

**BED AND BREAKFAST HOMESTAY  
APPLICATION PACKAGE**



**CITY OF PAGE, ARIZONA**

**UPDATED NOVEMBER 2012**

## **GENERAL APPLICATION PROCEDURES BED & BREAKFAST HOMESTAYS**

### **A. APPLICANT**

1. Obtain an application package from the Planning Department for a Bed & Breakfast Home stay Conditional Use Permit.
2. Complete information requested on the Application Form, sign, date and submit to Planning Department.
3. Complete and attach a site plan, showing the relation of the building and parking to plot lines; and location of parking.
4. Complete and attach a floor plan, showing livable floor area (excluding garage and carport) square footage, exits, location of bedrooms and number of beds per room (must indicate number of requested guest rooms).
5. Complete and attach a base map showing a 300-foot radius of the dwelling.
6. Complete and attach a list of all residential property owners within 300-foot radius of the subject dwelling (information available on County website under GIS mapping).
7. Obtain and attach signatures indicating approval or disapproval of the real property owners representing at least 75% of the residential property owners within the 300 foot radius (information available on County website under GIS mapping).
8. Obtain and attach Preliminary Inspection Reports from the Fire and Building Departments (appointments will be scheduled through the Planning Department).
9. Submit Arizona Sales Tax License number (upon application).
10. Obtain and post at least 10 days prior to Planning & Zoning Commission meeting.
11. Obtain a copy of the completed application and attachments from Planning Department.

### **APPLICANT**

1. Commences B & B Home Stay business, if approved.
2. Obtains building permit, if necessary, for compliance with fire and building codes.
3. Conducts or hires necessary code work, with required inspections.
4. Files final inspection reports indicating compliance from Fire and Building Departments with Planning Department.

Note: Until final Fire and Building Department inspection reports indicating compliance have been filed with the Planning Department, any conversion of a Temporary C.U.P. to a Final Permit CANNOT BE APPROVED. Upon compliance, conversions will be handled by the Planning Department. Upon expiration of the Temporary Permit, if final inspection reports have not been filed, operation of the B & B Home Stay business shall be discontinued, and the Planning Department shall cancel the permits Section 5.5.2 Paragraph G.

# BED AND BREAKFAST HOME STAY APPLICATION CONDITIONAL USE PERMIT

P.O. BOX 1180, PAGE, ARIZONA 86040  
PHONE: (928) 645-4261

<b>FEE OF \$300.00</b>		<b>RECEIPT #</b>	
<b>PERMIT#</b>		<b>STATUS</b>	<input type="checkbox"/> <b>FINAL</b>
<b>DATE:</b>		<b>OWNER RESIDENCE</b>	
<b>DOING BUSINESS AS DBA</b>		<b>OWNER MAILING ADDRESS</b>	
<b>SALES TAX NUMBER</b>		<b>LOCATION</b>	
<b>LOT</b>		<b>BLOCK</b>	
<b>ZONE</b>		The Bed and Breakfast Home stay shall be restricted to the principal single-family building.	<input type="checkbox"/> <b>1 Guest Room:</b> 1000 - 1499 square feet of livable floor area <input type="checkbox"/> <b>2 Guest Rooms:</b> 1500 - 1900 square feet of livable floor area <input type="checkbox"/> <b>3 Guest Rooms:</b> 2000 - 2499 square feet of livable floor area <input type="checkbox"/> <b>4 Guest Rooms:</b> 2500 - 2999 square feet of livable floor area

**I UNDERSTAND AND AGREE TO THE FOLLOWING:**

1. This Bed and Breakfast Home stay shall be conducted only by the above Owner/Resident Applicant who shall reside on the premises. This permit is personal to the permittee and applicable only to this specific property and shall not be transferable, if the property is sold, leased, or conveyed by the permittee or if the permittee moves to a new location.
2. This permit is subject to annual renewal or revocation by the Planning and Zoning Commission on each anniversary date and granting of the permit shall not limit the Commissions power to terminate the permit, if a finding of non-compliance with the provisions of the permit, the Zoning Ordinance or any other City, County or State Code, law or regulation is made.
3. This application shall be accompanied by such information as site plan, floor plan, base map, preliminary inspection reports, Arizona sales tax number and such other required documents as to demonstrate that the proposed use will comply with all conditions and regulations as contained in Section 5.5.2 of the City of Page Zoning Code of which I have received a copy. The applicant shall furnish the Commission any additional information it may consider relevant to investigation of the application.
4. In accordance with Section 5.5.of the Zoning Code, the notice of the hearing before the Commission regarding this request must be posted on applicant's property at least ten days prior to the meeting date and it is the applicant's responsibility to maintain the posting.

