

RENTAL DWELLING LICENSE APPLICATION INSTRUCTIONS

STEP 1. Complete & Submit City Application with Required Fee

Complete Rental Dwelling License application and return with required attachments (as noted on application) to the Business Licensing Office with the appropriate license fee.

STEP 2. Make Payment with Complete Application

Fee Schedule:

\$50.00 for 1st unit + \$10.00 for each additional unit.

Example: Single Family Home: \$50.00

Duplex (2 units): \$60.00

Four-plex (4 units): \$80.00

STEP 3. Schedule Habitability Inspection within 5 Days of Submitting Application

A passing certificate of Habitability is required to be submitted prior to the rental license being issued.

You may choose one of the following types of inspectors to conduct the inspection:

- 1) A complimentary inspection conducted by a City of Pasco Code Enforcement Officer (*please call 509-543-5743 to schedule within 5 days of submitting the application*);
- 2) Inspectors certified by the United States Department of Housing and Urban Development for grant- required inspections;
- 3) Certified private inspectors approved by the City upon evidence of completion of formal training including the passing of an examination administered by the National Association of Housing and Redevelopment Officials (NAHRO), the American Association of Code Enforcement (AACE) or other comparable professional association as approved by the Director of Community Development which approval or denial shall be subject to appeal to the Code Enforcement Board;
- 4) A Washington licensed structural engineer;
- 5) A Washington Licensed architect.

All inspection certifications shall be submitted on forms provided by the City or approved by the United States Department of Housing and Urban Development.

A certificate of habitability is required once every two (2) years after initial issuance of the license.

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**Questions about the licensing process?
Call Business Licensing at (509) 543-5726.**

**If you have questions regarding the inspection process, please call
Code Enforcement at (509) 543-5743 or email codeofficer@pasco-wa.gov.**



FOR STAFF USE ONLY

LICENSE #

Rental Dwelling License Application

Please fill out the application below. A star (*) next to a field indicates that the information is required.

Rental Information			
* Rental Property Address			
*# of Units	Name of Complex (if applicable)		
* Do you own multiple rental properties that are next to each other (for example: three rentals on separate parcels that are NOT separated by a street, parking lot, or alley)? <input type="checkbox"/> No If no, please continue to next section. <input type="checkbox"/> Yes If yes, please list ALL property addresses in the space provided above (attach an additional page if necessary). <small>For number of units (above), please total ALL units rented on these properties.</small> *I understand my rental property cannot be rented short-term (less than 30 days). *If this is an Accessory Dwelling Unit, I understand the ADU must be rented for 180 days or more.			
Owner Information			
* Owner's Name		Business Name (if applicable)	
*Type of Ownership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Sole-Proprietor <input type="checkbox"/> Other			*UBI or FEIN#
* Address	*City	*State	*Zip
* Mailing Address <input type="checkbox"/> (check box if same as above)	City	State	Zip
* Phone	*Emergency Phone	Fax	Email
Manager Information			
Manager's Name <input type="checkbox"/> (check if same as owner)			
* Address	City	State	Zip
* Mailing Address <input type="checkbox"/> (check if same as above)	City	State	Zip
* Phone	*Emergency Phone	Fax	Email
Renewal Notice and Inspection Requests			
Do you want Renewal Notices and Inspection Requests sent to the <input type="checkbox"/> Owner <input type="checkbox"/> or Manager? <small>(if left blank, all items will be sent to the owner)</small>			
Required Attachments			
• <u>Copy of your picture ID</u>		• <u>Copy of Property Management Contract (if applicable)</u>	

My Signature below certifies that the information provided on this application and any attachments is true and accurate. I understand my dwelling must comply with all City of Pasco codes and ordinances and that I will be required to submit a certificate of inspection every two years, upon request by the City of Pasco.

Signature of Owner or Manager

Date