



RENTAL HOUSING LICENSING

File # _____

PROGRAM: INSPECTION CHECKLIST

Final Inspection Score _____

PROPERTY OWNER INFORMATION		DWELLING TYPE:		RENTAL PROPERTY INFORMATION	
Owner name:		<input type="checkbox"/> Duplex	<input type="checkbox"/> Triplex	Rental Address:	
Mailing address:		<input type="checkbox"/> Single-family	<input type="checkbox"/> Fourplex	Property Name:	
		<input type="checkbox"/> Condominium	<input type="checkbox"/> Apartments w/ 5 or more units	Unit Number:	
		<input type="checkbox"/> Accessory Dwelling Unit	In this dwelling, number of:		
		Bedrooms - Bathrooms -			

UNIT DOES NOT PASS IF INSPECTION RESULTS IN A TOTAL OF 25 OR MORE NON-COMPLIANCE POINTS

IPMC	A EXTERIOR PROPERTY	COMPLIES WITH STANDARD?				COMMENTS
		YES	N/A	NO	N-C PTS	
302.1	Clean, safe & sanitary / no uncontained debris	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	
302.2	No standing water or erosion				1	
302.3	Sidewalks/driveways free of hazards				1	
302.4	No weeds in excess of 12 inches				1	
302.5	No evidence of rodent harborage / vermin infestation				2	
302.7	Accessory structures in good repair				1	
302.8	No junk vehicles/under repair outside garage				1	
302.9	Free from graffiti				1	
308	Approved garbage containers with tight fitting lids				1	

Section A – EXTERIOR PROPERTY
Total of Non-Compliance Points

IPMC	B SWIMMING POOLS, SPAS & HOT TUBS	COMPLIES WITH STANDARD?				COMMENTS
		YES	N/A	NO	N-C PTS	
303.1	Clean, sanitary, in good repair	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	
303.2	Enclosure 60" high, with self-closing latch on gate				3	

Date of last public health inspection
(multi-family complexes only):

Section B – SWIMMING POOLS, SPAS & HOT TUBS
Total of Non-Compliance Points

IPMC	C EXTERIOR STRUCTURE	COMPLIES WITH STANDARD?				COMMENTS
		YES	N/A	NO	N-C PTS	
304.2	Surfaces in good repair	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1	
304.3	Address numbers 4" tall & visible from street				1	
304.4	Structural members in good repair				3	
304.5	Foundation walls in good repair				3	
304.6	Exterior walls in good repair				3	
304.7	Roof and drainage in good repair				2	
304.8	Decorative features in good repair				1	
304.9	Overhang extensions in good repair				2	
304.10	Stairways, decks, porches, balconies in good repair				3	
304.11	Chimneys and towers in good repair				2	
304.12	Handrails and guardrails firmly fastened				3	

Section C – EXTERIOR STRUCTURE
Total of Non-Compliance Points

COMPLIES WITH STANDARD?

IPMC	D DWELLING UNIT ENTRY	COMPLIES WITH STANDARD?				N-C PTS	COMMENTS
		YES ✓	N/A ✓	NO ✓			
304.15	Exterior doors in good repair; deadbolt locks operable by knob; deadbolt throw not less than 1 inch				2		
305.3	Windows and frames in good repair				1		
305.4	Floor surface in good repair				1		

Section D – DWELLING UNIT ENTRY
Total of Non-Compliance Points

IPMC	E LIVING ROOM	COMPLIES WITH STANDARD?				N-C PTS	COMMENTS
		YES ✓	N/A ✓	NO ✓			
305.3	Wall surface in good repair				1		
305.3	Windows and frames in good repair				1		
305.4	Floor surface in good repair				1		
402.1 403.1	Minimum of 1 openable, approved-size window facing directly to outdoors. (1)				1		
504.1	No visible mold, signs of moisture or leaks				3		
602.3 602.5	Adequate source of heat (2)				25		
605.2	Two separate & remote electrical receptacle outlets				2		