Owner Resident Signature \_\_\_\_\_ Date \_\_\_\_\_

# FINDINGS

<b>FINAL APPROVAL</b>	<input type="checkbox"/> WITH CONDITIONS <input type="checkbox"/> WITHOUT CONDITIONS	DATE	
COMMENTS:			

SIGNATURE STAFF REVIEWER \_\_\_\_\_ Date \_\_\_\_\_

# COMMISSION REVIEW

The Commission, having considered if this request has met conditions and requirements necessary to insure the intent of the Ordinance and having considered not only the nature of the use and the special conditions influencing its location in the particular district, but also the proposed location of buildings, parking and other facilities within the site, traffic and possible influence on adjoining properties, finds that, in accordance with Section 5.5 of the Zoning Code, the establishment, maintenance, or operation of the use or building applied for will not be detrimental to the public health, safety, peace, convenience, comfort, and general welfare of persons residing or working in the neighborhood of such proposed use or be detrimental or injurious to the property and improvements in the neighborhood or to the general welfare of the city.

<b>DENIAL</b>	<input type="checkbox"/> COMPLETED <input type="checkbox"/> NOT COMPLETED/CANCELLED	DATE	
COMMENTS:			
<p>It is the finding of the Commission that the application and supporting data do not indicate that all applicable conditions and requirements of the Zoning Code will be met.</p>			

# PAGE ZONING CODE *EXCERPTS*

## 5.5 BED AND BREAKFAST HOMESTAY

### 5.5.1 Purpose

One of the economic goals of the *City of Page General Plan* is “to enhance its tourism industry.” In support of this public policy, Bed and Breakfast Home stay accommodations provide an alternative type of lodging for visitors to Page; as well as using the income from such accommodation to provide incentives for maintaining Page's housing stock. Thus, Bed and Breakfast Home stays can be appropriate uses of residential property in controlled circumstances.

The purpose of this Section is to ensure that Bed and Breakfast Home stays are secondary to the residential use of the main dwelling and that they do not detract from the residential character of the neighborhood.

The commercial nature of the use merits the scrutiny and public involvement of a Conditional Use Permit. The requirements of this Ordinance should mitigate impacts on neighborhoods, ensure that guest rooms do not become additional dwelling units on a lot, and help avoid the appearance of a mini-motel/commercial use placed in a residential area.

### 5.5.2 Requirements

A Bed and Breakfast Home stay shall be permitted only in the principal building originally constructed as a single family dwelling of a minimum of 1,000 square feet of livable floor area, excluding garage or carport, subject to the following requirements:

- A. The Bed and Breakfast Home stay shall be conducted only in a single family dwelling by the principal owner of the premises. The owner of a Bed and Breakfast Home stay shall reside on the premises. The owner of the Bed and Breakfast Home stay shall not employ, either directly or indirectly, any person in the operation of the Bed and Breakfast Home stay who is not a member of the owner's family and a resident of the premises.
- B. The owner of the single family dwelling desiring to conduct a Bed and Breakfast Home stay shall obtain a Conditional Use Permit. The permit shall be personal to the permittee and applicable only to the specific property and shall not be transferable. The permit shall be applied for, the property posted, and shall be in accordance with *Section 2.6, Conditional Use Permits*, of this Ordinance. Applications for a Bed and Breakfast Home stay Conditional Use Permit shall be accompanied by a map, created by the applicant, showing a 300 foot radius of the single family dwelling; plus a list of all residential property owners within the 300-foot radius of the dwelling, together with the signatures of 75% of the property owners indicating their approval to the operation of a Bed and Breakfast Home stay by the applicant. An additional water and sewer fee for the permit shall be assessed by March 31 of each year. This fee will be paid to PUE, payable upon submittal of the application and each year thereafter.
- C. Bed and Breakfast Home stay Conditional Use Permits shall be subject to an annual renewal or revocation by the Commission by April 30 of each year upon review of a status report for compliance with *Sections 5.5.2, Requirements, and 2.6, Conditional Use Permits*, of this Ordinance.
- D. An Arizona Transaction Privilege (Sales) Tax License shall be required upon application and upon annual renewals for a Conditional Use Permit.
- E. A Site Plan showing the relation of the building and parking to lot lines, location of parking, and a floor plan showing building square footage, exits, location of bedrooms and number of beds per room, shall be provided with the application. In addition to the required paved off street parking for the single family dwelling, a Bed and Breakfast Home stay shall provide one additional paved off street parking space for each guest room. Any additional vehicles must be parked on paved off street parking. Guests shall not park commercial vehicles at the Bed and Breakfast Home stay. However, this provision shall not apply to rental passenger cars or to pick-up trucks or sport utility vehicles typically used for single family transport.

