



Good Neighbor Handbook



GOOD NEIGHBOR HANDBOOK

- Animals1
- Business Licensing2
- Building Permits3
- Property Maintenance4
- Residential Rental Licensing.....6
- Penalties For Code Violations.....7
- Public Safety.....8



Welcome to the City of Pasco’s Good Neighbor Handbook! We hope you find it informative and easy to understand. It has been designed to provide the reader with basic information about how a “good neighbor” in Pasco would care for and maintain their property. Most of the references are found in the Pasco Municipal Code [PMC] which can be read and viewed in its entirety at the City’s website at www.pasco-wa.gov/code. You can also visit Pasco City Hall for additional information. City Hall is open from 8:00 a.m. to 5:00 p.m., Monday through Friday, at 525 North 3rd Avenue. The main City Hall phone number is (509) 544-3080.

Thank you for taking the time to read the handbook. Please keep it in a handy location for reference and feel free to request new copies, or download the electronic version via the City’s website at www.pasco-wa.gov/gnh.

Animals

Animal Control: No animal, licensed or not, shall be allowed to stray or roam from its owner's premises. All dogs must be kept leashed when outside the owner's property.

Dog Licenses Required: All dogs more than seven (7) months old must be licensed by the City of Pasco within 30 days of acquisition. Cat licensing is optional. Licensing helps fund the cost of animal control and licensing can help you reunite with your pet faster if your pet is lost. Licenses are issued annually by the City. A current rabies vaccination certificate is required. Licenses may be obtained from Customer Service at Pasco City Hall. Inquiries can be made by calling 545-3488.



Annual Dog License Survey: Each year in January and February, the City of Pasco attempts to identify locations of unlicensed dogs in the city. To do this, the City conducts a door-to-door survey of all residences for which there are no active dog license records. If your home is visited by the City's canvassers during the survey, and they observe an unlicensed dog [or dogs] on the premises, you will be provided a packet of dog licensing information and asked to purchase any necessary dog licenses before the last day in February. If you have not filed a license application by the end of the annual survey, the matter may be forwarded to a code enforcement officer for review and possible corrective action. If you receive a packet of dog license information, you can contact the City at 545-3488 to verify if a dog license is actually required.

Responsibility of Owner: Animal owners shall be responsible for any damage caused by their animals.

Animal Nuisances: Dogs are not allowed to bark continuously. Also, properties on which animals are kept must be maintained clean and free of conditions which cause offensive smells (accumulations of animal feces, unclean pens, dog runs, etc).

Permitted Animals: No more than three (3) dogs or three (3) cats may be kept on residential properties. On most residential lots with a minimum of 5,000 square feet and containing only one home, rabbits and chicken hens are allowed. Roosters are prohibited. Only three (3) each of any animal [dogs, cats, rabbits, hens] are allowed, with the total number of all animals not to exceed six (6). Animals are not allowed to roam or fly to other properties.

Additional Information: To report animal related problems, please call Tri-Cities Animal Control at 545-3740. To determine whether or not your residential district [zoning] permits chickens and rabbits, please call the City Planner at 545-3441, or visit the City's website at www.pasco-wa.gov.

Business Licensing

Business License Required: All businesses operating within the Pasco municipal boundary must have a City of Pasco business license. Depending on the type of business, different requirements may apply to your business (home, retail, mobile vendor, etc.). Please contact the City Clerk at 545-3402, or visit the City's website at www.pasco-wa.gov to find out the specific requirements for your business.

Solicitor's License Required: All persons selling or offering products or services door-to-door are required to carry a current Pasco Solicitors License with them at all times. They are also required to display it when the person being solicited asks to see it. Each solicitor must also provide the purchaser of the goods a copy of the written purchase receipt/order or contract with the solicitor's name and the company's name and address written on that receipt. No soliciting may be conducted at residences from 9 p.m. to 9 a.m.

Yard Sale Permit Required: City of Pasco permits are required for all yard/rummage sales. Permits are free and can be obtained at City Hall at the Customer Service area or online at www.pasco-wa.gov/yardsale.

