

*(For office use only)*

**License #:**

**Permit Application Center (City Hall)**

555 Liberty St. SE, Room 320 • Salem, OR 97301 | 503-588-6213

*If you need help understanding this information, please call 503-588-6213  
Si necesita ayuda para comprender esta informacion, por favor llame 503-588-6213*

As part of the license approval for short-term rentals and accessory short-term rentals, applicants must provide written certification attesting to the rental’s conformance with the safety requirements of the City’s Housing Code ([SRC Chapter 59](#)). The purpose of the Housing Code is to provide minimum habitability requirements to protect the health, safety, and welfare of owners, occupants, and users of residential structures and the general public.

In order to provide written certification of the rental’s conformance with these requirements, the following safety certification is required.

As applicant for the requested short-term/accessory short-term rental license, I hereby certify and attest that:

**Smoke Alarms, Fire Extinguishers, & Carbon Monoxide Alarms**

	<p><b>Smoke Alarms (SRC 59.215)</b> Smoke alarms are provided in the following locations:</p> <ul style="list-style-type: none"> <li>(a) On the ceiling or wall outside each separate sleeping area in the immediate vicinity of bedrooms.</li> <li>(b) In each room used for sleeping purposes.</li> <li>(c) In each story within a dwelling unit, including basements.</li> <li>(d) In any common rooms where cooking or smoking is allowed.</li> </ul> <p>Where another approved configuration of smoke alarms was permitted, that configuration may be maintained. All hard-wired smoke alarms must remain hard-wired. They may not be replaced with a battery powered smoke alarm. All solely battery powered smoke alarms must contain a ten-year lithium battery. Smoke alarms shall be installed and maintained in accordance with the manufacturer’s specifications and shall be replaced at 5 or 10 year intervals as instructed by the manufacturer.</p>
	<p><b>Fire Extinguishers (SRC 59.325)</b> Portable fire extinguishers with a minimum rating of 2A10BC are provided in conspicuous locations where they are readily accessible and available for use and installed in accordance with the manufacturer’s installation instructions.</p>
	<p><b>Carbon Monoxide Alarms (SRC 59.220)</b> If a carbon monoxide source is present, carbon monoxide alarms producing an audible alert when carbon monoxide is detected are provided and installed according to the manufacturer’s specifications. The alarms are provided in the following locations:</p> <ul style="list-style-type: none"> <li>(a) In each bedroom or within 15 feet outside of each bedroom door; and</li> <li>(b) In any enclosed common area, if such common area is connected by a door, ductwork, or ventilation shaft to a carbon monoxide source.</li> </ul>

## Emergency Egress & Exits

### Exits and Egress (SRC 59.210)

- (a) Every sleeping room has at least one operable window or exterior door approved for emergency escape or rescue that is openable from the inside to a full clear opening.
- (1) **Egress Windows.** If windows are used to meet this requirement:
- ❖ The windows have a clear opening with a minimum width of at least 20 inches and a minimum height of at least 24 inches and with a sufficient dimension to result in a minimum clear opening of 5.7 square feet in area.
  - ❖ The windows are capable of being easily opened, and held open by window hardware, without use of separate tools or any special knowledge or effort.
  - ❖ Below grade windows have a window well, constructed of permanent materials, the full width of the window with a minimum clearance of 3 feet by 3 feet in front of the window measured perpendicular to the outside wall. If the bottom of the window well is more than 44 inches below the ground level, approved steps or an approved permanently attached ladder are provided.
- (2) **Exit Doors.** If doors are used to meet this requirement:
- ❖ The doors are capable of being easily opened without the use of a key, separate tools, or any special knowledge or effort.
- (b) Required exit doors and egress windows are free of obstructions that block access to the exit.
- (c) Exit pathways that open into an enclosed yard or court have unimpeded access to the public way.

## Doors

### Doors (SRC 59.155)

- (a) For single family dwelling units, at least one door is provided leading to an exterior yard or court. The door is openable from the inside without the use of a key or any special knowledge or effort.
- (b) For dwelling units within a duplex or condominium building, at least one door is provided leading to an exterior yard or court or to an approved exit. The door is openable from the inside without the use of a key or any special knowledge or effort.
- (c) For dwelling units within a condominium building, exit doors in common corridors or other common passageways are openable from the inside with one hand in a single motion, such as pressing a bar or turning a knob, without the use of a key or any special knowledge or effort.
- (d) There are no double cylinder dead bolts on any exit doors.
- (e) Every exterior door, door hinge, door knob, door lock, and strike plate is maintained in good condition.
- (f) Every interior door and doorframe is maintained in good condition and having neither non-manufactured penetrations, nor any knob or lock requiring a key.

## Stairways, Stairs and Porches, Handrails, & Guardrails

### Stairways (SRC 59.140)

- (a) Interior stairways, stairways used as an exit, and stairways connected to the structure are not less than 30 inches in width. Handrails shall not reduce the width of any stairway by more than 4 inches.
- (b) The rise of every step in a stairway does not exceed 9 inches, the run of every step in a stairway is not less than eight inches, and the run of the treads and height of the risers in the stairway are of uniform dimensions.