Parking spaces may be stacked so that vehicles can be parked 2 deep, provided all vehicles are behind the street right

of way line.

F. The Bed and Breakfast Home stay shall be restricted to the principal single family building, with no more than 2 bedrooms being used as guest rooms, as follows:

- 0-999 square feet of livable floor area: Not permitted
- 1,000 - 1,499 square feet of livable floor area: 1 Guest Room
- 1,500 – 1,999 square feet of livable floor area: 2 Guest Rooms
- 2,000 – 2,499 square feet of livable floor area: 3 Guest Rooms
- 2,500 – 2,999 square feet of livable floor area: 4 Guest Rooms

No accessory structure, guest house, motor home, travel trailer, shed, garage, or other similar facility shall be used as guest room facilities.

G. An application for a Conditional Use Permit shall be accompanied by preliminary inspection reports filed with the Planning Department from the Building and Fire Departments. Subsequent to Commission action, no Conditional Use Permit shall be issued or renewed until the following final inspections have been conducted and reports have been filed with the Planning Department:

- o A Fire Department inspection report stating that the Bed and Breakfast Home stay single-family dwelling and premises comply with the applicable fire codes.
- o A Building Department inspection report stating that the Bed and Breakfast Home stay single-family dwelling and premises comply with the applicable building codes, electrical codes and plumbing codes.

H. Separate cooking facilities for guest rooms are prohibited.

I. One non - illuminated identification sign not exceeding 1.5 square feet in area, flush with the front wall of the residence shall be permitted for single family dwellings.

J. Bed and Breakfast Home stays may be permitted as conditional uses in single family dwellings only in the following zones: R1-8M, R1-7, R2, RM, MHS, RE-2A, and RE-1A.

### **5.5.3 Revocation**

In the event the Bed and Breakfast Home stay fails to comply with any of the terms of the Conditional Use Permit or any other applicable laws, the permit may be revoked in accordance with the provisions of *Section 2.6.6, Revocation*, of this Ordinance.

## BED AND BREAKFAST HOMESTAY CHECK LIST

PERMIT#		SALES TAX NUMBER		DATE	
APPLICANT NAME					
OWNERS RESIDENCE		PO BOX		DBA	
LOCATION					
LOT		BLOCK		ZONE	

<b>A.</b>	<b>APPLICATION FORM / ATTACHMENTS:</b>				
<input type="checkbox"/>	1.	Site Plan, showing the relation of the building and parking to lot lines; location and number of parking spaces.			
<input type="checkbox"/>	2.	Floor plan, showing liveable floor area (excluding garage and carport) square footage exits, location of guest bedrooms and number of beds per room.			
<input type="checkbox"/>	3.	A base map showing a 300-foot radius of the subject dwelling.			
<input type="checkbox"/>	4.	A List of all residential property owners within the 300-foot radius.			
<input type="checkbox"/>	5.	Signatures indicating approval or disapproval of the Bed & Breakfast Homestay of 75% of the property owners within the 300-foot radius.			
<input type="checkbox"/>	6.	Supply the City with current Sales Tax Number.			
<input type="checkbox"/>	7.	<i>Preliminary</i> Inspection Reports:			
<input type="checkbox"/>		Fire Department	Date of report:		
<input type="checkbox"/>		Building Department	Date of report:		
<input type="checkbox"/>	8.	Requested Sign Permit:	Size:	Location:	
<input type="checkbox"/>	9.	Payment of Conditional Use Permit fee (\$300.00)			
<b>B.</b>	<b>PLANNING AND ZONING COMMISSION TO CONSIDER, APPROVE, CONDITIONALLY APPROVE OR DENY APPLICATION.</b>				
<b>C.</b>	<b>SUBSEQUENT TO PLANNING AND ZONING ACTION, FINAL INSPECTION REPORTS ARE TO BE FILED WITH THE PLANNING DEPARTMENT FROM THE FIRE AND BUILDING DEPARTMENTS</b>				
<input type="checkbox"/>		Fire Department	Date of report:		
<input type="checkbox"/>		Building Department	Date of report:		
<b>D.</b>	<b>IF NOT IN COMPLIANCE BY THE TEMPORARY USE DATE, THE PERMIT WILL BE CANCELED. IF IN COMPLIANCE, A FINAL PERMIT WILL BE ISSUED.</b>				