Yard Sales: Yard or rummage sales are limited to two (2) per year, per household, and sales can only last up to 2 days each. Additionally, signs advertising the yard sale can only be posted on private property. Signs cannot be posted on subdivision fences or utility poles nor in a manner that obstructs driveways or sidewalks. Yard sale signs cannot be posted for more than 24 hours prior to a permitted sale and must be removed within 24 hours of the permit expiration.

Home Occupations: All home occupations require City of Pasco business licenses. Examples of permitted home occupations are: home business office for small contractors or landscapers, medical billing and accountants, child day cares, woodcarving, and some art/sculpture studios. Due to environmental hazards and potential nuisance conditions, no auto repair, upholstery, maintenance, painting, welding or auto body repair or painting businesses will be permitted on residential property.

Additionally, no sheet metal shops, motor repair, commercial firewood cutting or storage, or any other type of hazardous property use/activity is allowed in a residential district. For business license applications or licensing questions please call the Pasco City Clerk at 545-3402, or visit the City's website at www.pasco-wa.gov/businesslicense.

Building Permits

The City of Pasco has adopted the State Building Code to ensure a minimum standard of quality and safety is required for the construction of all homes, additions, accessory structures or any other type of building. It is important for all persons considering a construction project (of any type and/or size), to contact the Inspection Service Division office at 545-3442 to check local building regulations and permitting requirements. Doing so will help you avoid costs to repair and correct poor quality work performed by unscrupulous contractors.

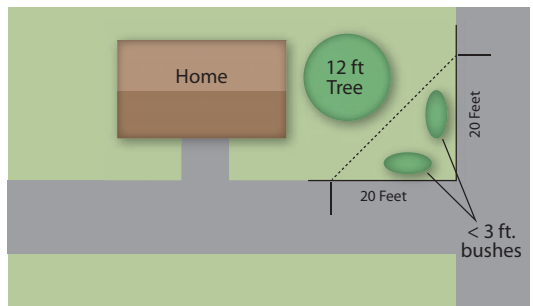
Building Permits/Site Plans Required: Building permits and site plans are required for all new buildings, additions or modifications to existing buildings and impervious surfaces such as patios, driveways, off-street parking areas and athletic courts. Permits are also required for mobile homes or factory assembled structures, signs, fences, storage sheds and site-built playhouses. Most small projects valued at \$10,000 or less can be permitted with payment of a minimum fee of \$54.50.

Accessory Structures: Matching Material Required- All accessory garages, storage sheds, carports or tool storage sheds must be built with material of a type and color that closely matches that of the home (primary structure). Please include information regarding materials and color on your site plan.

Swimming Pools, Spas and Hot Tubs Permits: A City of Pasco building permit is required for installation and/or construction of any swimming pool, spa, or hot tub within City limits. Pools 24" or more in depth must be enclosed within a fence which is at least 5' in height, nonclimbable and fitted with self-closing and locking gates.

Non-Combustible Roofing Materials Required: Use of cedar shakes or shingles or similar materials on roofs is not permitted. Class C rated shakes or shingles can be utilized for repairs to existing cedar shake or shingle roofs.

Visibility Triangle: The area within the triangle formed by the point of the corner to points twenty feet (20') along the adjoining property line, in both directions, must be kept free of all structures, fences, shrubs and trees which obstruct vision in any way. The maximum fence or foliage height in this area is three (3') feet.



Please call the Pasco Building Division at 543-5726 for building permit information or building code requirements or visit the City's website at www.pasco-wa.gov/buildingpermits.

Property Maintenance

Poor property maintenance in a neighborhood (whether residential or business) can contribute to decreased property values for all homes/ businesses in that area and can reduce the number of new homes/businesses built and the number of people desiring to visit the area. Please do your part in keeping your property in good repair and report properties in poor condition to the Pasco Code Enforcement Office at 543-5743.

