

COUNTY OF KANE

DEVELOPMENT & COMMUNITY SERVICES DEPARTMENT

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Kane County Short-Term Rental Inspection Guide for Licensed Architects & Home Inspectors

This guide is intended for use by a licensed architect or licensed home inspector in the State of Illinois when inspecting a property for the Kane County Short-Term Rental (STR) program. The inspector may use this guide to prepare their own inspection report and identify any deficiencies or requirements that could not be verified.

Property Information:

The inspection document should identify:

- Property address and/or Parcel Identification Number (PIN)
- Property owner's name(s)
- Inspector's name and signature
- Inspection Company name, Address, Phone number
- Illinois license number, if applicable
- Inspection date

The report should also document:

- Number of bedrooms
- Number of bathrooms
- Number of toilets
- Number of hard-surface parking spaces available on the property
- Maximum number of guests the owner intends to accommodate

Occupancy: The Kane County STR Ordinance allows a maximum occupancy of 2 occupants per bedroom, with a maximum of 16 guests regardless of the number of bedrooms in the rental.

Smoke Detectors:

- Smoke detectors must:
 - Have a 10-year sealed battery.
 - Be installed on every level of the rental.
 - Have one smoke detector inside each bedroom.

Carbon Monoxide Detectors:

- At least one carbon monoxide detector must be located within 15 feet of every bedroom.

Fire Extinguisher:

- A working fire extinguisher located inside the rental and readily accessible to guests.

Emergency Plan & Egress:

An emergency plan must be posted inside the rental unit. The emergency plan must include:

- Two egress routes for every bedroom
- Emergency service contact information
 - Contact information for all applicable emergency services.
- Floor plan
 - Identifies the layout of the rental.
 - Identifies applicable exits and egress routes.

The inspector should verify that the posted information accurately reflects the current configuration of the property.

Kane County STR License:

Once the STR application has been approved and the license has been issued by Kane County Development the Kane County Short-Term Rental license must be displayed inside the rental unit.

Registration Fees & Payment:

- New Registration: \$200
- Annual Renewal: \$100
 - Renewal is due January 31 of each year.

Payment Method:

- Payment must be made by paper check.
- Checks may be:
 - Mailed to or dropped off in person at:

Kane County Development Department
719 Batavia Avenue, 4th Floor
Geneva, Illinois 60134

Any questions regarding the Short-Term Rental inspection requirements or this guide may be directed to the **Kane County Code Enforcement Division** at **630-232-5871**.