## CITY OF PAGE BED AND BREAKFAST HOMESTAY OWNERSHIP LIST

<b>PERMIT NUMBER:</b>		<b>Applicant:</b>					
<b>LOCATION:</b>		<b>LOT:</b>		<b>BLOCK:</b>		<b>ZONE:</b>	

The above Applicant has applied for a Conditional Use Permit to operate a Bed and Breakfast Homestay at the above location. Section 5.5.2 Paragraph B of the Zoning Code states in part that Applications for a Bed and Breakfast Homestay conditional use permit shall be accompanied by a map showing a three hundred (300) foot radius of the subject single-family dwelling; plus a list of all residential property owners within the 300-foot radius of the subject dwelling, **TOGETHER WITH THE SIGNATURES OF 75% OF SUCH PROPERTY OWNERS INDICATING THEIR APPROVAL OR DISAPPROVAL TO THE OPERATION OF A BED AND BREAKFAST HOMESTAY BY THE APPLICANT.** As you are shown as a current owner within the 300-foot radius of the above address, your signature and indication of approval or disapproval of this use at the above location is requested.

***PLEASE PRINT***

NAME			
STREET ADDRESS		I/WE:	<input type="checkbox"/> APPROVE <input type="checkbox"/> DO NOT APPROVE
SIGNATURE			
DATE			

NAME			
STREET ADDRESS		I/WE:	<input type="checkbox"/> APPROVE <input type="checkbox"/> DO NOT APPROVE
SIGNATURE			
DATE			

NAME			
STREET ADDRESS		I/WE:	<input type="checkbox"/> APPROVE <input type="checkbox"/> DO NOT APPROVE
SIGNATURE			
DATE			

NAME			
STREET ADDRESS		I/WE:	<input type="checkbox"/> APPROVE <input type="checkbox"/> DO NOT APPROVE
SIGNATURE			
DATE			

## CITY OF PAGE BED AND BREAKFAST HOMESTAY OWNERSHIP LIST

<b>PERMIT NUMBER:</b>		<b>Applicant:</b>			
<b>LOCATION:</b>		<b>LOT:</b>		<b>BLOCK:</b>	
				<b>ZONE:</b>	

The above Applicant has applied for a Conditional Use Permit to operate a Bed and Breakfast Homestay at the above location. Section 5.5.2 Paragraph B of the Zoning Code states in part that Applications for a Bed and Breakfast Homestay conditional use permit shall be accompanied by a map showing a three hundred (300) foot radius of the subject single-family dwelling; plus a list of all residential property owners within the 300-foot radius of the subject dwelling, **TOGETHER WITH THE SIGNATURES OF 75% OF SUCH PROPERTY OWNERS INDICATING THEIR APPROVAL OR DISAPPROVAL TO THE OPERATION OF A BED AND BREAKFAST HOMESTAY BY THE APPLICANT.** As you are shown as a current owner within the 300-foot radius of the above address, your signature and indication of approval or disapproval of this use at the above location is requested.

