

**HAMILTON COUNTY**  
**SHORT-TERM VACATION RENTAL**  
**(S.T.V.R)**

**Applicant Checklist**

Please contact Development Services to complete the application process for Short Term Vacation Rentals They are located at 1250 Market Street, Suite 3046, Chattanooga, TN 37402 / (423-209-7970) / [developmentservices@hamiltontn.gov](mailto:developmentservices@hamiltontn.gov)

The following are requirements for the building inspection portion to obtain a permit for a rental within Unincorporated Hamilton County:

**PROVIDE STREET NUMBER ON FRONT OF BUILDING – IFC (international fire code) SECTION 505**

The address identification shall be legible and placed in a position that is visible from the street or road fronting the property. Address identification characters shall contrast with their background. Address numbers shall be Arabic numbers or alphabetical letters. Numbers shall not be spelled out. Each character shall be not less than 4 inches (102 mm) high with a minimum stroke width of 1/2 inch (12.7 mm).

**FRONT EXTERIOR SIGN**

After approval the permit shall be posted on the interior and exterior of the dwelling. The permit on the exterior of the home must be at least 8”x11” and be visible from the street. The point of contact on the permit must be able to reach the dwelling within 2 hours of being notified of an event that requires their attention. Hamilton County reserves the right to revoke the STVR permit for not having the exterior permit properly posted.

**PROVIDE APPROVED SMOKE ALARMS MEETING THE UNDERWRITERS LABORATORY (UL) 217 STANDARDS IN COMPLIANCE WITH IFC 907.2.10 and NFPA 72, AND SHALL BE INSTALLED AS FOLLOW:**

- **In all sleeping areas or bedrooms.**
- **In every room in the path of the means of egress from the sleeping areas to the door exiting the living unit.**

Outside of bedrooms (hall) and one in the living room to the door. (Egress = way out, exit.)

- **In each story within the sleeping unit, including basements. For sleeping units with split levels, a smoke alarm installed on the upper level shall suffice for the adjacent lower level provided that the lower level is less than one full story below the upper level.**

Basements (not crawl spaces) and garages shall have alarms.

- **No closer than 3 feet to any air diffuser (Return air vents, ceiling fans, window units or anything else that moves air).**

- **All smoke alarms shall be interconnected per 2018 IFC Fire Code Section 907.2.105.**

Interconnected means if one smoke alarm goes off, they ALL go off. This can be achieved by hard-wired to the house electrical system by a licensed electrician or by use of wireless alarms. The wireless devices have to be individually programmed. Check manufacturer's instructions on how many can be used together as this may vary. The old style of "battery operated only" alarm cannot be interconnected and therefore are not allowed.

**ELECTRICAL PANEL (FUSE BOX)**

All voids must have switches or plugs preventing exposed wiring to be accessed.

**A FIRE EXTINGUISHER HAVING A MINIMUM RATING OF 2A:10BC AND SHALL BE LOCATED ON EVERY LEVEL (FLOOR) OF THE UNIT**

If extinguisher is not in the open a sign or sticker shall be placed on the object (door, cabinet, etc.) that indicates its location.

**FIRE SEPERATION FROM GARAGE TO HOUSE.**

All floors and walls that are directly attached to living areas of the house shall be sheet rocked. All doors connected to the living areas shall have thresholds and self-closing hinges.

SEPERATION	MATERIAL
From the residence and attics	Not less than ½-inc gypsum board or equivalent to the garage side
From habitable rooms above the garage	Not less than 5/8-inch Type X gypsum board or equivalent
Structure(s) supporting floor/ceiling assemblies used for separation required by this section (IRC R302.6)	Not less than 7/2-inch gypsum board or equivalent
Garages located less than 3 feet from a dwelling unit on the same lot	Not less than ½-inch gypsum board or equivalent applied to the interior side of exterior walls that are within this area.

**FIRE SEPERATION ON STORAGE ROOMS WITH DOORS 72 INCHES OR LARGER.**

All floors and walls that are directly attached to living areas of the house shall be sheet rocked. All doors connected to the living areas shall have thresholds and self-closing hinges.

**SLEEPING ROOMS SHALL BE EQUIPPED WITH OPERABLE WINDOWS FOR RESCUE WITH AN OPENING THAT MEASURES 5.7 SQUARE FEET WITH A MINIMUM OF 20 INCHES IN WITTH AND 24 INCHES IN HEIGHT. (2018 IFC CHAPTER 10, SECTION 1030)**

Each sleeping room needs to have at least one (1) rescue window that can open completely. Each rescue window needs to meet the following requirements

- When the window is completely opened, the open space must be NO more than 44 inches from the finished floor. This is typically found by first opening the window and then from the finished floor up to the windowsill (or window lip if there is a lip that stands higher than the sill). If the measurement from the finished floor to the opening is 44 inches or LESS, than the window satisfies this requirement.

- Rescue windows in sleeping rooms must have a net open area of 5.7 square feet (820.8 square inches), while meeting a minimum width of 20 inches and a minimum height of 24 inches.

