



## City of Millbrae

### SHORT-TERM RESIDENTIAL RENTALS

As part of the process to obtain your Short-term Residential Rental License the City's Building Department will need to inspect your home to ensure it is a safe environment. The inspection should only take 10-15 minutes and the Inspector will need access to all rooms of the home.

The focus of the inspection will be to ensure there are no Life-Safety Hazards. Life-Safety hazards are ones that can pose a danger to your guests, your family as well as the structure itself. The Building Inspector will utilize requirements found in the various Building and Fire Codes, City Ordinances, and regulations of the State of California's Housing and Community Development (HCD). The application of these current requirements will be taken into consideration as well as regulations that were in effect at the time of construction of your home and any subsequent work that may have been permitted. Items that would prevent you from getting your license would be discussed and a written Correction Notice would be issued and you would be required to make those corrections and a reinspection will be required. Some corrections may require that a Building Permit is obtained first. Once your home is approved the Program Administrator will be notified.

#### Items that will need to be provided:

##### **FIRE EXTINGUISHER**

There shall be a minimum of one 2A-10B:C Type portable Fire Extinguisher mounted on the wall at a height of 36-48 inches above the floor. This should be located near the main entry, and where readily accessible. These are the type of Fire Extinguisher that can be serviced. The servicing shall be performed once a year and the Fire Extinguisher Servicing Company will certify and tag the extinguisher.

##### **INFORMATION SIGN**

A sign indicating both the house's address and "IN CASE OF EMERGENCY CALL 911" shall be located near the main entry/exit.

##### **SMOKE DETECTOR / CARBON MONOXIDE ALARM**

Each bedroom is required to have a Smoke Detector. In the area that gives access to the bedroom (such as a hallway) there shall be both a Smoke Detector and a Carbon Monoxide Alarm. There shall be at least one smoke detector and one carbon monoxide alarm at each floor level. These may be battery powered. The detectors/alarms should be located on ceilings about 4 feet away from the doorway and at least 3 feet from any register or return air grill (heating/cooling system)

##### **EGRESS WINDOW**

Each bedroom shall be provided with an operable window that meets Emergency Egress requirements (min clear opening width of 20 inches, minimum clear opening height of 24 inches. The overall clear opening size shall be 5.7 square feet.)

No bedroom shall be accessed through a garage.

The above requirements are generally what will be looked at during the inspection, and access to all areas of the house shall be provided. (bedrooms, bathrooms, common areas, garage etc., as well as locations of water heaters, furnace, and electrical panels.

You will need to contact the Building Department, at 650-259-2330 to discuss any concerns you may have and to have your inspection scheduled.