguishers (minimum 2A10BC multi-purpose) accessibly mounted on each level where there is a STR accommodation space. (For guidelines, see current Virginia Residential Code Section R330.)
<input type="checkbox"/>	<input type="checkbox"/>		9. Egress windows or exit doors are provided from STR accommodation spaces. (For guidelines, see current Virginia Residential Code Section R310.1 and applicable subsections.)
<input type="checkbox"/>	<input type="checkbox"/>		10. Exit paths from STR accommodation spaces are clear and unobstructed. Additionally, where exit paths contain stairs with four or more risers, continuous handrails are required. (Reference current Virginia Maintenance Code Section 702.1 and for handrail guidelines see current Virginia Residential Code Sections R311.7.8 and applicable subsections.)

CERTIFICATION

By signing below, I certify that I am, or I have the permission from, the property owner and I will be operating a short-term rental at the address listed above. I certify that all the information on this form is complete and correct to the best of my knowledge and belief. I understand that not maintaining compliance with this form when short-term rental guests are present is a violation of the condition of the approval of the short-term rental special use permit. I also understand that the completion of this form only addresses Zoning requirements and that the property may require building and trade permits for compliance with the Building Code.

OPERATOR OR PROPERTY OWNER SIGNATURE

DATE

TO BE COMPLETED BY PLANNING & ZONING DIVISION

 Date Form Received

 Form Received By