

TIPS FOR PASSING YOUR FIRE AND LIFE SAFETY INSPECTION

The City of Astoria requires a fire/life/safety inspection every two years to keep you and your guests safe. The inspection is completed at the time of initial license and/or renewals. Here are some tips on passing your Fire and Life Safety inspection:

- Smoke Alarms:** Smoke alarms shall be placed in each sleeping room and in common hallways adjacent to sleeping rooms. The City of Astoria recommends sealed-10-year smoke alarms to prevent your guests from removing the batteries. We also recommend you add testing smoke alarms to the cleaning/checkout sheet for your rental.
- Carbon Monoxide (CO) Detectors:** CO detectors are required on each floor that contains CO producing devices (natural gas/propane appliances, woodstoves, fireplaces, etc.) and each floor that connects to an attached garage.
- Fire Extinguishers:** Fire extinguishers should be available on each floor of your rental. The minimum requirement is a 2A:10BC (5 pound) extinguisher. Fire extinguishers are required to be inspected, serviced and tagged by a certified company on an annual basis.
- Exits:** Exits shall be well lit; kept clear and unobstructed; and obvious to your guests. Exits should be easily opened and require no special knowledge or keys for use by your guests.
- Not an Exit:** If you have areas of the house that are locked and off limits to a guest(s), please place a sign stating "NOT AN EXIT" at eye level on the door.
- Electrical Panels:** Electrical panels must be unobstructed and have 36 inches of clearance. Breakers in the panel shall be clearly marked. Open spaces in the panel shall be protected by "blank" spacers.
- Proper Combustibles storage:** Do not store combustible items under stairs, in heating closets or in a basement below your rental. Do not store combustibles in exit pathways or exits. Do not store combustibles or garbage against the exterior of the house or under eaves.
- Fire Alarm and/or Sprinkler Systems:** If you have a fire alarm and/or sprinkler system installed in your rental, both shall be tested and serviced on an annual basis. Records of any testing and service must be kept on site for three years.
- Posting Requirements:** The following must be clearly posted inside and near the front entrance:
 1. Contact information for the owner, operator, or local representative.
 2. Emergency contacts for power, fire, landslide, and police.
 3. Parking and property boundary maps.
 4. Quiet Hours notice and [tsunami evacuation route](#).
 - a. Tsunami evacuation route maps available at: www.OregonTsunami.org
 5. Location of emergency exits.

VACATION RENTAL FIRE AND LIFE SAFETY INSPECTION CHECKLIST

Required for Vacation Rental License per Astoria City Code §8.746.B

Address: _____	Date: _____
Owner's Name: _____	Phone: _____
Operator's Name: _____	Phone: _____
E-mail: _____	
# of Off-Street Parking Spaces: _____	# Guest Bedrooms: _____

Must be completed within 60 days before the issuance of Vacation Rental license.

Compliance Requirements: The vacation rental and all sleeping rooms shall meet building code standards and remain in compliance with State of Oregon and ORCS requirements for health, safety, building, and fire codes, as well as Traveler's Accommodation Statutes and the Uniform Housing Code, as amended.

Fire Service Access

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| <input type="checkbox"/> Address Numbers 4" and visible from Street | <input type="checkbox"/> 36" Clearance around closest Fire Hydrant |
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Fire Safety

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| <ul style="list-style-type: none"><input type="checkbox"/> Each sleeping room shall have an exterior exit that opens directly to the outside, or an emergency escape or rescue window.<input type="checkbox"/> Working smoke alarms present in all sleeping areas and common hallways outside bedrooms.<input type="checkbox"/> Working carbon monoxide detector present within 15' of each sleeping area, on each floor with CO producing device or in garage.<input type="checkbox"/> Annually inspected fire extinguishers present on each floor and at each exit.<input type="checkbox"/> Fire Alarm / Sprinklers inspected annually if present.<input type="checkbox"/> All exits shall be operational and able to be opened without special knowledge. All passageways to exterior doors shall be clear and unobstructed.<input type="checkbox"/> Locked Doors marked "NOT AN EXIT."<input type="checkbox"/> No combustibles or garbage stored against house or under eaves.<input type="checkbox"/> Propane/Gas cylinders away from house with adequate vehicle impact protection in place.<input type="checkbox"/> No combustible storage in equipment spaces, under stairs or in basement/crawl space.<input type="checkbox"/> All fireplaces, fireplace inserts, or other fuel burning heaters and furnaces shall be vented and properly installed.<input type="checkbox"/> Electrical panels accessible, clearly marked with wiring and covers in good shape and no visible defects or unsafe conditions.<input type="checkbox"/> GFCI protected receptacles provided at all outdoor locations, and sinks. |
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Zoning & License Requirements

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|--|--|
| <input type="checkbox"/> Trash Storage | <input type="checkbox"/> Emergency contacts (e.g., power outage, wildfire, landslide). |
| <input type="checkbox"/> Off-street parking provided | <input type="checkbox"/> Notice of "Off-Street Parking" and "Noise" posted |

Photos are attached of the site, parking, entrances, structure and interior for verification purposes.

Inspector Certification:

- I certify that the property listed above complies with all items in Astoria City Code §8.746.B.
- Corrections are required. Reinspection is necessary (subject to reinspection fee).

Note required corrections here: _____

Inspectors Name (please print) _____

Signature: _____ **Date:** _____