



Community Development
Code Compliance Division
2255 West Berry Avenue
Littleton, Colorado 80120
303-795-3758* 303-795-3748
STR@littletongov.org

Short-Term Rental Inspection Checklist

(owner to initial each line to certify inspected and code compliant)

Property Owner Name _____

Property Owner's Primary Address _____

Phone Number _____ Email _____

Short Term Rental Address _____

Date Inspection Completed by Owner _____

General Information Acknowledgement

- ___ Renters will be provided a parking diagram verifying the location of all parking spaces available for the short-term rental and the diagram will be posted in a prominent location in the short-term rental. The designated parking spaces, a minimum of two (2) off-street spaces, will be available for use by renters
- ___ Operation of the short-term rental will comply with Good Neighbor Guidelines and the Good Neighbor Guidelines will be provided to renters in the rental agreement and by posting adjacent to the front door in the short-term rental
- ___ The rental is not an accessory dwelling unit (ADU)
- ___ The approved license for the short-term rental will be posted in a prominent location within the short-term rental
- ___ I have read and understand City of Littleton Municipal Code regulating Short Term Rental Units (Title 3, Chapter 23)
- ___ All exterior and interior areas of the property shall have ongoing maintenance to ensure the property is maintained sanitary and in good condition; all structures shall be maintained in good repair

Exterior Safety and Maintenance (Littleton Municipal Code, 2012 IPMC)

- ___ Address numbers are visible from the street
- ___ Deck and stair rails and guards are properly attached and capable of supporting imposed loads
- ___ Stairs, walkways and exits are unobstructed and shall always be maintained unobstructed
- ___ Trash containers with tight fitting lids are provided and are stored on the side or back of house; weekly trash removal service is provided by owner
- ___ All exterior areas of the property are in good condition and all structures are in good repair (the property shall be maintained in good condition and good repair)
- ___ Window wells serving basement sleeping rooms are provided with escape ladders and operable windows to allow for secondary egress from the rooms

Interior Safety and Maintenance

- ___ Fire extinguisher (type 2A:10B:C) is in plain view and must be certified annually
- ___ Smoke alarms are installed in each sleeping room and immediately outside each sleeping room such as in a corridor, hallway or great room serving the individual sleeping rooms
- ___ Carbon monoxide detector are installed on each level within 15 feet of sleeping rooms
- ___ Stairs, walkways and exits are free of tripping hazards, are unobstructed and shall always be maintained unobstructed
- ___ Bathroom has a toilet, sink, and shower or bathtub and is clean and sanitary
- ___ Bathroom and kitchen electrical outlets are GFCI protected
- ___ Electrical system is in good repair, including electrical panel, receptacle outlets, switches and lighting fixtures are in good repair, without exposed wiring, and without extension cords or electrical strips
- ___ Mechanical systems (vent fans, heating, cooling and water heater) are operable and in good repair; dryer vent is clean and free of lint
- ___ All areas of the interior are sanitary and in good condition and maintained in good repair
- ___ Building permits and final inspections have been completed for all work requiring permits
- ___ The Good Neighbor Guideline is posted near the main door of the rental space with all required contact info including phone numbers for the licensee, the local responsible party (available to respond within two (2) hours) and the emergency contact
- ___ The Good Neighbor Letter will be distributed to owners and residents of all adjacent properties, and directly across the street and alley, within two (2) weeks after receiving approval of the short-term rental license. The names and addresses of all neighbors contacted will be submitted to Code Compliance at STR@littletongov.org.
- ___ Identify type of STR: **Primary Residence** or **Non-Primary Residence**; describe which portion of the dwelling will constitute the licensed premise available for use by the renters (maximum of 2 adults per bedroom and maximum of 8 persons in the unit):
- ___ _____ Number of bedrooms _____

I hereby certify that I inspected the property and completed this form, the items initialed above were checked and were found to be in compliance with the code:

Owner (Print) _____ Owner (Sign) _____

The following local responsible party will be available to respond to any issue raised by the renter, neighbor, or the City, within two (2) hours at all times during which the dwelling is rented. Any such person must have access to the dwelling and be authorized to make decisions regarding the dwelling:

Name _____ Phone Number _____

Email _____

The following additional person(s) will be available to respond in an emergency:

Name _____ Phone Number _____

Email _____