



## Things to Consider:

Smoke Alarms?

Carbon Monoxide Alarms?

Necessary Handrails?

Noise Monitoring Device?

GFCI Outlets in Kitchen,  
Bathrooms & Exterior?

Converted Non-Bedroom  
Area into Bedrooms (Egress)?

Egress Window in Basement  
Bedroom?

Other Previous Work w/out  
Permits (Kitchen, Basement  
Finish or Other Remodel)?

Occupancy Limit?

# ANNUAL SHORT TERM RENTAL INSPECTIONS

The City of St. Charles wants your Short Term Rental to be successful and safe for you and your guests. The intent of this guide is to bring attention to common items that may be found in your upcoming inspection. While every property is unique, these are some of the items our inspectors look for; however, other issues could arise. This guide (see 2<sup>nd</sup> page for common items) should not be used to identify all issues, but only common items which come up the most frequent. Other items do and will occur. Remember, inspections are required **Annually** and are covered by the application fee.

If you have questions or need to request an occupancy inspection, please call Community Development at: 636.949.3222 or visit us online at [www.stcharlescitymo.gov](http://www.stcharlescitymo.gov).



## Checklist/Things to Consider

1. Does your Unit have working and operable smoke alarms installed within and outside every bedroom as well as one on every level of the unit/structure?
2. If you have an attached garage or gas appliances (fire place, dryer, stove, etc.), working and operable carbon monoxide alarms are required to be installed outside all bedrooms regardless of the build date of the home.
3. All Bathroom, Kitchen Counter, Laundry Area and Outdoor Receptacles/Outlets shall be a Ground Fault Circuit Interrupter (GFCI) or protected by a GFCI. This is required regardless of the build date of the home.
4. Any areas which were not previously used and approved as bedrooms will require egress windows (1<sup>st</sup> floor and basement bedrooms = 5.0 sqft and 2<sup>nd</sup> floor and above windows must have a minimum of 5.7sqft).
5. Does your unit have a noise monitoring device installed and in operable condition as required by Code?
6. Compliant Handrails (34"-38" inches above nose of the tread) are required for all steps (indoor and outdoor) which exceed 4 or more steps, regardless of the age of the home.
7. Has all work/changes to the Structure been accomplished with applicable Permits? If changes are found upon inspection, a Building Permit may be required for previously undocumented work (new bedrooms, kitchen updates, basement finishes, bathroom remodels, new plumbing, electric, etc.).
8. Be advised, Occupancy Limits (max number of guest) will be provided upon a completed inspection on every Short Term Rental. Occupancy limits are established per size of bedroom/space. Occupancy limits per bedroom are established as follows:
  - 1 occupant = 70sqft
  - 2 occupants = 100sqft
  - 3 occupants = 150sqft
  - For Non-Bedroom areas = 190sqft per occupant.

**The maximum occupancy for a Short Term Rental cannot be greater than 10 people regardless of the number of bedrooms or temporary sleeping areas (pull out couches, trundle or other temporary beds), unless additional alterations have been made (fire sprinkler, and/or other fire suppression systems). Generally, most occupancies will be less than 10 people for a single-family home.**
9. Be advised, any exterior changes (planned or required via Short Term Rental process) to a structure in a historic district may require Landmarks Board review prior to installation.
10. Records of all guests (names, address, and telephone number) shall be kept for three (3) years and available for City inspection.
11. Permit renewal and inspections are required **every year**. Failure to submit necessary paperwork by the end of the calendar year could cause your permit approvals to be revoked.

***Be advised, this list is not a comprehensive list of items which may affect occupancy and are items which frequently come up upon inspections. If you have any questions prior to inspections or before applying for a Short Term Rental, please call the City at 636-949-3222 and speak with Staff.***