

Short Term Rentals Annual Renewal
Owner Affidavit with Self-Certification of Inspections

I, _____ as the owner of this Short-Term Rental, understand and agree to the following ordinance standards and requirements:

- (1) An STR permit is deemed a privileged permit subject to revocation without action by the Board of County Commissioners (BCC) for non-payment of fees or noncompliance with required standards, including the revocation standards within Section 110.319.40.
- (2) An STR permit must be renewed and issued annually in order to advertise or operate. Property owners should be aware that standards are subject to change over time and there is no guarantee that an STR permit will be re-issued.
- (3) An STR permit does not relieve the property owner of complying with any applicable private restrictions on the property such as CC&Rs or homeowners association rules.
- (4) Per Section 110.319.35, physical inspections must be passed prior to issuance of the initial STR permit. Thereafter, a self-certification checklist may be provided for annual renewals provided in lieu of a physical inspection, for a period not to exceed three years/renewals, if all of the following conditions are met and to which the STR Property owner hereby attests to: (1) No confirmed STR violations have occurred on the property within the last 12 months; (2) The STR permit has remained active since the last required physical inspection; and, (3) The property owner provides a signed and notarized self-certification checklist attesting that the property meets the safety standards identified in article 110.319. The cost of these inspections and any necessary associated improvements will be borne by the property owner. It is the responsibility of the property owner to provide sufficient evidence that the applicable standards have been met.
- (5) Owner has obtained an appropriate Certificate of Insurance for the STR property that provides a minimum of \$500,000 liability coverage per occurrence.
- (6) The property owner has reviewed article 319 and other codes referenced within this article, understands the requirements and agrees to abide by them.
- (7) The property owner is responsible for each occupant's compliance with the Washoe County Code while they are on the property, including but not limited to the standards within this article.
- (8) There are no delinquent transient lodging tax liabilities or liens against the property.
- (9) No alterations will be made to the STR premises without the proper approvals and permits, nor alterations that violate Washoe County adopted codes and ordinances.
- (10) A valid STR permit shall be obtained from Washoe County prior to advertising and operation.

- (11) STR permits must be renewed and issued annually in order to advertise or operate. Previous issuance of an STR permit does not guarantee that a subsequent permit will be issued.
- (12) Every STR is required to have a designated agent or property manager functioning as a local responsible party who is available 24 hours a day, seven days a week to respond via text message or phone to complaints/issues related to the STR within 30 minutes of contact by Washoe County staff or its designated representatives. The local responsible party must also be based in a location where they can physically arrive at the STR within one hour (not including reasonable delays due to traffic or weather) of the initial response. This requirement is intended to address complaints based on violations of this section or Section 110.319.20 and should not be interpreted for any other purpose. The STR property owner shall provide a single phone number (text-capable) and email address with which the local responsible party can be reached 24/7
- (13) No events, parties, or weddings (regardless of payment or familial association) are allowed or may be advertised. A party is defined as any gathering in excess of the approved on-site maximum occupancy associated with the STR permit.
- (14) Applications for an STR permit may be initiated by the property owner or authorized agent of the property owner. However, the permittee must be the property owner(s) of the STR property.
- (15) Only one STR will be permitted per parcel, with the exception that a second STR may be allowed if established within a legally permitted attached or detached accessory dwelling. The STR must be a legally permitted, permanent, habitable dwelling unit (for example, no RVs, boats, detached garages, etc. to be used as an STR).
- (16) An STR permit will only be issued for dwelling units that have already received a certificate of occupancy. STR permits do not supersede, waive or reduce any other code standards or requirements for building permits, planning permits/ applications or other requirements necessary to construct a dwelling unit.
- (17) An STR shall only be rented to one group or person at a time (ex. renting out multiple individual rooms to multiple separate groups is not permitted).
- (18) Advertising for an STR is prohibited unless a valid STR permit has been issued and is in effect at the time of advertisement. All advertisements must include the Washoe County permit number, transient lodging tax license number, maximum occupancy as allowed by the permit, number of bedrooms, number of beds (not to exceed maximum occupancy), number of parking spaces, and a note that no off-site street-parking is permitted. This information must be displayed at the top of the STR advertisement.
- (19) No signage advertising the STR is permitted on the property.
- (20) Educational material must be made available to all renters in the unit's kitchen or other common area as required by WCC 110.319.15(a)(13).
- (21) All STRs must comply with all Washoe County Short Term Rental standards per chapter 110, Article 319, other federal, state, and other applicable laws/statutes.
- (22) Per WCC Chapter 25, applicable room tax must be paid to the Reno-Sparks

Convention and Visitors Authority, disclosed to the renter and included in any rental agreement.

(23) A self-certification checklist may be provided for annual renewals, in lieu of a physical inspection, for a period not to exceed three years/renewals. Prior to the issuance of every fourth annual renewal, **Washoe County will require re-inspections** from the Building Program and the applicable Fire Department. Washoe County staff may require new floor plans if the floor plans on record are deemed inadequate.

