



SECTION A | INSTRUCTIONS

- 1) Section B must be signed by the property owner or legal representative of the property owner.
 - 2) Section D must be completed and signed by one of the following individuals:
 - a. A representative (employee or contracted employee) of a DPOR licensed real estate firm responsible for managing the STR property. Certified companies must provide DPOR License # and representative must have completed City of Virginia Beach STR Life-Safety Training Course.
 - b. A certified Home Inspector (certified by the American Society of Home Inspectors – ASHI), or other certified professional qualified to perform Life-Safety inspections.
 - c. A City of Virginia Beach Zoning Inspector. To schedule an inspection, call (757) 385-8862 or email STR@vbgov.com.
- Inspections for different items may be conducted by more than one inspector. Please complete information for each.
- Life-Safety Inspections conducted by a representative of a DPOR licensed real estate firm are valid for three years. All others are valid for one year from the issue date of the associated STR Zoning permit.
- 3) Submit report with the STR Zoning Permit application (or reference STR Zoning Permit record number if already submitted).

SECTION B | PROPERTY DETAILS | PROPERTY OWNER SIGNATURE

Year Home Constructed:

Number of Bedrooms in the Home:

Short-Term Rental Street Address:

Unit/Apt. #:

Zip Code:

Property Owner's Name: *If LLC or other business entity, include name of individual completing this form*

Property Owner's Mailing Address:

City:

State:

Zip Code:

Property Owner's Phone:

Property Owner's Email Address:

PROPERTY OWNER SWORN STATEMENT

I certify that I am the property owner of the Short-Term Rental (STR) identified in Section B of this report and that this property meets all Life-Safety requirements as specified in Section 241.2(13) of the Virginia Beach City Zoning Ordinance. If Section D has not been completed by an authorized inspector, I understand that I am responsible for scheduling a Life-Safety Inspection with the City of Virginia Beach Zoning Office within six weeks of approval of the subject property's STR Zoning Permit. Failure to schedule an inspection or submit a Life-Safety Inspection report signed by an authorized inspector within six weeks may result in revocation of the STR Zoning Permit. *To schedule an inspection, call (757) 385-8862 or email STR@vbgov.com.*

Signature of Property Owner:

Date Signed:

**SECTION C | CODE REFERENCE/CITY ZONING ORDINANCE (CZO)**

| ITEM | CZO | REQUIREMENT |
|------------------------|---------------|---|
| Fire Extinguisher | CZO 241.2(13) | Shall be installed in plain sight. <i>Note: Fire Marshal's Office recommends NFPA 10 minimum size of 2-A:10-B:C.</i> |
| Smoke Alarms | CZO 241.2(13) | Smoke alarms shall be in good working order and interconnected* Physical interconnection of smoke alarms shall not be required where listed wireless alarms are installed and all alarms sound upon activation of one alarm. <u>Smoke alarms shall be installed in the following locations:</u> * <ul style="list-style-type: none">• In each sleeping room• Outside each separate sleeping area in the immediate vicinity of the bedrooms• On each additional story of the building, including basements and habitable attics * Smoke Alarms: Dwellings constructed prior to 1989 must have a minimum of one smoke alarm installed on every floor of the structure, in the areas adjacent to all sleeping rooms, and when activated, can be heard in all sleeping rooms. |
| Carbon Monoxide Alarms | CZO 241.2(13) | Carbon monoxide (CO) alarms shall be in good working order. CO alarms can be interconnected, plug-in or battery type. CO alarms shall be provided where either, or both, of the following conditions exist: <ul style="list-style-type: none">• The home contains a fuel-fired appliance (gas stove, gas fireplace, etc.)• The home has an attached garage with an internal entryway into any other area of the home CO alarms shall be located outside, and in the immediate vicinity of, each bedroom or sleeping area. If a fuel-fired appliance is located within a bedroom or sleeping area, a CO alarm shall be located in that bedroom or sleeping area. |
| Guest Rules | CZO 241.2(6) | There shall be posted in a conspicuous place within the dwelling, a City Zoning Administrator provided summary of City Code Sections 23-69 through 23-71 (noise), 31-26, 31-27 and 31-28 (solid waste collection), 12-5 (fires on the beach), 12-43.2 (fireworks). This document is referred to as the "Guest Rules." A copy is available at VirginiaBeach.gov/STR . |
| Sign / Hotline # | CZO 241.2(4) | Each short-term rental shall have one (1), four-square-foot sign, posted on the building, or other permanent structure approved by the Zoning Administrator. The sign must identify the property as a Short-Term Rental and provide the telephone number of the City Short-Term Rental Hotline in text large enough to be seen from the public street. |
| Signs / Occupant Loads | CZO 241.2(17) | Each short-term rental shall have placards indicating the maximum number of occupants allowed on all exterior stairways, decks, porches and balconies. These placards must be posted on each level of these structures. (See Structural-Safety Report for details.) |