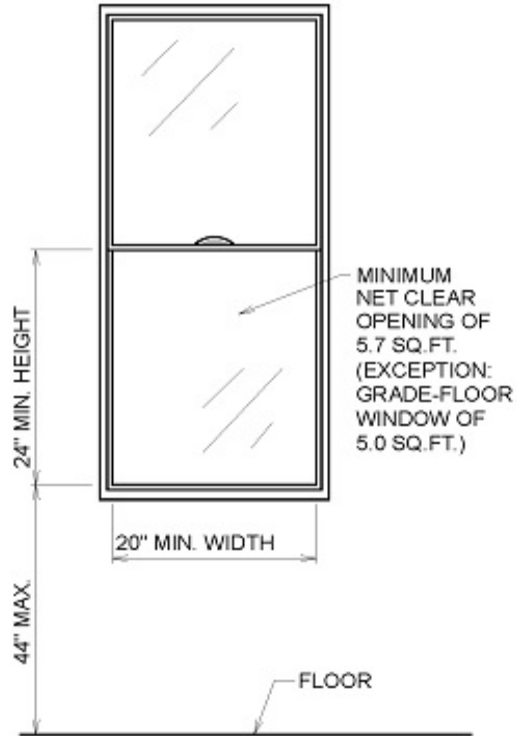
*RESCUE WINDOWS SHALL MEET ALL 3 REQUIREMENTS*

1. Width of the opening shall be at least 20 inches or more.
2. Height of the opening shall be at least 24 inches or more.
3. Area shall be 5.7 square feet (820.8 inches) or more.

To find the area, first open the window completely. Measure the width and height of the OPENING ONLY. Multiply these measurements together.

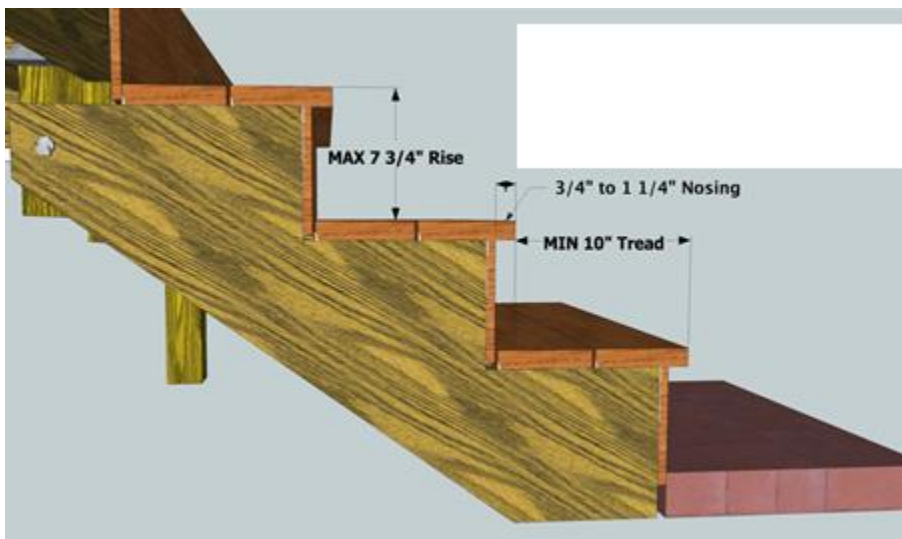
If the product is 5.7 square feet (820.8 square inches) or more and the minimum width and height are met, than the window satisfies this requirement. Examples of windows that meet this requirement; 28"x30", 20"x42", and 28.5"x29".

The only exceptions to this are if the sleeping room is at grade level or if there is a door inside the sleeping room leading directly to the outside. If the room is at grade level (ground floor), the area can be reduced to 5 square feet (720 square inches). All other requirements remain the same. If there is a door in the sleeping room leading directly to the outside, the window requirements do not need to be met.



## □ STEPS

The minimum width for residential stairs be no less than 36 inches. The stair riser shall not exceed 7.75 inches, and cannot vary more than  $\frac{3}{8}$  of an inch. The tread depth for stairs shall be no less than 10 inches with nosing, no less than 11 inches without nosing, and maximum tread depth variation should also be less than  $\frac{3}{8}$  of an inch. 4 or more risers shall have handrails.



**DECKS AND PORCHES**

Shall be permanently attached to the house, not free standing. Shall include handrails and guardrails as describe below.

**HAND RAILS (exterior & interior)**

Stairs with more than four risers shall have handrails at a minimum height of 34” and maximum of 38” from nosing.

**GUARDRAILS (exterior & interior)**

guardrails shall be provided when an open-sided walking surface is more than 30” at any point within 36” horizontally to the walking surface. Guard rails shall be at minimum 36” in height. (exception both guard and hand rail follow handrail 34” – 38”)

**PARKING**

Must provide onsite parking. No parking on street or right-of-way. 1 parking space per 2 persons is required.

**PETS**

Must remain leashed while outside of dwelling unit or adequate fencing on property for species of pet being contained. No pet shall be permitted to free roam.

**Next steps:**

**Once you have made an application with Hamilton County Development Services, you may follow the prompts within the OpenGov Citizen Services page.**

1. After you reach the “Building Inspection” portion of the workflow, you may request an inspection date/time using the included calendar request or by requesting an appointment using the comments box. 48 hours between the request and the requested time **shall** be necessary for scheduling but does not guarantee you will get an inspection at the 48-hour mark.
2. The inspector over your STVR Building Inspection will correspond with you through the portal.

3. If the first inspection is not approved, there will be a \$250.00 re-inspection fee for each inspection thereafter. The re-inspection fee must be paid before the re-inspection is completed.
  
4. After the field inspection is complete and approved, Development Services will issue your use and occupancy permit for you Short Term Vacation Rental Within 48 hours after the inspector's approved inspection.

# **New County Business License**

New STVR permit holders can apply for a business license online, in the mail, or in person.

The website is [www.countyclerkanytime.com](http://www.countyclerkanytime.com) for business license details and online application.

For questions regarding STVR business license, please contact Cindy Brown 423-209-6500 / Hamilton County Clerk's Office 625 Georgia Avenue, Room 111 Chattanooga, TN 37402