



TOWN OF MONTREAT

P. O. Box 423
Montreat, NC 28757
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www.townofmontreat.org

FIRE AND SAFETY CODE COMPLIANCE APPLICATION CHECKLIST

- Obtain a **Fire and Safety Code Compliance Certificate Application** and a **Fire Safety Inspection Report** online from the Town of Montreat website (www.townofmontreat.org) or in print from the Town Services Office.
- Schedule an inspection appointment with the Town of Montreat Inspections Department by calling (828) 669-8002, X-303.
- Submit all forms to the **Montreat Town Services Office**. Certificates are valid for a three-year period. **Incomplete forms will be returned to the applicant and a Certificate will not be issued.**
- Submit payment for Certificate fees. Checks or money orders should be made payable to the **Town of Montreat**. The fee for property intended to sleep **no more than 15** occupants is **\$100**, and the fee for property intended to sleep **16 or more** occupants is **\$300**.
- Prominently display the Fire and Safety Code Compliance Certificate and Rental Brochure in the rental property.** These documents will be mailed to you once all the necessary forms are submitted and reviewed and the certificate fees are paid.