SECTION D | INSPECTION CHECKLIST | INSPECTOR INFORMATION | INSPECTOR SIGNATURE(S)

| INSPECTION ITEM | PASS | FAIL | N/A | INSPECTOR NUMBER (#1, #2, or #3) | REASON FOR FAILURE AND/OR CORRECTIVE MEASURES REQUIRED |
|---|------|------|-----|--|---|
| Fire Extinguisher | | | | | |
| Smoke Alarm(s) | | | | | |
| Carbon Monoxide Alarm(s) | | | | | |
| Guest Rules | | | | | |
| Sign / Hotline # | | | | | |
| Signs / Occupancy Loads (for all exterior structures requiring Structural-Safety inspection) | | | | | |

INSPECTOR #1 INFORMATION *Refer to Section A for list of individuals authorized to perform this inspection.*

Name of Inspector #1:

Title:

Name of Real Estate Firm or Other Licensed Entity:

Phone:

Address of Real Estate Firm or Other Licensed Entity:

City:

State:

Zip:

Certification Entity (DPOR, ASHI, etc.):

DPOR, ASHI, or Other License #:

Date of Inspection:

Date of Re-Inspection (if applicable):

INSPECTOR #1 SIGNATURE

I certify that the items listed above were inspected in accordance with the requirements of the corresponding code sections of the City of Virginia Beach Zoning Ordinance, which are noted and described in Section C of this report.

Signature of Inspector #1:

Date Signed:



COMPLETE THIS PAGE ONLY IF MULTIPLE INSPECTORS WERE USED FOR INSPECTION ITEMS LISTED ABOVE.

INSPECTOR #2 INFORMATION *Refer to Section A for list of individuals authorized to perform this inspection.*

Name of Inspector #2:

Title:

Name of Real Estate Firm or Other Licensed Entity:

Phone:

Address of Real Estate Firm or Other Licensed Entity:

City:

State:

Zip:

Certification Entity (DPOR, ASHI, etc.):

DPOR, ASHI, or Other License #:

Date of Inspection:

Date of Re-Inspection (if applicable):

INSPECTOR #2 SIGNATURE

I certify that the items listed above were inspected in accordance with the requirements of the corresponding code sections of the City of Virginia Beach Zoning Ordinance, which are noted and described in Section C of this report.

Signature of Inspector #2:

Date Signed:

INSPECTOR #3 INFORMATION *Refer to Section A for list of individuals authorized to perform this inspection.*

Name of Inspector #3:

Title:

Name of Real Estate Firm or Other Licensed Entity:

Phone:

Address of Real Estate Firm or Other Licensed Entity:

City:

State:

Zip:

Certification Entity (DPOR, ASHI, etc.):

DPOR, ASHI, or Other License #:

Date of Inspection:

Date of Re-Inspection (if applicable):

INSPECTOR #3 SIGNATURE

I certify that the items listed above were inspected in accordance with the requirements of the corresponding code sections of the City of Virginia Beach Zoning Ordinance, which are noted and described in Section C of this report.

Signature of Inspector #3:

Date Signed: