

Planning Development 447 N. Main St. Boerne, TX 78006 830-248-1501

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Short-Term Rental (STR) Inspection Checklist

Property Information:

Property Manager:	Telephone number:
Property Owner:	Telephone number:
Property Address:	
Number of Bedrooms:	Number of Bathrooms:
	Property Manager: Property Owner: Property Address: Number of Bedrooms:

Building Safety Inspection

N/A	Pass	DOOR LOCKS	
		Exterior entry doors have working locking mechanism, and do not require a key to exit from the inside.	
		All exterior doors open and close properly and lock and unlock easily	
N/A	Pass	SMOKE DETECTORS	
		Smoke alarms are installed in each sleeping room, outside of each separate sleeping area in the immediate vicinity of the bedroom(s), and on each occupiable story, including habitable attics	
		All smoke detectors work properly, and the alarm sounds when tested	
		For smoke alarms that are hardwired, a battery is installed for battery backup functionality	
		Smoke detectors can't be more than 10 years old	
N/A	Pass	CARBON MONOXIDE DEVICES ALARMS &DETECTORS	
		If the dwelling unit contains a gas-burning heater, appliance, fireplace, or attached garage, carbon monoxide (CO) devices are required to be installed in accordance with local building standards and the manufacturer's installation instructions	
		Operational CO alarms are installed outside of each separate dwelling unit sleeping area in the immediate vicinity of the bedroom(s), in a bedroom where a gas-burning appliance is located, and on each occupiable level inside the unit	

N/A	Pass	FIRE SAFETY		
		Printed and posted floor plans and home fire escape plans from each floor indicating two ways out		
		Fire extinguishers shall be installed on each floor in plain view, and annual testing performed tag attached		
		Instructions shall be provided for gas, water, and electrical shut off and home heating appliance and safety use		
N/A	Pass	FIRE EXTINGUISHER		
		Each extinguisher has been tagged and serviced by a state-licensed contractor within the last year		
		Each fire extinguisher is fully charged, operable, and readily available for use		
N/A	Pass	HEATING		
		All heating equipment is operational and in safe working condition, with covers free of rust and dust build-up.		
		Gas heater is operating normally and is provided with minimum combustion air.		
		For buildings with a thermostat not under the control of the tenants, the temperature setting on the thermostat is set at 68°F minimum.		
		All service gas lines in the unit are free of leaks and any gaseous odors.		
		All gas lines in the unit have shut-off valves and flex lines at the appliance connection.		
N/A	Pass	VENTILATION		
		All windows open and close easily and can remain open		
		Any security bars can be released from the interior		
		The windows required for egress in sleeping rooms are able to open completely and are fully operable, with a minimum opening size of 5 sq ft.		
		All window glass is in good condition, free of damage, without cracks, and properly sealed at the edges		
		If bathrooms have fixed windows or no windows, verify that the required mechanical ventilation system is in working order		
N/A	Pass	APPLIANCES		
		All appliances are in working condition, with all metal finishes free of visible deterioration		
		Free-standing stove has a tilt guard		
		If there is a gas stove, it is free of gaseous odors indicating a gas leak		
N/A	Pass	ELECTRICAL WIRING		
		All electrical outlets and light switches are functional and secure, have faceplates covering the opening, and are installed against the mounting surface		
		All wires or electrical cables in habitable spaces are protected		
		All electrical boxes located in accessible areas have cover plates that cover the opening and are installed against the mounting surface		

N/A	Pass	PLUMBING	
		All faucets are in working condition, with all handles, valves, diverters, and strainers available, free of leaks and visible deterioration	
		Hot and cold water have sufficient flow	
		All drainage and sewer piping drain properly and are free of leaks; all readily accessible pipes are free of visible deterioration	
		Toilets are secure in place, in good working condition, and free of leaks	
N/A	Pass	WEATHER PROTECTION	
		Exterior walls, roofs, and ceilings are free from leaks and have no chipped or peeling paint	
N/A	Pass	HANDRAIL, GUARDRAIL, STAIRWAY, AND EXTERNAL FEATURES CONDITION	
		Handrails and guardrails are tightly fastened, sound, in good condition and return to the walls	
		Stairways, including treads, risers, and landings, are in good condition, adequately fastened, free of wood rot and rust, and have no missing, broken, or loose parts.	
		All elevated exterior decks, balconies, stairways, and/ or walkways that are located more than 6 feet (should be 30") above grade & exposed to the weather are structurally sound and show no visible signs of sagging, leaning, cracking, or other defects that may permit moisture intrusion or potentially lead to structural deterioration. Decks 30" or more above adjacent grade have guards installed at a minimum height of 36", Required <i>guards</i> shall not have openings from the walking surface to the required <i>guard</i> height that allow passage of a sphere 4 inches (102 mm) in diameter. All exit pathways and stairways are clear of open storage, trash, and debris. <i>Handrails</i> shall be provided	
		on not less than one side of each flight of stairs with four or more <i>risers</i> .	
		All electrical fixtures providing lighting and directional signage for the common areas are in working condition	
N/A	Pass	ELEVATOR, MECHANICAL LIFT	
		Any elevator or mechanical lift shall be operational and in safe working condition	
	<u> </u>		
NO'	TES/	COMMENTS	

NOTES/ COMMENTS				

ACKNOWLEDGEMENTS
I [inspector name] conducted an inspection of the interior and exterior areas of all structure(s), dwelling unit(s), common area(s), and appurtenances of the property located at the above-mentioned address on [date/s].
Based on my inspection of this property on such date/s, I find that it is safe to occupy for residential purposes in its present condition. In connection with my inspection/s of this property, I observed nothing that indicates or suggests that the property in its present condition poses a hazard to life, health, or public safety.
I have completed the STR checklist form provided for this property by the City of Boerne. I have noted on the form any deficiencies (violations), concerns, or suspect conditions for which I recommend additional action or further investigation.
Should the form I completed for this property's inspection or reinspection indicate deficiencies that I have noted remain uncorrected, my signature here is intended to certify to the City of Boerne that I believe this property, nevertheless, is safe to occupy despite the uncorrected conditions I have noted on my form.
I understand and intend that the City of Boerne rely on this certification by me of the safety of this property for residential use as short-term lodging by the public in deciding whether to approve the property owner's application for a license to operate this property in its present condition for a Short-Term Rental use.
(signature),(date),
(TREC or ICC license number),(expire date)