***PLEASE PRINT***

NAME				
STREET ADDRESS		I/WE:	<input type="checkbox"/> APPROVE	<input type="checkbox"/> DO NOT APPROVE
SIGNATURE				
DATE				

NAME				
STREET ADDRESS		I/WE:	<input type="checkbox"/> APPROVE	<input type="checkbox"/> DO NOT APPROVE
SIGNATURE				
DATE				

NAME				
STREET ADDRESS		I/WE:	<input type="checkbox"/> APPROVE	<input type="checkbox"/> DO NOT APPROVE
SIGNATURE				
DATE				

NAME				
STREET ADDRESS		I/WE:	<input type="checkbox"/> APPROVE	<input type="checkbox"/> DO NOT APPROVE
SIGNATURE				
DATE				

# **BUILDING SAFETY DEPARTMENT INSPECTION OF BED & BREAKFAST HOMESTAYS**

Dear Bed & Breakfast Applicant:

The inspection of your home as a Bed & Breakfast Home stay may be the first time you personally have had your home inspected since it was built. Your home as it exists today may have been built many years ago or it may be a new home. All new homes have been recently inspected for the health, safety and welfare of the owner's family and the construction is probably complete and meets code. Ordinarily, once a home is inspected and ready for occupying, a building inspector would not inspect a home again, unless it is remodeled, changed or added on to.

Most construction items in your home were probably built to comply with building codes, but through the years some items may have been changed or removed or may no longer meet today's building codes. When the building inspector checks your home, he will be looking primarily for those items which affect the safety of your guests, then at those items related to Zoning, such as guest parking spaces. Only those areas directly affecting the guests will be looked at. The Bed & Breakfast Committee and the City Council agreed that the *focus should be on the guest related items only*. This is because the homeowner may choose at any time to comply with building codes for the entire house, but a guest in your home assumes that they are staying in a room that meets a minimum level of safety without having to install those items themselves. So the inspector will concentrate on the guest areas.

When the building inspector arrives he will want to walk with you from the driveway, into the garage or carport, then around to the front door, down the hall to the bedrooms to be rented, then into the guest bathroom. Also, outside the home he will have to verify that the house size equals the size necessary for renting either one or two rooms by looking at the outside perimeter of the home.

The inspector must check the smoke detectors to see that they are located in an area that will detect a fire, that no air fans are blowing on them and that they sound an alarm when tested. He must reach the test button on the smoke detector to test it. He will measure the window sill heights in the guest bedrooms and check to see if the emergency escape windows are of the proper size. He will look at the door locks to make sure they are functioning and not hindering a person trying to exit. He will check the garage to see if the sheetrock covers the wall or ceiling common to the house, and may ask about the location of structural supports of a ceiling in the garage if there is a question on the fire rating of the ceiling.

The Building Safety requirements for the operation of a Bed & Breakfast Home stay come from several different code sections. The section numbers are listed after each item so that you may request a copy of the actual wording of the code if you wish.

1. **SMOKE DETECTORS.** Smoke detectors are required in hallways leading to the guest sleeping rooms, and also in the guest room itself. These detectors may be battery operated or connected to the building electrical system. They must be installed according to the manufacturer's instruction booklet that comes with the smoke detector, and if you have recently installed one, please have that booklet available for the inspector. Depending on the installation of the smoke detector, other requirements may apply to basement location stairs, vaulted ceilings, etc. IRC – R313.
2. **EMERGENCY ESCAPE WINDOWS.** At least one bedroom window or bedroom door which opens directly to the outside must be large enough for escape in an emergency, and window sills must be low enough to facilitate rescue operations. The portion of the window which opens must be at least 20" wide, open at least 24" high and have a combined clear *opening* of 5.7 square feet. In general a 4' wide by 4' high sliding glass window would meet this requirement. Window sill openings must be no higher above the floor than 44". These escape windows or doors must open into an area that is clear and unobstructed so that guests may safely escape in an emergency. IRC – R310.
3. **LOCKS ON DOORS.** Locks are not required on doors, but if they are installed the following requirements apply. Locks may include a deadbolt or safety chain as long as they are no higher than 48" above the floor. All door

locks must be operable from the inside without having to use a key to unlock them. Typical residential locks have key locks which are okay to use as long as the keying is on the outside, and guests can unlock the door from the inside without the key. IRC - R311.4.4.

