



Community Development  
 Code Enforcement Division  
 2255 West Berry Avenue  
 Littleton, Colorado 80120  
 303-795-3831 \* 303-795-3748  
[code\\_enforcement@littletongov.org](mailto:code_enforcement@littletongov.org)

**Short-Term Rental Inspection Checklist**

(owner to initial each line to certify inspected and code compliant)

Property Owner Name \_\_\_\_\_

Property Owner's Primary Address \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

Short Term Rental Address \_\_\_\_\_

Date Inspection Completed by Owner \_\_\_\_\_

**General Information Acknowledgement**

- \_\_\_ Renters will be provided a parking diagram verifying the location of all parking spaces available for the short-term rental and the diagram will be posted in a prominent location in the short-term rental. The designated parking spaces, a minimum of two (2) off-street spaces, will be available for use by renters
- \_\_\_ Operation of the short-term rental will comply with Good Neighbor Guidelines and the Good Neighbor Guidelines will be provided to renters in the rental agreement and by posting adjacent to the front door in the short-term rental
- \_\_\_ The rental is not an accessory dwelling unit (ADU)
- \_\_\_ The approved license for the short-term rental will be posted in a prominent location within the short-term rental
- \_\_\_ I have read and understand City of Littleton Municipal Code regulating Short Term Rental Units (Title 3, Chapter 23)
- \_\_\_ All exterior and interior areas of the property shall have ongoing maintenance to ensure the property is maintained sanitary and in good condition; all structures shall be maintained in good repair

**Exterior Safety and Maintenance (Littleton Municipal Code, 2012 IPMC)**

- \_\_\_ Address numbers are visible from the street
- \_\_\_ Deck and stair rails and guards are properly attached and capable of supporting imposed loads
- \_\_\_ Stairs, walkways and exits are unobstructed and shall always be maintained unobstructed
- \_\_\_ Trash containers with tight fitting lids are provided and are stored on the side or back of house; weekly trash removal service is provided by owner
- \_\_\_ All exterior areas of the property are in good condition and all structures are in good repair (the property shall be maintained in good condition and good repair)
- \_\_\_ Window wells serving basement sleeping rooms are provided with escape ladders and operable windows to allow for secondary egress from the rooms

**Interior Safety and Maintenance**

- \_\_\_ Fire extinguisher (type 2A:10B:C) is in plain view and must be certified annually
- \_\_\_ Smoke alarms are installed in each sleeping room and immediately outside each sleeping room such as in a corridor, hallway or great room serving the individual sleeping rooms
- \_\_\_ Carbon monoxide detector are installed on each level within 15 feet of sleeping rooms
- \_\_\_ Stairs, walkways and exits are free of tripping hazards, are unobstructed and shall always be maintained unobstructed
- \_\_\_ Bathroom has a toilet, sink, and shower or bathtub and is clean and sanitary
- \_\_\_ Bathroom and kitchen electrical outlets are GFCI protected
- \_\_\_ Electrical system is in good repair, including electrical panel, receptacle outlets, switches and lighting fixtures are in good repair, without exposed wiring, and without extension cords or electrical strips
- \_\_\_ Mechanical systems (vent fans, heating, cooling and water heater) are operable and in good repair; dryer vent is clean and free of lint
- \_\_\_ All areas of the interior are sanitary and in good condition and maintained in good repair
- \_\_\_ Building permits and final inspections have been completed for all work requiring permits
- \_\_\_ The Good Neighbor Guideline is posted near the main door of the rental space with all required contact info including phone numbers for the licensee, the local responsible party (available to respond within two (2) hours) and the emergency contact
- \_\_\_ The Good Neighbor Letter will be distributed to owners and residents of all adjacent properties, and directly across the street and alley, within two (2) weeks after receiving approval of the short-term rental license. The names and addresses of all neighbors contacted will be submitted to code enforcement at [code\\_enforcement@littletongov.org](mailto:code_enforcement@littletongov.org)
- \_\_\_ Identify type of STR:  **Primary Residence** or  **Non-Primary Residence**; describe which portion of the dwelling will constitute the licensed premise available for use by the renters (maximum of 2 adults per bedroom and maximum of 8 persons in the unit):  
 \_\_\_\_\_
- \_\_\_ \_\_\_\_\_ Number of bedrooms \_\_\_\_\_

I hereby certify that I inspected the property and completed this form, the items initialed above were checked and were found to be in compliance with the code:

Owner (Print) \_\_\_\_\_ Owner (Sign) \_\_\_\_\_

The following local responsible party will be available to respond to any issue raised by the renter, neighbor, or the City, within two (2) hours at all times during which the dwelling is rented. Any such person must have access to the dwelling and be authorized to make decisions regarding the dwelling:

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Email \_\_\_\_\_

The following additional person(s) will be available to respond in an emergency:

Name \_\_\_\_\_ Phone Number \_\_\_\_\_

Email \_\_\_\_\_