



City of Ketchum

### DECLARATION OF COMPLIANCE WITH REQUIREMENTS FOR SHORT-TERM RENTAL OF OCCUPANY LESS THAN 20 PERSONS

#### OWNER / APPLICANT CONTACT INFORMATION

Owner / Applicant Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**A local representative is a designated representative(s) who resides within twenty (20) vehicular miles of the City of Ketchum. The local representative must be able to be rewsponsive in a timely manner to City attempts to contact and address concerns. If the City of Ketchum is not able to reach the local representative in a timely manner more than twice during the term of the permit, it is considered a violations of the Short-Term Rental Ordinance (Ordinance 1230).**

Local Representative/Emergency Contact Name: \_\_\_\_\_

Local Representative Physical Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### SHORT-TERM RENTAL PROPERTY INFORMATION

Property Address: \_\_\_\_\_

Unit Number (if applicable) \_\_\_\_\_

#### GENERAL REQUIREMENTS FOR SHORT-TERM RENTALS

**CONTACT INFORMATION:** The name and phone number for the local representative has been sent to all property owners and/or residents located within 200 ft of the dwelling (Blaine County GIS may be used to obtain list).

**Date of mailing to property owners:**

**LOCAL REPRESENTATIVE:** The local representative resides within twenty (20) vehicular miles of the City of Ketchum. The local representative will be able to respond in a timely manner to City attempts to contact and address concerns. If there is an update to the local representative, that update will be submitted within five (5) days of change to ensure the City is able to reach someone in case of emergency.

**EVENTS:** No events shall be held at the short-term rental unit that include additional guests beyond those staying at the short-term rental without first obtaining a Conditional Use Permit (e.g. weddings, parties, etc).

**EXTERIOR CHANGES:** No exterior changes have been or will be made to the structure or site conditions that would eliminate its appearance or use as a dwelling unit for long term residency.

- NOISE:** Quiet hours from 10 pm to 8am the following day are enforced.
- OCCUPANCY TAX:** The short-term rental permit applicant has a valid City Sales Tax Permit with the City of Ketchum or their platform files on their behalf.
- PARKING:** Improved surface areas on site provide adequate parking for the occupancy.
- PERMIT POSTING:** The short-term rental permit will be posted within the short-term rental unit adjacent to the front door.
- TRASH SERVICE:** Short-term rentals shall comply with the trash and recycling removal service as described in Title 8 Chapter 4 of Ketchum Municipal Code.

<b>FIRE &amp; LIFE SAFETY REQUIREMENTS FOR SHORT-TERM RENTALS</b>
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- ACCESS:** The access and ingress to the site maintains safe conditions for pedestrians and vehicles and are adequately sized and designed so that access to other properties is not impacted or unsafe conditions of public streets are created. All fire apparatus access roads and driveways shall be maintained free of obstructions and parking shall not be allowed to encroach on the minimum requirements.
- ADDRESSES:** Building addresses shall be placed in a position that is plainly legible and visible from the street or road fronting the property. All occupancies as part of a building shall be identified with approved, unique numeric or alphabetic addresses. These letters and numbers shall contrast with their background. Where required by the fire code official, address numbers shall be provided in additional approved locations to facilitate emergency response. Actual address numbers and letters shall be located so that the bottom of the letters or numbers is a minimum of 48 inches above final grade.
- BUILDING EXITS:** Required exit accesses, exits, and exit discharges shall be continuously maintained free from obstructions or impediments to full instant use in the case of fire or other emergency where the building area served by the egress is occupied. An exit or exit passageway shall not be used for any purpose that interferes with a means of egress. Storage of any kind is not permissible under required exit stairwells. The means of egress serving all multi-unit occupancies shall be provided with approved emergency lighting and exit identification signs.
- WINDOWS:** Bedroom windows are operable to allow for emergency egress in accordance with the most recent building and fire codes as adopted and amended by the City.
- KNOX BOX INSTALLATION:** All occupancies shall be required to install and maintain an approved Knox Box brand key box, with the appropriate keys, for emergency fire department access in a location approved by the fire department. The key box shall be sized to accommodate keys to every door of the project, it is strongly encouraged that occupancies utilize a master key.

**FIRE EXTINGUISHERS:** Every occupancy shall have a minimum of one extinguisher per garage and one extinguisher per kitchen area. Extinguishers shall be mounted in a conspicuous, easy to access, unobstructed location that is less than 75' travel distance to any part of the occupancy. Fire extinguishers shall be mounted in an approved location.

- When purchasing a new fire extinguisher, purchase an all-purpose minimum 5 LB size with a minimum rating of 3-A:40-B:C

**CARBON MONOXIDE DETECTORS:** CO detectors shall be required in all Occupancies with sleeping areas. CO detectors are required on every level of the occupancy and shall be located adjacent to all sleeping areas. All detectors shall be maintained, and batteries replaced per manufacturer's recommendations.

**SMOKE DETECTORS:** Smoke detectors shall be located in every sleeping and guest room and outside within 21 ft of any sleeping area, on every level including basements. Smoke detectors should never be painted. All detectors shall be maintained, and batteries replaced per manufacturer's recommendations.

**ELECTRICAL EQUIPMENT AND WIRING:** Open junction boxes and open-wiring splices shall be prohibited. Approved covers shall be provided for all switch and electrical outlet boxes. Portable, electric space heaters shall not be plugged into extension cords. Extension cords and flexible cords shall not be affixed to structures, extended through walls, ceilings, or floors, or under doors or floor coverings, nor shall such cords be subject to environmental damage or physical impact. Extension cords shall be used only with approved portable appliances.

**CONSTANTLY MONITORED FIRE & CO DETECTION SYSTEM:** All Short-Term rental occupancies shall be required to be monitored by a continuously attended supervising station. Alarm signals initiated by manual fire pull stations, automatic fire detectors, automatic heat detectors, waterflow from the automatic sprinkler system, automatic CO detection systems, or actuation of other fire suppression system(s) or equipment shall be treated as fire alarm signals. Such signals shall be immediately retransmitted to the Blaine County Communications Center for notification of the Fire Department. Such alarm signals shall also initiate occupant notification devices throughout the occupancy.

**FIRE & LIFE SAFETY PLAN:** The Fire & Life Safety Plan approved by the Fire Marshall will be posted on site in an approved location (see below page for required information).

**APPLICANT'S DECLARATION**

I, \_\_\_\_\_ (please print), as the applicant for the above described short-term rental declare that I have read and understand the requirements for a short-term rental and further declare under penalty of perjury that I will ensure compliance with these requirements, and understand that failure to comply with these requirements may lead to enforcement proceeding as set forth in in Title 5 Chapter 9 of the City Code.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date