Property Nuisances: All properties in Pasco must be kept or maintained free of public nuisance conditions. Examples of the most often reported public nuisance conditions are:

1. Dead or dying lawns, shrubs, trees and landscaping.
2. Accumulations of weeds, trash, debris, junk and animal feces.
3. Poorly maintained or dilapidated structures (sheds, garages, fences) or signs.
4. Piles of dirt or sand or areas of lots that generate dust.
5. Noise from construction or power equipment before 7:00 a.m. or after 10:00 p.m.
6. Poorly maintained or abandoned temporary signs and banners.
7. Signs advertising a business that is no longer located on the premises.
8. Unclean sidewalks.
9. Overcrowding of homes or apartments with occupants/residents and illegal use of basements as separate housing units.
10. Storing vehicles and/or recreational and utility vehicles on streets, planting strips and in alleys instead of using the required off-street parking areas provided for the residence.
11. RV's or utility trailers parked or stored on residential streets for loading and unloading purposes more than 72 hours.
12. Building without proper permits.
13. Major vehicle repair activity (including auto body work and painting) and vehicle repair business in residential areas.



Further, all properties and buildings in Pasco must be kept and maintained free of problems and conditions that could be considered unsightly or unsafe. Each property owner is required to maintain their property to the center of the alley, if there is one, and to the curb or street, keeping the sidewalks, swales and planting strips free of weeds, debris and obstructions at all times. Some examples of unsightly or unsafe conditions are:

1. Vehicles, fences, signs, trees or shrubs that obstruct water meters, sidewalks, stop signs, hydrants or driveways.
2. Unmarked house or building numbers [difficult for fire and police to locate homes during emergencies].
3. Abandoned/junk vehicles stored on private property or streets/alleys.
4. Cross connection to City water and/or lack of back-flow protection device on City water service to a property.
5. Lack of required or adequate garbage removal service [Basin Disposal- 547-2476]. You may call the Pasco Code Enforcement Division at 543-5743 for additional information or to report possible nuisance conditions or visit the City of Pasco website at www.pasco-wa.gov/codeenforcement.

Residential Rental Licensing

The City of Pasco has adopted a rental licensing policy that requires all residential rental units to be licensed by the City annually and submission of proof of compliance with minimum standards once every two years. Potential renters should check to make sure the landlord has a current rental license. The most common rental housing complaints received are:

1. Roaches and/or rodents.
2. Accumulation of mold and/or mildew.
3. Lack of hot water.
4. Inoperable or defective electrical outlets.
5. Lack of adequate heat/ventilation.
6. Overcrowding homes and apartments with residents.
7. Rental properties with poorly maintained yards/landscaping.
8. Landlords not making required maintenance repairs.
9. Renters abusing the property/ graffiti/gang activity.

Tenants who feel their homes do not meet minimum housing quality standards or landlords whose tenants fail to keep their dwellings clean should first attempt to resolve the problems between themselves. Either party may report suspected housing code violations to Code Enforcement at 543-5743 or visit the City's website at www.pasco-wa.gov/codeenforcement.





Penalties For Code Violations

Any person found to be maintaining properties in violation of the Pasco Municipal Code are subject to penalties and possible abatement by the City. Cases of municipal code violations are heard each month before the Pasco Code Enforcement Board [CEB]. The CEB is comprised of five Pasco residents who voluntarily serve to hear cases of code violations. The CEB meets the first Thursday of the month at 7pm. CEB meetings are shown live on Pasco City Television on Charter Cable in Pasco and streamed on the internet at www.pasco-wa.gov/psctv.

The CEB has the authority to impose monetary penalties of up to \$1,000.00 per day. Any unpaid penalties are turned over to a collection agency. Liens are also filed against the property for all unabated conditions and unpaid penalty amounts. In the event the City is compelled to abate the cited nuisance condition, all costs to complete the abatement become a lien against the property until the debt is paid.

Public Safety

Everyone can take an active role in keeping their neighborhood free of conditions which interfere with its comfort and peace or which pose a threat to public safety. Please report any incidence of disruptions of public peace and/or violations of public safety. Some common violations are:

1. Suspicious persons or vehicles.
2. Property vandalism, including graffiti.
3. Speeding vehicles.
4. Loud noises or music from homes or vehicles to the extent it can be heard outside the property boundary or vehicle.
5. Unlicensed door-to-door solicitors.
6. Discharging fireworks within the city.
7. Discharging firearms within the city.
8. Illegal or unpermitted dumping and/or burning.
9. Illegal drug activity.



For emergencies, call 911. For non-emergencies, call 545-3510. You can also contact the Police Department at 545-3421 for Neighborhood Block Watch and community policing information or visit the City's website at www.pasco-wa.gov/police.