404.4.1 Size, in square feet (min. 120 square feet):

Section E – LIVING ROOM
Total of Non-Compliance Points

IPMC	F DINING ROOM	COMPLIES WITH STANDARD?				N-C PTS	COMMENTS
		YES ✓	N/A ✓	NO ✓			
305.3	Wall surface in good repair				1		
305.3	Windows and frames in good repair				1		
305.4	Floor surface in good repair				1		
402.1 403.1	Minimum of 1 openable, approved-size window facing directly to outdoors. (1)				1		
504.1	No visible mold, signs of moisture or leaks				3		
602.3 602.5	Adequate source of heat (2)				25		
605.2	Two separate & remote electrical receptacle outlets				2		

Size, in square feet:

Section F – DINING ROOM
Total of Non-Compliance Points

IPMC	G KITCHEN / UTILITY	COMPLIES WITH STANDARD?				N-C PTS	COMMENTS
		YES ✓	N/A ✓	NO ✓			
305.3	Wall surface in good repair				1		
305.3	Windows and frames in good repair				1		
305.4	Floor surface in good repair				1		
309	Free of insect or rodent infestation				3		
302.6 403.4	Stove vent properly connected and functional				2		
404.2	Has a clear path of not less than 3 feet clearance between counterfronts and appliances or walls				1		
404.7 502.1	Has kitchen sink, cooking stove, refrigerator, and counter space				25		
504.1	No visible mold, signs of moisture or leaks				3		
505.1	Hot and cold water to all plumbed fixtures				25		
605.2	Two separate & remote electrical receptacle outlets				2		
403.5	Clothes dryer exhaust vented properly to exterior				2		
505.4	Water heater correctly installed				3		
605.2	Laundry area - one grounded-type receptacle or GFCI				1		

Section G – KITCHEN/UTILITY
Total of Non-Compliance Points

COMPLIES WITH STANDARD?

IPMC	H BATHROOM	COMPLIES WITH STANDARD?				N-C PTS	COMMENTS
		YES ✓	N/A ✓	NO ✓			
404.4.3	Separate bathroom with toilet, sink, & tub or shower				25		
305.3	Wall surface in good repair				1		
305.3	Windows and frames in good repair				1		
305.4	Floor surface in good repair				1		
403.2	Bathroom and toilet room properly ventilated (Openable window or functional mechanical fan)				2		
503.1	Door for privacy, in good repair, securely attached				1		
504.1	No visible mold, signs of moisture or leaks				3		
505.1	Hot and/or cold water to all fixtures				25		
605.2	Has at least one electrical receptacle				1		

This is of bathrooms in dwelling unit (3)

Section H - BATHROOM
Total of Non-Compliance Points

IPMC	H BATHROOM	<input type="checkbox"/> NO ADD'L	COMPLIES WITH STANDARD?				N-C PTS	COMMENTS
			YES ✓	N/A ✓	NO ✓			
404.4.3	Separate bathroom with toilet, sink, & tub or shower					25		
305.3	Wall surface in good repair					1		
305.3	Windows and frames in good repair					1		
305.4	Floor surface in good repair					1		
403.2	Bathroom and toilet room properly ventilated (Openable window or functional mechanical fan)					2		
503.1	Door for privacy, in good repair, securely attached					1		
504.1	No visible mold, signs of moisture or leaks					3		
505.1	Hot and/or cold water to all fixtures					25		
605.2	Has at least one electrical receptacle					1		

This is of bathrooms in dwelling unit (3)

Section H - BATHROOM
Total of Non-Compliance Points

IPMC	H BATHROOM	<input type="checkbox"/> NO ADD'L	COMPLIES WITH STANDARD?				N-C PTS	COMMENTS
			YES ✓	N/A ✓	NO ✓			
404.4.3	Separate bathroom with toilet, sink, & tub or shower					25		
305.3	Wall surface in good repair					1		
305.3	Windows and frames in good repair					1		
305.4	Floor surface in good repair					1		
403.2	Bathroom and toilet room properly ventilated (Openable window or functional mechanical fan)					2		
503.1	Door for privacy, in good repair, securely attached					1		
504.1	No visible mold, signs of moisture or leaks					3		
505.1	Hot and/or cold water to all fixtures					25		
605.2	Has at least one electrical receptacle					1		

This is of bathrooms in dwelling unit (3)

Section H - BATHROOM
Total of Non-Compliance Points

NOTES

COMPLIES WITH STANDARD?

IPMC	I BEDROOM	COMPLIES WITH STANDARD?				N-C PTS	COMMENTS
		YES ✓	N/A ✓	NO ✓			
305.3	Wall surface in good repair				1		
305.3	Windows and frames in good repair				1		
305.4	Floor surface in good repair				1		
305.6	Door, in good repair, securely attached				1		
402.1 403.1	Minimum of 1 openable, approved-size window facing directly to outdoors. (1)				1		
504.1	No visible mold, signs of moisture or leaks				3		
602.3 602.5	Adequate source of heat (2)				25		
605.2	Two separate & remote electrical receptacle outlets				1		

This is Bedroom #		of total		bedrooms in dwelling unit (3)	Size, in square feet (min. 70 sq ft per 404.4.1):		Section I - Bedroom Total of Non-Compliance Points	
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IPMC	I BEDROOM	<input type="checkbox"/> NO ADD'L	COMPLIES WITH STANDARD?				N-C PTS	COMMENTS
			YES ✓	N/A ✓	NO ✓			
305.3	Wall surface in good repair					1		
305.3	Windows and frames in good repair					1		
305.4	Floor surface in good repair					1		
305.6	Door, in good repair, securely attached					1		
402.1 403.1	Minimum of 1 openable, approved-size window facing directly to outdoors. (1)					1		
504.1	No visible mold, signs of moisture or leaks					3		
602.3 602.5	Adequate source of heat (2)					25		
605.2	Two separate & remote electrical receptacle outlets					1		

This is Bedroom #		of total		bedrooms in dwelling unit (3)	Size, in square feet (min. 70 sq ft per 404.4.1):		Section I - Bedroom Total of Non-Compliance Points	
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IPMC	I BEDROOM	<input type="checkbox"/> NO ADD'L	COMPLIES WITH STANDARD?				N-C PTS	COMMENTS
			YES ✓	N/A ✓	NO ✓			
305.3	Wall surface in good repair					1		
305.3	Windows and frames in good repair					1		
305.4	Floor surface in good repair					1		
305.6	Door, in good repair, securely attached					1		
402.1 403.1	Minimum of 1 openable, approved-size window facing directly to outdoors. (1)					1		
504.1	No visible mold, signs of moisture or leaks					3		
602.3 602.5	Adequate source of heat (2)					25		
605.2	Two separate & remote electrical receptacle outlets					1		

This is Bedroom #		of total		bedrooms in dwelling unit (3)	Size, in square feet (min. 70 sq ft per 404.4.1):		Section I - Bedroom Total of Non-Compliance Points	
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COMPLIES WITH STANDARD?

IPMC	I BEDROOM	<input type="checkbox"/> NO ADD'L	COMPLIES WITH STANDARD?				N-C PTS	COMMENTS
			YES ✓	N/A ✓	NO ✓			
305.3	Wall surface in good repair					1		
305.3	Windows and frames in good repair					1		
305.4	Floor surface in good repair					1		
305.6	Door, in good repair, securely attached					1		
402.1 403.1	Minimum of 1 openable, approved-size window facing directly to outdoors. (1)					1		
504.1	No visible mold, signs of moisture or leaks					3		
602.3 602.5	Adequate source of heat (2)					25		
605.2	Two separate & remote electrical receptacle outlets					1		

This is Bedroom #		of total		bedrooms in dwelling unit (3)	Size, in square feet (min. 70 sq ft per 404.4.1):		Section I - Bedroom Total of Non-Compliance Points	
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IPMC	I BEDROOM	<input type="checkbox"/> NO ADD'L	COMPLIES WITH STANDARD?				N-C PTS	COMMENTS
			YES ✓	N/A ✓	NO ✓			
305.3	Wall surface in good repair					1		
305.3	Windows and frames in good repair					1		
305.4	Floor surface in good repair					1		
305.6	Door, in good repair, securely attached					1		
402.1 403.1	Minimum of 1 openable, approved-size window facing directly to outdoors. (1)					1		
504.1	No visible mold, signs of moisture or leaks					3		
602.3 602.5	Adequate source of heat (2)					25		
605.2	Two separate & remote electrical receptacle outlets					1		

This is Bedroom #		of total		bedrooms in dwelling unit (3)	Size, in square feet (min. 70 sq ft per 404.4.1):		Section I - Bedroom Total of Non-Compliance Points	
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NOTES

COMPLIES WITH STANDARD?