	<p>(c) There is no enclosed usable space under any exit stairways that is not completely enclosed in one-hour fire-resistant rated construction. Open space under exterior stairways is not used for any purpose.</p>
	<p><b>Stairs and Porches (SRC 59.145)</b></p> <p>(a) Every stair, porch, and attachment to any stair or porch is kept in good repair (<i>including replacement as necessary of flooring, treads, risers, and stringers that are broken, warped, or loose</i>).</p> <p>(b) All stair and porch surfaces used as a means of egress have slip-resistant surfaces.</p>
	<p><b>Handrails and Guardrails (SRC 59.150)</b></p> <p>(a) Guardrails not less than 36 inches in height are provided around:</p> <ol style="list-style-type: none"> <li>(1) All unenclosed floor and roof openings;</li> <li>(2) Open and glazed sides of landings;</li> <li>(3) Balconies, decks, and porches which are more than 30 inches above grade; and</li> <li>(4) Roofs used as patios, decks, or a similar function.</li> </ol> <p>(b) Guard rails are maintained in a safe and usable condition capable of withstanding all forces and loads to which they may be subjected in normal and panic situations.</p> <p>(c) Guardrails are constructed so that no object 4 inches or more in diameter can pass through.</p> <p>(d) Where not otherwise required by the building codes at the time of construction, exterior stairways of more than 3 risers which are designed and intended to be used as part of the regular access to the unit have handrails. Interior stairways of more than 3 risers have handrails.</p>

## Guest Room Requirements

	<p><b>Sleeping Room Requirements (SRC 59.185)</b></p> <p>(a) Every sleeping room is a room intended to be used for sleeping purposes.</p> <p>(b) Every sleeping room has natural light, ventilation, and windows or other means for escape purposes; and</p> <p>(c) Every sleeping room is not less than 70 square feet in size.</p>
	<p><b>Ceiling Heights (SRC 59.165)</b></p> <p>Every sleeping room has a clear average ceiling height of at least 7 feet.</p>

## Electrical, Plumbing, & Heating

	<p><b>Electrical Requirements (SRC 59.200)</b></p> <p>(a) Every electric outlet and fixture is maintained and safely connected to an approved electrical system.</p> <p>(b) All light fixtures and outlets are properly installed and wired.</p> <p>(c) Every habitable room contains at least two supplied electric convenience outlets, or one supplied electric convenience outlet and one supplied electric light fixture.</p> <p>(d) Every toilet compartment or bathroom contains at least one supplied and operable electric light fixture and one outlet.</p> <p>(e) All outlets within 6 feet of a water source are GFCI (Ground Fault Circuit Interrupter) protected.</p>
	<p><b>Plumbing (SRC 59.190)</b></p> <p>(a) Every plumbing fixture or device is properly connected to a public or approved private water system and to a public or approved private sewer system.</p>

	<p><b>(b)</b> Every plumbing fixture or device is properly installed, connected, and maintained in safe condition and good working order so as to be free from obstructions, leaks, and defects and fire, health, and safety hazards.</p> <p><b>(c)</b> All required sinks, lavatory basins, bathtubs, and showers are supplied with both hot and cold running water.</p> <p><b>(d)</b> Water heaters are properly installed and connected, include a temperature pressure release valve and temperature pressure release pipe, and are maintained in safe condition and good working order so as to be free from fire, health, and accident hazards.</p>
	<p><b>Heating Requirements (SRC 59.195)</b>  All heating equipment used is properly installed, properly connected, maintained in a safe condition and good working order, and free from outflow and obstructions so as to be free from fire, health, and accident hazards.</p>

**Address Numbers**

	<p><b>Display of Address Number (59.110)</b>  The address number is posted in a conspicuous place so that the address number may be read from the street or public way.</p>
--	---

**Inspections**

At a subsequent time following license approval, the rental will be required to be inspected to verify conformance with the applicable requirements of the City’s Housing Code ([SRC Chapter 59](#)) (*Note: short-term rentals are required to be inspected every year and accessory short-term rentals are required to be inspected once every five years*).

**Certification of Compliance**

With my signature below I hereby attest that each of the above checked items are true and that my rental is currently, and will continue to be, maintained in conformance with the requirements of the City’s Housing Code ([SRC Chapter 59](#)), including the requirements identified herein.

I further understand that this safety certification is intended to ensure that the *basic* safety requirements of the City’s Housing Code are met and that subsequent to license approval an inspection will later occur to confirm conformance with not only the requirements identified in this safety certification but also all of applicable requirements of the Housing Code.

By signing this document, I acknowledge that I have read all the regulations relating to the operation of an accessory short-term rental under Salem Revised Code, will operate my rental in compliance with such regulations, and authorize City of Salem staff to enter the property and structure(s) for inspection in conjunction with this license.

---

<b>Authorized Signature</b>	<b>Print Name</b>	<b>Date</b>
<b>Authorized Signature</b>	<b>Print Name</b>	<b>Date</b>

**Electronic Signature Certification:** *By utilizing an electronic signature (whether typed, graphical, or free form), I certify herein that I have read, understood, and confirmed all the statements listed above and throughout the application form. Initials: \_\_\_\_\_*