4. **STREET ADDRESS.** Your street address numbers must be attached or painted on the front wall of your home so that they can be seen from the street. These numbers are generally 3"-6" high, with contrasting background, used to assist rescue or emergency services.  
IRC - R321.1.
5. **ELECTRICAL CIRCUITS.** The electrical outlets serving the bathroom and guest rooms will be tested by the Building Inspector for polarity and grounding. All outlets in these rooms must be safe and operating properly. In wet locations such as bathroom circuits, a ground fault circuit interrupter (GFI) outlet or breaker must be installed. IRC - E3802.
6. **GARAGE/HOUSE SEPARATION.** All new homes have a fire wall located between the garage and the house. The location of the fire wall depends on where the garage attaches to the house, and whether any rooms exist above the garage. Generally one layer of 5/8" fire rated sheetrock is nailed in place on the garage side of the wall. The building inspector must check to see that this wall and/or ceiling makes a complete separation between the garage and house. The inspector needs to look around cabinets, storage or other items to verify the complete separation. Also, many homes have a door which opens directly from the garage to the house. This door must be a fire door with a closing device, and the inspector needs to verify this. IRC - R309.
7. **OTHER SAFETY ITEMS.** Of primary concern is the safety of the guests during their overnight stay in a Bed & Breakfast. Other construction items may be revealed during the inspection which the inspector must advise you of for correction. For example, if the guest rooms are upstairs, a guardrail and handrail may need to be installed or properly secured. These types of obvious hazards may be different for each home situation, and only those items which appear to directly affect the safety of the guests will be noted during the inspection. Also, if you are planning the conversion of a room into a guest room, this must be done according to the building codes, so please advise the inspector of this. IRC - R311.

\*Note: Guest room rentals are subject to both Building and Fire Codes which may contain overlapping requirements. When overlaps occur, the more restrictive of the two will apply. Therefore it is important that both inspections are completed prior to doing any work.

## BED AND BREAKFAST CHECKLIST - PLAN REVIEW AND INSPECTION

<b>OWNER:</b>	
<b>STREET ADDRESS:</b>	
<b>PHONE:</b>	
<b>ZONE:</b>	<input type="checkbox"/> R 1-8 <input type="checkbox"/> R 2 <input type="checkbox"/> RM <input type="checkbox"/> R 1-5 <input type="checkbox"/> R 1-7 <input type="checkbox"/> RE/ 1A <input type="checkbox"/> RE/ 2A

### A. PLAN REVIEW

Site Plan/Floor Plan Submitted:

<input type="checkbox"/>	1.	Lot dimensions	
<input type="checkbox"/>	2.	House dimensions for each floor level	
<input type="checkbox"/>	3.	Distance to lot lines	
<input type="checkbox"/>	4.	Livable area sq. ft., (patios half rate)	
<input type="checkbox"/>	5.	Paved parking dimensions	
<input type="checkbox"/>	6.	Label the uses of rooms	
<input type="checkbox"/>	7.	Front and rear exit doors	
<input type="checkbox"/>	8.	Guest rooms labeled	
<input type="checkbox"/>	9.	Number of beds in guest rooms	
<input type="checkbox"/>	10.	Smoke detector, check locations	
<input type="checkbox"/>	11.	GFI in guest bathroom	

## B. INSPECTIONS

DATE OF INSPECTION:		REINSPECTION(S)	
PRINCIPAL BUILDING			
ORIGINALLY CONSTRUCTED AS SINGLE FAMILY DWELLING?		<input type="checkbox"/> YES <input type="checkbox"/> NO	IS STILL A SINGLE FAMILY DWELLING? <input type="checkbox"/> YES <input type="checkbox"/> NO
OFF-STREET PARKING		<input type="checkbox"/> YES <input type="checkbox"/> NO	1,000-1,499 - ONE GUEST ROOM - ONE PARKING SPACE ADDED. 1,500 - 1999 - TWO ROOMS - TWO PARKING SPACES ADDED. 2000 - 2499 - THREE ROOMS - THREE PARKING SPACES ADDED. 2500 - 2999 - FOUR ROOMS - FOUR PARKING SPACES ADDED.
NO SEPARATE COOKING FACILITIES		<input type="checkbox"/> YES <input type="checkbox"/> NO	
IS SIGNAGE: 1 - 2 SQ. FEET AND FLUSH WITH FRONT WALL OF HOUSE?			<input type="checkbox"/> YES <input type="checkbox"/> NO
IS SIGN LIT?			<input type="checkbox"/> YES <input type="checkbox"/> NO
SMOKE DETECTOR LOCATIONS:			TESTED
ARE ROOM LOCATIONS ACCEPTABLE?			<input type="checkbox"/> YES <input type="checkbox"/> NO
WINDOW SILL HEIGHT (MAXIMUM 44")			<input type="checkbox"/> YES <input type="checkbox"/> NO
ESCAPE WINDOWS:		20" W MINIMUM <input type="checkbox"/>	24" H MINIMUM <input type="checkbox"/> 5.7 SQ FT <input type="checkbox"/>
LOCATION OPENS UNOBSTRUCTED		<input type="checkbox"/> YES <input type="checkbox"/> NO	
LOCKS OPEN WITHOUT KEY INSIDE <input type="checkbox"/>		DEAD BOLT NO HIGHER THAN 48" <input type="checkbox"/>	
GFI TESTED IN GUEST BATH <input type="checkbox"/>		OUTLETS TESTED IN GUEST ROOM <input type="checkbox"/>	
GARAGE/HOUSE SEPARATION <input type="checkbox"/>		WALLS <input type="checkbox"/>	DOORS <input type="checkbox"/>
OTHER SAFETY FEATURES DIRECTLY AFFECTING GUESTS?		<input type="checkbox"/> YES <input type="checkbox"/> NO	
STATUS: <input type="checkbox"/> APPROVED <input type="checkbox"/> NOT APPROVED		SIGNATURE:	

## **FIRE SAFETY REGULATIONS GOVERNING BED AND BREAKFAST HOME STAY**

1. Provide approved smoke detectors in all corridors serving as a required exit.
2. Provide approved smoke detectors in all guest rooms.
3. All Bed and Breakfast establishments shall have at least one primary and one secondary means of escape. Primary and secondary means of escape shall be as set forth by the International Building Code and the NFPA Life Safety Code.
4. Every guest room, living area, or dwelling unit that is over 2,000 square feet in a Bed and Breakfast establishment or that has a travel distance to the primary means of escape of more than 75 feet shall be provided with two primary means of escape remotely located from one another.
5. No door in the path of travel of a means of escape shall be less than 28 inches wide with the exception of a bathroom door, which can be 24 inches wide.
6. The minimum width of hallways that are primary means of escape shall be not less than 36 inches.
7. No door in any means of escape shall be locked against egress when the building is occupied. All locking devices that impede or prohibit egress or that cannot be easily disengaged shall be prohibited.
8. No required path of travel from any room to the outside shall be through a room not under the direct control of the occupant of the first room or through a bathroom or other space subject to locking.
9. Addresses shall be placed on all Bed and Breakfast establishments so as to be plainly legible and visible from the front street. Said numbers shall contrast with their backgrounds.
10. Accumulations of wastepaper, hay, grass, straw, weeds, litter or combustible or flammable waste material, waste petroleum products or rubbish of any kind shall not be permitted to remain upon any roof or in any courtyard, yard, vacant lot or open space owned or controlled by the operator of the Bed and Breakfast establishment. All weeds, grass, vines or other growth, when it endangers property or is liable to be fired, shall be cut down and removed by the owner or operator of the Bed and Breakfast establishment.
11. At no time shall storage, furniture, or any other material be so located as to endanger exiting from the building.
12. It shall be unlawful to park, store, or repair gasoline or gas-fueled equipment, vehicle, moped, motorcycle, or any other similar device, in any dwelling unit, exit way or location that would create a fire or life hazard.
13. Storage of flammable liquids shall be limited to ten (10) gallons in an approved container and kept in a garage area or a storage area approved by the Fire Department.