(24) The property owner attests to the fact that there have been no changes to the Building, Mechanical, Electrical, Plumbing and Fire Prevention systems or otherwise that would alter the original STR Building or Fire Inspection approvals, or that would require a Permit and that the property complies with all standards and requirements in article 110.319 **and herby self-certifies compliance to the following life-safety checklist requirements:**

- ☐ A posted site address that consists of a minimum 6-inch-tall numbers placed on a contrasting background, and is visible from the public way.
- ☐ The minimum number of off-street parking spaces as determined per ordinance (for Tahoe only).
- ☐ Access to the main entrance is free of any obstructions and that any steps, stairs, landings, handrails or guardrails are code compliant.
- ☐ Any occupancy greater than 10 occupants (set by plan review) requires a monitored fire alarm per NFPA 72 and approved by Fire.
- ☐ Verify the interior layout of the home matches the floor plan provided with the STR permit.
- ☐ Verify the name/label and use of each room matches the floor plan provided with the STR permit.
- ☐ The location(s) of all egress doors has not been altered.
- ☐ The dimensions of each space have not been altered.
- ☐ Minimum ceiling height complies with current code or the code in effect at the time of construction. Use the exceptions in code for sloped ceiling.
- ☐ Bedroom ceiling height must be 7'-0" min. and any other room used for sleeping purposes must also have a min. ceiling height of 7'-0" regardless of original permit (no- grandfathering).
- ☐ Each habitable space must be provided with an approved HVAC system. No heaters as main heat.
- ☐ Proper light and ventilation.
- ☐ All electrical, mechanical, and plumbing systems are installed and maintained properly and free from any hazards.
- ☐ Glazing in hazardous areas shall be properly protected per current code.
- ☐ Every room intended for sleeping purposes shall be equipped with "interconnected" smoke alarms installed in accordance with IRC section 314.
- ☐ Carbon monoxide detectors and smoke detectors shall be "interconnected" (if one detector gets activated/triggered, all smoke and CO detectors must go off) alarms shall be installed in

accordance with IRC 315. **Note:** Smoke and carbon monoxide alarms shall be installed per current code regardless of the age of the structure. Such devices are permitted to be installed in accordance with the exceptions to hardwiring.

- ☐ All egress passages shall be free from obstructions.
- ☐ All egress passages shall be provided with **emergency illumination capable of illuminating the path in the event of a power outage from bedrooms to main exit(s)**. Plug-in or E-bulbs with battery back-up which turn on when power goes out are acceptable.
- ☐ All sleeping areas shall contain an emergency escape and rescue opening installed in accordance with the code in effect at the time of construction.
- ☐ 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.
- ☐ Sleeping rooms located in excess of 16 feet above finish grade shall be equipped with an emergency egress ladder. Ladders must be permanently affixed.
- ☐ Solid fuel burning appliances installed in bedrooms or other sleeping areas shall have oxygen depletion sensors per 2018 UMC or the currently adopted edition and have smoke and carbon monoxide alarms in accordance with Sections 314 and 315 of the 2018 IRC or the currently adopted edition.
- ☐ A placard indicating the maximum occupancy, the emergency exiting plan, as well as the contact information of the owner or his/representative shall be posted in a conspicuous location (like kitchen or living room).
- ☐ Check that "Educational Materials" packet is posted in a central location (like kitchen).
- ☐ Fire extinguishers shall be sized per NFPA 10 and placed 1 per floor min.
- ☐ Hot tubs, saunas, whirlpool tubs, and similar devices shall be installed in accordance with the 2017 NEC or applicable code.
- ☐ All exterior elements shall be maintained in a safe working order and shall be free from hazards.
- ☐ Any exterior recreational fire or fire pit fueled by natural gas or propane shall not operate unless permitted by the local fire district.
- ☐ Outdoor wood-burning solid-fuel fireplaces or solid-fuel burning fire pits are prohibited within the boundaries of the Tahoe Area Plan. Within the rest of unincorporated Washoe County, these require a permit from the Truckee Meadows Fire Protection District.

I,

Please print Owner* name

being duly sworn, depose and say that I am the owner of the property or properties involved in this application as listed below and that the foregoing statements and answers herein contained, and the information herewith submitted are in all respects complete, true, and correct to the best of my knowledge and belief. I understand that no assurance or guarantee can be given by members of Planning and Building.

Assessor Parcel Number(s): _____

Signed _____ Date _____

Address _____

*Owner refers to the following: (Please mark appropriate box.)

- ☐ Owner
- ☐ Corporate Officer/Partner (Provide copy of record document indicating authority to sign.)
- ☐ Power of Attorney (Provide copy of Power of Attorney.)
- ☐ Owner Agent (Provide notarized letter from property owner giving legal authority to agent.)
- ☐ Property Agent (Provide copy of record document indicating authority to sign.)
- ☐ Letter from Government Agency with Stewardship