

City of Newaygo
INSPECTION FORM – SHORT-TERM RENTAL

28 State Rd, PO Box 308, Newaygo MI 49337
(231) 652-1657 office@newaygo.gov

Instructions: Upon receipt of a fully completed Short-term Rental (STR) application (including required attachments), and payment of required fees, an inspection of the proposed STR must be completed and passed before a rental license/certificate will be issued allowing the dwelling unit to be offered for rent. The inspection list found below is meant to be a tool for the inspection process and may not contain all items. Check-off of each item, or the issuance of an STR license/certificate, is not a guarantee that the property or structure is safe.

STR Address: _____ Insp Date: _____

ITEMS FOR INSPECTION

- ___ 1. All items on Property Maintenance Code rental inspection form.
- ___ 2. If STR is located in a residential zone, it is located at least 300 feet from another STR.
- ___ 3. Maximum occupancy in a dwelling unit used as a Short-Term Rental shall not exceed the lesser of:
(i) 12 total occupants; or
(ii) two occupants per bedroom or sleeping room plus two additional occupants per finished story, which meets the applicable egress requirements for occupancy in the Michigan Construction Code, subject to any other City, County, state, or federal requirements. **Max occupants determined for STR:** _____
- ___ 4. Signage: Every STR must comply with City of Newaygo sign ordinance regulations. In addition, no outdoor signage (whether located outdoors or visible from the road or other properties) regarding the STR shall be utilized in residential zones.
- ___ 5. Insurance: The Owner shall provide to the City confirmation of the existence of the insurance with a copy of proof, each time that the STR is licensed by the City.
- ___ 6. Per parcel limit: Only one dwelling unit shall be used as an STR per lot or parcel, except that when a lot or parcel lawfully contains more than one dwelling unit, one dwelling unit may be used as an STR provided that the landowner resides in the other dwelling unit. STRs shall not be located in a building with more than four dwelling units or in an apartment complex with more than four dwelling units.
- ___ 7. Parking: There shall be at least one (1) onsite parking space or one (1) onsite parking space for each bedroom of the dwelling unit, whichever is greater. **Number of parking spaces provided:** _____
A schematic drawing will be supplied to renters as to where and how many they can legally park.
- ___ 8. No room rentals: In no event shall an individual room or rooms in a dwelling unit (i.e. less than the entire dwelling unit) be rented to a person, family, or other group of persons as a short-term rental.
- ___ 9. Smoke alarms: Smoke detectors must be properly mounted and kept fully charged and in good working order at all times.

Locations:

- ___ Each bedroom/sleeping room
- ___ Outside of each separate sleeping area in the immediate vicinity of the bedrooms.
- ___ On each additional story of the rental unit, including basements and cellars but not including crawl spaces and uninhabitable attics. (In rental units with split levels and without an intervening door between the adjacent levels, a smoke detector/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.)

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___ 10. Fire Extinguishers: Fire Extinguishers must be properly mounted and kept fully charged and in good working order at all times.

Locations:

___ Mounted at an exit door located on every floor level including the basement.

___ 11. Bedroom and Sleeping Room Emergency Window Access: Every bedroom and sleeping room shall contain a window meeting current fire code and/or building code standards for ingress and egress in an emergency. No bedroom or sleeping room shall be located in a basement unless the basement contains a doorway open to the outside or contains a window meeting ingress and egress emergency standards.

___ 12. Address Info: The address of the premises must be prominently displayed inside the main area of the dwelling, in case of an emergency.

___ 13. Carbon Monoxide Detector: At least one (1) carbon dioxide detector shall be installed and kept in good working order in each STR dwelling unit.

___ 14. Designated Representative: Contact information of the designated representative must be made available in writing to the occupants of the STR and must be displayed prominently in the main part of the dwelling.

___ 15. Good Neighbor Guidelines: The "Good Neighbor Guidelines" are City guidelines for being a good neighbor. These guidelines must be provided to the occupants.

___ 16. Trash removal: The STR landowner shall provide secure trash receptacles and follow the proper guidelines for weekly trash removal. Dumpsters are not allowed.

___ 17. Display of License: Property owner has made provisions for the following: An STR license shall be displayed on the front door of the dwelling unit or in a conspicuous location on the facade or nearby window not more than five (5) feet from the front door as measured from the edge of the door frame.

INSPECTOR INFORMATION

Inspection Notes: _____

Print Inspector name: _____

Inspector signature: _____

Date: _____