



**CITY OF MORRO BAY**  
 COMMUNITY DEVELOPMENT DEPARTMENT  
 955 Shasta Avenue  
 Morro Bay, CA 93442

**For City Use Only**  
**STVR Inspection Checklist**

STVR Permit: \_\_\_\_\_ Inspection Date: \_\_\_\_\_

STVR Address: \_\_\_\_\_

Assigned Planner: \_\_\_\_\_ Assigned Inspector: \_\_\_\_\_

Item	Description	Pass	Fail	N/A	Comments
1.1	Application description matches field observations. (# of bedrooms, bathrooms, garages, exits, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
1.2	Good neighbor brochure is present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Exterior</b>					
2.1	Street address posted and visible and legible from the street	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.2	A sign shall be posted in a location visible and legible from the public right-of-way that contains the following information:  1. Identification as a short-term vacation rental, including the permit number.  2. Twenty-four-hour contact information in case of problems or complaints.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.3	Parking:  1. Short-term vacation rentals must provide sufficient onsite parking spaces for their guests; no offsite or other street parking is allowed.  2. Onsite parking should be only in legal spaces required for the applicable housing type.  <b>Number of spaces:</b> <b>Location:</b>  Parking Spaces shall be 8'x18'	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Revision Date: 3/26/2025



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2.4	All sides of the building free of weeds, trash, debris, junk, or combustible rubbish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.5	Electrical Panel main disconnect labeled and in good condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.6	Exterior lighting adequate for safe exiting. No lighting that will disturb neighbors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.7	Decks, guardrails, and stairs in good repair. No missing balusters, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.8	Gates are safe and operational.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.9	Exits including windows, clear and free of obstruction on the exterior. Walks and common areas are free of safety hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.10	Trash is stored out of view from public way and kept free from trash overflow	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Interior</b>					
3.1	Fire Extinguishers installed and mounted in clear view (minimum one Type 1ABC Extinguisher required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.2	Smoke detectors installed: Outside of sleeping areas, in each sleeping room, on each story within a dwelling (including basements). Batteries replaced and tested.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.3	Carbon monoxide detectors installed on each story within a dwelling equipped with gas fired equipment or appliances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.4	Hot and cold running water to all plumbing fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.5	Water heater strapped, has proper combustion air, and is vented properly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.6	Plumbing faucets and fixtures all in good working order (sinks, bathtubs, showers)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.7	Permanent heat source working – No portable units	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.8	Windows – All windows operational, no broken or cracked glass, no window locks preventing opening, and bedroom windows are accessible and able to be used for emergency egress	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

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3.9	Doors in good condition and operational. No double key deadbolts allowed on exit doors. Must have one primary exit door that swings.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.10	Kitchen has sink, refrigerator, and stove/range. All present appliances and fixtures, including stove/range hoods, are operational.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>General Hazards</b>					
4.1	Combustibles located away from ignition sources, in an orderly manner, and stored in approved containers and/or storage cabinets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.2	Electrical hazards: Extension cords are for temporary use and do not supplement the dwellings electrical system. Receptacle outlets shall have appropriate cover plates	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>INSPECTOR CONDITIONS OR COMMENTS</b>					
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

*Notice: Failure to adhere to all the requirements of the ordinance as listed on the inspection checklist may result in a failed inspection. Reinspection may take up to 10 business days to reschedule and a fee of \$176 per hour (1 hour minimum) will be charged. At the inspector's discretion, photographic evidence may be accepted to resolve corrections for less serious health and safety concerns. For inspections done on renewals, all rentals must stop, and listings taken down if a property does not pass the inspection due to serious health and safety concerns, as determined by the inspector.*

**Inspected By:**

Inspector's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Received By:**

Owner's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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### Outdoor Residential Recreational Burning Requirements.

- **Portable Outdoor Fires:** These outdoor fires can have no more than a total burning fuel area of 3 feet in diameter and 2 feet in height in a non-combustible container with a metal screen or grate and shall be utilized in accordance with the manufacturer's instructions. All portable outdoor fires must be at least 15 feet from any structure or combustible material. Only dry natural/wood and clean unpainted, untreated dry lumber with a small amount of starter materials, such as small kindling, can be burned. Flammable liquids shall not be used. The burning of leaves, trash or any other combustible materials for waste or disposal is prohibited. Ground fires, Sub-surface or pit fires and earth floored fire rings are prohibited.  
*\*Fires exceeding these dimensions are classified as a Bonfire\**
- **Bonfires (Special Permit Required):** Bonfires require a site inspection and an approved conditional permit from the Morro Bay Fire Department. Notification to the City fire dispatch is required prior to burning to avoid any false alarm responses. The bonfire must maintain a minimum of 50 feet from all structures and combustible materials.

### How must the burning be conducted?

- All outdoor recreational fires, and outdoor fireplaces must be constantly attended until the fire is completely extinguished. A portable fire extinguisher with a minimum 4-A rating or other on-site fire-extinguishing equipment such as sand or a garden hose must be available for immediate utilization.

***Recreational fires on City property and/or the beach require a permit from Morro Bay Fire Department. If in the opinion of the Fire Chief or his/her designee, a fire that is potentially a hazardous condition or smoke is causing a nuisance, the fire shall be extinguished immediately (308.1.1.1)***