Ambulance Services: The Pasco Fire Department provides advanced life support paramedic emergency medical services from fire stations that are strategically located within the City.

Graffiti reports can be made to the City's Graffiti Hotline at 544-3090. Please leave return contact information as the work crew supervisor may have questions regarding the location of the graffiti.

Outdoor Burning

Outdoor burning is allowed within the City to dispose of dry plants (typically Russian Thistle and Tumble Mustard, commonly referred to as “tumbleweeds”) that have been broken off and rolled about by the wind, with some important restrictions:

1. The fire must not include any prohibited materials. Some examples of prohibited materials include: garbage, petroleum products, paints, rubber products, plastics, cardboard, treated wood, construction/demolition debris, and metal.
2. The fire must not include vegetative materials hauled from another property in an area where burning is prohibited.
3. No windblown tumbleweed fire may be ignited and fires must be extinguished during an emergency burn ban where the Washington State Department of Ecology or the City of Pasco has declared a period of impaired air quality or appropriate fire protection authorities have declared a ban because of high fire danger.
4. A person capable of extinguishing the fire must attend it at all times, and the fire must be extinguished before leaving it.
5. No fires are to be within 50 feet of structures. This is particularly important because tumbleweeds burn fast and hot.
6. Permission from the landowner, or owner’s designated representative, must be obtained before starting an outdoor fire on someone else’s property.

Call 544-3098 for the current tumbleweed burn ban status. For all fire emergencies, call 911. For non-emergencies, or more information, call the Pasco Fire Department at 545-3426.



Contact Information

Birth/Death Certificates:

Benton-Franklin Health District,
586-0207, or visit www.bfhd.wa.gov
for more information.

Code Enforcement:

City Hall, 2nd Floor, 525 N. 3rd Ave, Pasco,
545-5743

Community Development/Planning:

City Hall, 2nd Floor, 525 N. 3rd Ave. Pasco,
545-3441

Electric Service:

Franklin County Public Utility District,
1411 W. Clark Street, Pasco, 547-5591,
or visit www.franklinpud.com.

Garbage Service & Free Disposal Coupons:

Basin Disposal, Inc. (BDI) provides
residential garbage service in Pasco.
Every occupied home in Pasco is required
by the Pasco

Municipal Code to have garbage service.
BDI supplies all Pasco residents annually
with two "free disposal" coupons.
Contact 547-2476 for more information.

Graffiti Hotline:

Call 544-3090 to report graffiti. Please
leave return contact information as the
work crew supervisor may have questions
regarding the location of the graffiti.

Liquor Licensing:

Washington State Liquor Control Board,
Call (360) 664-1600 or visit www.liq.wa.gov
for liquor licensing information.

Marriage Licensing:

Franklin County Auditor, Franklin County
Courthouse, 1016 N. 4th Ave, Pasco. Call
545-3536 or visit www.co.franklin.wa.us/auditor
for more information.

Pasco City Hall City Line:

525 N. 3rd Ave. Pasco, 544-3080

Pasco Police Department:

Non-emergency number is 545-3510.
In an emergency call 911.

Pasco Fire Department:

Non-emergency number is 545-3426.
In an emergency call 911. Burn ban
information is available at 544-3098.

Passport Information:

Franklin County Clerk, 1016 N. 4th Ave,
545-3525 or visit www.co.franklin.wa.us/clerk/passports.html.

Registering to Vote:

State law requires citizens be registered
at least 30 days before an election.
You may register to vote at the Franklin
County Auditor's office, 1016 N. 4th Ave.
Call 545-3538 or visit their website at
www.co.franklin.wa.us/elections for
more information.

Water and Sewer Service:

Accounts may be setup with Customer
Service at Pasco City Hall, 525 N. Third
Ave, Pasco, 545-3488 or 545-3489.

Water and Sewer Emergency:

Monday through Friday from 7:00 a.m.
- 3:30 p.m. report by calling 545-3463.
After hours call 545-2737.



The City of Pasco strives to continue improving the
quality of community life in Pasco.

Progress - Pride - Prosperity

www.pasco-wa.gov