# BED AND BREAKFAST HOMESTAY FIRE DEPARTMENT SAFETY CHECKLIST

<b>OWNER</b>		
<b>ADDRESS</b>		
<b>PHONE</b>		
<b>COMMENTS</b>		
<input type="checkbox"/>	Provide approved smoke detectors in all corridors serving as a required exit.	
<input type="checkbox"/>	Provide approved smoke detectors in all guest rooms.	
<input type="checkbox"/>	All Bed & Breakfast establishments shall have at least one primary and one secondary means of escape. Primary and secondary means of escape shall be as set forth by the Uniform Building Code and the NFPA Life Safety Code.	
<input type="checkbox"/>	Every guest room, living area, or dwelling unit that is over 2,000 square feet in a Bed & Breakfast establishment or that has a travel distance to the primary means of escape of more than 75 feet shall be provided with two primary means of escape remotely located from one another.	
<input type="checkbox"/>	No door in the path of travel of a means of escape shall be less than 28 inches wide with the exception of a bathroom door, which can be 24 inches wide.	
<input type="checkbox"/>	The minimum width of hallways that are primary means or escape shall be not less than 36 inches.	
<input type="checkbox"/>	Evacuation map of emergency exits posted.	
<input type="checkbox"/>	No door in any means of escape shall be locked against egress when the building is occupied. All locking devices that impede or prohibit egress or that cannot be easily disengaged shall be prohibited.	
<input type="checkbox"/>	No required path of travel from any room to the outside shall be through a room not under the direct control of the occupant of the first room or through a bathroom or other space subject to locking.	
<input type="checkbox"/>	Accumulations of wastepaper, hay, grass, straw, weeds, litter or combustible or flammable waste material, waste petroleum products or rubbish of any kind shall not be permitted to remain upon any roof or in any courtyard, yard, vacant lot or open space owned or controlled by the operators of the Bed & Breakfast establishment. All weeds, grass, vines, or other growth, when same endangers property or is liable to be fired, shall be cut down and removed by the owner or operator of the Bed & Breakfast establishment.	
<input type="checkbox"/>	Bathrooms must be equipped with ground fault circuit interrupter (GFI) outlet or breaker.	
<input type="checkbox"/>	Addresses shall be placed on all Bed and Breakfast establishments so as to be plainly legible and visible from the front street. Said numbers shall contrast with their backgrounds.	

<input type="checkbox"/>	At no time shall storage, furniture, or any other material be so located as to endanger exiting from the building.	
<input type="checkbox"/>	It shall be unlawful to park, store, or repair gasoline or gas-fueled equipment, vehicle, moped, motorcycle, or any other similar device, in any dwelling unit, exitway or location that would create a fire or life hazard.	
<input type="checkbox"/>	Storage of flammable liquids shall be limited to 10 gallons in an approved container and kept in a garage area or a storage area approved by the Fire Department.	

**NOT APPROVED: ITEMS NOTED ABOVE NEED CORRECTION AND REINSPECTION**

**Inspection By**

Date

\_\_\_\_\_

\_\_\_\_\_

**Reinspection By**

Date

\_\_\_\_\_

\_\_\_\_\_

**FINAL  
APPROVAL**

Date

\_\_\_\_\_

\_\_\_\_\_

CITY FIRE MARSHAL

# APPLICATION FORM



**APPLICATION TYPE** (Circle all that apply): **Other**

**Site Plan Review      Preliminary Plat      Final Plat      Conditional Use Permit      Rezone**

## PROJECT LOCATION

Assessor's Parcel Number:		Street Address (if any):	
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## PROPERTY OWNER

Name:		Address:	
Phone(s):		Email:	

## DEVELOPER

Name:		Address:	
Phone(s):		Email:	

## REPRESENTATIVE

Name:		Address:	
Phone(s):		Email:	

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Property Owners Within 300 Feet

In order to meet notice requirements for a public hearing the applicant is required to provide a list of the names, addresses, and parcel numbers for all properties within 300 feet of the subject property, exclusive of rights-of-way. The Coconino County Assessor's Office is the most up-to-date source of information for property ownership. The City uses this information to notify the surrounding property owners of the request for the Preliminary Plat.

"Exclusive of rights-of-way" means that where the subject parcel has frontage along a street, measurement of the 300 foot boundary begins on the opposite side of the right-of-way. It is always better to include more properties than required rather than fewer. The following information regarding surrounding property owners must be submitted with any application:

- A list of the names and addresses of property owners and parcel numbers for properties within three hundred (300) feet exclusive of rights-of-way.
- Coconino County Assessor's maps showing all of the properties within 300 feet and indicating book, map and parcel numbers.