



Town of Porter

SHORT-TERM RENTAL HOME --- REGISTRATION

CHECKLIST

Approved by: _____ Maximum # of Occupants: _____ Issue date: _____

PROPERTY INVENTORY INFORMATION – CODE ENFORCEMENT CHECKLIST

- ☐ Single-Family Dwelling – detached
- ☐ More than one Dwelling unit on a parcel is ineligible for Short-Term Rental operations.
- ☐ Certificate of Occupancy issued (Attach to registration form) – contact the Code Enforcement Officer if you do not have one.
- ☐ Floor Plan of the dwelling showing all rooms, labels, and locations of exit doors, egress windows, Smoke, and CO alarms locations. (Attach to registration form)
- ☐ Number of legal Bedrooms: _____ ☐ Allowed maximum Occupancy: _____
- ☐ Smoke & CO alarms are interconnected.
- ☐ Fire Extinguisher in kitchen Area, ABC rated, in sight from the range area.
- ☐ Off-Street Parking Provided - Number of parking spaces provided: _____
- ☐ Parking may not be located within any landscaped areas nor within 20 feet of the road.
- ☐ Current records of all Tenants, names, addresses, phone no., and email address(s) who are renting, leasing, and or occupying the premises are kept by the Owner and/or Operator/Agent
- ☐ Bed and Breakfast, Boarding/Rooming House, and Townhouse occupancies are ineligible for short-Term Rental home.
- ☐ Property maintenance regulation is provided to the Owner and or Operator/Agents
- ☐ An Information/Bulletin Board with required posted information is to be provided and has the following posted on it;
 - ☐ Noise Regulations
 - ☐ Quiet Hours from 10 pm to 7 am
 - ☐ Parking requirements
 - ☐ Maximum Occupancy
 - ☐ Town of Porter Terms of Use
 - ☐ House Rules
 - ☐ Owner/Operator/Agent phone number
- ☐ Completed & Notarized Registration Form