



# Sonoma County Fire District

## Short Term Rental Inspection Requirements

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**An Annual Fire Life Safety Inspection is required to operate a Short-Term Rental in the Town of Windsor.**

Short Term Rental Business License & Renewal.

The short-term business license will not be valid, until your inspection is completed, and the inspection fee is paid. If you do not have a **current** Fire Life Safety Inspection, your permit will be revoked, and you will not be able to operate your business in the Town of Windsor.

**The Annual Fire Life Safety Fee is: \$201.00**

**The inspection fee must be paid prior to the inspection date.**

**To schedule your Annual Short-Term Rental Inspection, please contact:**

Sonoma County Fire District, Prevention Division  
Heather Rathbun | Administrative Assistant  
Prevention Division  
Office (707) 892-2441  
[hrathbun@sonomacountyfd.org](mailto:hrathbun@sonomacountyfd.org)

## Short Term Rental Inspection Requirements

### Site Access

- Site address clearly posted and visible from the public way
- Access to the main entrance is free of any obstructions and that any steps, stairs, landings, handrails, or guardrails are code compliant
- Fire apparatus access unobstructed
- Fire hydrants unobstructed
- Gas meters and electric breakers labeled

### Exiting

- All exits unobstructed
- Egress doors open easily, without use of key
- Egress windows unobstructed and operable
- Stairs and railing maintained

## **Smoke & Carbon Monoxide Alarms**

All vacation rental homes require smoke & carbon monoxide alarms installed in accordance with the 2019 California Residential Code (CRC) and will be verified at the time of your fire and life safety inspection.

### **Smoke Alarms shall be installed in the following locations:**

- In each sleeping room
- Outside each sleeping area (hallway) in the immediate vicinity of the bedrooms
- On each additional story of the dwelling, including basements but not including crawl spaces and uninhabitable attics
- Battery operated 10 yr. alarms
- Alarms should be hard wired with battery back up
- Consider installing flashing alarms for people who are hearing impaired
- Test alarms once a month
- Replace batteries every 6 months if they are not 10 yr. alarms

### **Carbon Monoxide Alarms shall be installed in the following locations:**

- Outside of each separate dwelling unit sleeping area in the immediate vicinity of the bedroom(s)
- On every level of a dwelling unit including basements

### **Please Note:**

Alarms must be installed according to manufacturer's specifications prior to, and available to inspect at the time of the Fire Safety Inspection.

## **Fire Extinguishers**

- Extinguishers must have annual service and documentation
- Extinguishers must be professionally inspected annually or have receipt taped to extinguisher if purchased within a year
- Suggested locations
- Placed in kitchen under sink
- Place outside BBQ area

## **Electrical**

- Extension cords used only for temporary use
- Sufficient electrical panel clearance
- No open gaps in breaker box
- Electrical outlet not overused
- Cover plates installed on all outlets
- Electrical cords maintained free of splicing

**Interior:**

- Water Heater/HVAC - free from storage and have compliant venting
- Dryer Duct Cleaning - lint traps regularly maintained and clear
- Windows in bedrooms are operable, meet minimum size requirements, and do not have bars or other obstructions that prevent egress

**Exterior:**

- All exterior areas shall be free of weeds, debris & trash
- Open flame cooking devices away from overhangs/trees
- Disposal Of BBQ /or fireplace ash in metal can with lid **ONLY**. Never dispose of ash or charcoal in yard waste containers
- Wood burning fire pits must have an appropriate screening to capture embers
- Use BBQs (gas or charcoal) in safe location away from combustion construction and vegetation
- Pool - pool area fenced and gated
- Hot Tub - locking Cover
- Sliding Doors - sensors - local Alarm

**Hazardous Materials**

- Compressed gas cylinders properly secured
- Pool chemicals properly stored and labeled

**Not required but suggested:**

- Wrench by the gas meter

**Keep documentation on:**

- Frequency of smoke alarm testing
- Keep documentation on frequency of dryer duct cleaning

## Information Binder

House address  
 Property manager after hours numbers  
 Non-Emergency contacts #s  
 Police non-emergency 707-838-1234  
 Fire non-emergency 707-838-1170  
 Town of Windsor Evacuation Zone Map  
 Emergency links  
 Nixle/ SOCO alert

**All forms of open flames are discouraged during Red Flag Weather Conditions**

Installation Location	Smoke Alarm	Carbon Monoxide Alarm	Fire Extinguisher
In each sleeping room	X		
Outside each sleeping room	X	X	
On every story of the structure	X	X	X
Sleeping room with a fuel-burning appliance		X	
Within 75-foot reach			X

