



2020 SHORT TERM RENTAL PERMIT RENEWAL FORM

Your City of Sandpoint Short Term Rental Permit for 2020 is due. To review City Code regarding Short Term Rentals, please find City Code information at www.sandpointidaho.gov/str. If you have any questions regarding this form, please contact Planning and Building Services at **(208) 263-3370** or by email at cityplanning@sandpointidaho.gov

In order to renew your permit, please complete the following steps:

1. Address of short term rental: _____
2. Do you intend to continue to use the unit at this address as a short term rental and renew your permit for another year?
 - Yes, go to step #3
 - No, go to step #7 and mail or email this form to Planning and Building Services
3. Is this short term rental owner occupied? (Answer yes if you reside on a permanent basis (6+ months per year/receive the homeowner tax exemption at this property).
 - Yes (Renewal Fee = \$85.00)
 - No (Renewal Fee = \$135.00)

4. Please fill out the following fields with the most current information:

Owner's Address: _____

Owner's 24/7 Phone: _____ Email: _____

Name of Designated Local Representative: _____

Designated Local Representative 24/7 Phone: _____ Email: _____

Address of Designated Local Representative: _____

5. Attach a completed copy of the Yearly Renewal Short Term Rental Self Inspection Form dated no more than 60 days before the renewal deadline.
6. Attach payment (\$85.00 for owner occupied / \$135.00 for non-owner occupied)* made out to the "City of Sandpoint" and mail to:

**City of Sandpoint
Attn: Planning and Building Services
1123 Lake Street
Sandpoint, ID 83864**

**Renewal forms received without full payments will be considered incomplete.*

7. As the owner of the short term rental listed above I hereby certify that all information submitted herewith is true and correct.

Name (Printed)

Signature

Date

YEARLY RENEWAL SHORT TERM RENTAL SELF-INSPECTION FORM

INSPECTION REQUIREMENTS: The unit must be brought into conformance with the following requirements prior to the issuance of a license. For the purpose of yearly renewals, the “inspector” as identified on this form is not required to be a private inspector certified by the International Code Council and may be the owner of designated local representative as shown on the City of Sandpoint Short Term Rental Permit Application. If you have any questions, please call Planning and Building Services at (208) 263-3370.

Address/Unit: _____

Inspectors Name: _____
 (printed)

On this ____ day of _____, 20____, the above rental was re-inspected and complied with all of the codes listed below.

Inspectors Signature: _____

		APPROVED		
		Yes	No	Comments
1	<p><i>Smoke detectors shall be installed within each sleeping room and at a point centrally located in the corridor or area giving access to each separate sleeping room. Battery-operated smoke detectors are acceptable provided that they are maintained in good working order at all times, except as required by other applicable codes</i></p> <p>IFC 907.2.11.2 Groups R-2, R-3, R-4 and I-1. Single or multiple-station smoke alarms shall be installed and maintained in accordance with manufacturer’s specification.</p> <p>1. On the ceiling or wall outside of each separate sleeping area in the immediate vicinity of bedrooms. 2. In each room used for sleeping purposes. 3. In each story within a dwelling unit, including basements but not including crawl spaces and uninhabitable attics. In dwellings or dwelling units with split levels and without an intervening door between the adjacent levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.</p>	<input type="checkbox"/>	<input type="checkbox"/>	
2	CO Detector is required on each floor if: there is a garage; solid fuel appliance or gas appliance.	<input type="checkbox"/>	<input type="checkbox"/>	
3	<p><i>The short term rental shall be equipped with one 2A:10BC type extinguisher per floor. Fire extinguishers(s) shall be mounted in visible locations with the tops of the fire extinguishers mounted between three and five feet above the floor, and shall be accessible to occupants at all times.</i></p> 	<input type="checkbox"/>	<input type="checkbox"/>	
4	<p>Bedroom windows shall be operable to allow for emergency egress. All emergency escape windows shall have a minimum 5.7sqft net opening. Minimum window height (24”) and width (20”) standards also apply. A minimum window sill height of 44” is also required.</p> <p>IFC 1029.1 General. In addition to the means of egress required by this chapter, provisions shall be made for emergency escape and rescue. Basements and sleeping rooms shall have at least one exterior emergency escape and rescue opening in accordance with this section. Where basements contain one or more sleeping rooms, emergency escape and rescue openings shall be required in each sleeping room, but shall not be required in adjoining areas of the basement. Such openings shall open directly into a public way or to a yard or court that opens to a public way.</p>	<input type="checkbox"/>	<input type="checkbox"/>	