



BRANSON FIRE & RESCUE

Short Term Rental Self-Inspection Guide

Below is a list of items you are required to inspect at your property to obtain or renew a business license for a Short-Term Rental. If you have any questions, please contact Branson Fire Rescue at **417-243-2780** or email FirePrevention@bransonmo.gov. When calling, leave your name, phone number, property address and question(s). A member of the Fire Prevention Division will return your call at their earliest availability.

- BUSINESS LICENSE APPLICATION:** All short-term rental properties are required to have an application submitted for their short-term rental business license. An affidavit is required if not previously licensed as a Short-Term rental property.

Items within the Short-Term Rental: (typically the license applicant's responsibility)

- FIRE EXTINGUISHER:** A minimum **2A-10BC (4 or 5 Pound)** fire extinguisher is required. Extinguishers are required to be inspected and tagged annually by a fire extinguisher company, or to have been purchased new (verified by sticker/stamp on extinguisher) within the past 12 months. Fire extinguishers are to be placed near the designated EXIT and/or within the kitchen, typically under the kitchen sink. If an extinguisher is located within 75 feet outside the unit on the common walkway of the building, an extinguisher may not be required inside the unit.
- SMOKE ALARMS:** All short-term rental properties are required to have a 110 volt powered smoke alarm with a battery backup installed in each bedroom and one in the common path of egress, such as the hallway/living room. For units that do not have an existing 110 volt smoke alarm, a standard battery powered alarm shall be permitted in lieu of the 110 volt powered alarm. All smoke alarms, regardless of style, are required to be replaced every 10 years. Existing alarms shall not be more than 10 years old and shall be replaced if they are. All smoke alarms shall meet the UL Listed 217 standard.



- CARBON MONOXIDE ALARMS:** Carbon monoxide alarms are required if any appliance is fuel burning within the short-term rental such as propane, natural gas, or wood fuel. Combination carbon monoxide/smoke alarms are an acceptable alternative.
- EMERGENCY PLAN:** An Emergency Plan is to be posted inside, near the main entrance door, and must include the following:
 - The statement: "FOR EMERGENCY DIAL 9-1-1"
 - Clearly list the 9-1-1 address of the short-term rental
 - Provide the actions to take in the event of a fire: "IN THE EVENT OF A FIRE: "DIAL 9-1-1, EVACUATE BUILDING, CLOSE DOORS"
 - Provide the allowed Occupant Load of the short-term rental. (*Provided by Fire Marshal at time of inspection*)
 - Provide Emergency Contact Information for the short-term rental property manager.
 - Display Floor plan: Provide a floor plan depicting the EXIT route(s) and fire extinguisher location(s).
 - A safety plan for hazardous weather.

- **ELECTRICAL:** All electrical service panels should be free of any openings and should have all circuits labeled. Panels should have 36 inches of clearance to combustible materials. All outlets, switches and junction boxes should have all covers and faceplates present. Extension Cords and multi-plug adapters are not allowed for permanent wiring (greater than 90 days) and not be extended through walls, ceilings, floors, doors, etc.

Building Items: (typically the building owner's responsibility)

- **911 ADDRESS:** The 911 address should be posted on the street side of the property in 4" high numbers in a contrasting color to the background. If placed on a window, the color shall be white. Add 2" in height for every additional 50' from the roadway. Individual suites or units should have the number posted on the door, or in the close proximity to the door.
- **FIRE LANES:** Designated fire lanes should be maintained and clearly marked with legible lettering or approved signage at all times, with a minimum 20 feet of designated space. Fire lane markings shall have a RED background with minimum 4 inches tall white letters stating, "FIRE LANE – NO PARKING."
- **HYDRANTS:** Fire hydrants shall have 36 inches of clearance around the circumference of the hydrant from flowers, bushes, trees, fences, etc.
- **EXITS:** Make sure all designated exits are unlocked, and the exit access and discharge are clear of obstructions. Combustible and Flammable material storage is not allowed in exit ways, especially in stairwells and elevators
- **EXIT LIGHTS & EMERGENCY LIGHTS:** These units should be fully operational and lighted with AC & DC power and be able to sustain operation for 90 minutes on battery back-up in the event of a power failure. To test these lights, press and hold the test button located on the light, or turn off the appropriate breaker in the electrical panel.
- **FIRE ALARM/ FIRE SPRINKLER SYSTEMS:** These systems are required to be inspected annually and properly tagged according to Branson Municipal Ordinance.
****All fire sprinkler heads shall have 18 inches of clearance below for proper operation and NOT be painted, dripping, corroded, or damaged. *** (interior devices are applicant's responsibility)*
- **FIRE DEPT. CONNECTION (FDC):** Fire department hose connections are required to have 36 inches of clearance on all sides from bushes, trees, fences, or any other fixed or moveable object. When not readily seen from the roadway, an approved sign mounted on the front or side of the building shall be placed to indicate the location of the FDC.
- **KNOX BOX:** All properties that are equipped with a fire alarm or sprinkler system are required to have an exterior KNOX key box for after-hours fire department access in the event of an emergency. Keys to all locked areas of the property shall be kept updated in the KNOX box.