IPMC	J EFFICIENCY UNIT/ STUDIO APARTMENT	<input type="checkbox"/> NOT APPLIC	COMPLIES WITH STANDARD?				N-C PTS	COMMENTS
			YES ✓	N/A ✓	NO ✓			
305.3	Wall surface in good repair					1		
305.3	Windows and frames in good repair					1		
305.4	Floor surface in good repair					1		
402.1 403.1	Minimum of 1 openable, approved size window facing directly to outdoors. (1)					1		
404.6.2	Kitchen sink, cooking stove, refrigerator, counter space					25		
404.6.3	Separate bathroom with toilet, sink, and tub or shower					25		
504.1	No visible mold, signs of moisture or leaks					3		
505.4	Water heater correctly installed					3		
602.3 602.5	Adequate source of heat (2)					25		
605.2	Two separate & remote electrical receptacle outlets					1		

Size, in square feet: (Min. size: 220 sq ft for 2 occupants, 320 sq ft for 3 occupants; 3 occupants max., per 404.6)

Section J - EFFICIENCY UNIT/STUDIO APT
Total of Non-Compliance Points

COMPLIES WITH STANDARD?

IPMC	K OTHER	COMPLIES WITH STANDARD?				COMMENTS
		YES ✓	N/A ✓	NO ✓	N-C PTS	
402.2	LIGHTING FIXTURES REQUIRED: Public hall				1	
402.2	Interior stairway				1	
402.3	Toilet room				1	
402.3	Kitchen				1	
402.3	Bathroom				1	
402.3	Laundry room				1	
404.1	Dwelling provides privacy/separated from adjoining units				25	
504.3	No plumbing system hazards found				25	
603.1	Mechanical equipment properly installed & maintained				25	
603.5	Combustion air supply is adequate for fuel-burning equip				25	
604.1	Unit has electrical service provided by utility				25	
604.3	No electrical system hazards found				25	

Section K – OTHER
Total of Non-Compliance Points

IPMC	L MEANS OF EGRESS; FIRE PROTECTION	COMPLIES WITH STANDARD?				COMMENTS
		YES ✓	N/A ✓	NO ✓	N-C PTS	
702.1	Safe, continuous, unobstructed path of travel				25	
702.3 702.4	Doors, bars, grilles, grates over emergency escape openings are readily operable from inside, without keys or special knowledge				25	
702.4	Adequate emergency egress from all habitable spaces				25	
703.2	Fire doors not blocked, obstructed or inoperable				25	
704.2.1	SMOKE DETECTORS REQUIRED: on each story				25	
704.2.2	Inside each bedroom				25	
704.2.3	On ceiling or wall outside of each sleeping area				25	
RCW 19.27.530	CARBON MONOXIDE DETECTORS REQUIRED (on each story, in immediate vicinity of each sleeping area)				25	

Section L – MEANS OF EGRESS; FIRE PROTECTION
Total of Non-Compliance Points

- NOTES: (1) Screens required on openings used for ventilation. Minimum total glazed area shall be at least 8% of floor area. Openable area shall be at least 4% of floor area.
- (2) Capable of maintaining 68°F temperature 3 feet above floor & 2 feet inward from center of exterior wall. Space heaters not permitted as only source of heat.
- (3) For additional rooms, attach supplementary inspection forms as necessary.

INSPECTOR COMMENTS:	
Inspection date:	Inspector's signature:
Landlord/owner signature:	Inspector's name (print):

► **INSPECTION SCORE:**
Total non-compliance points
(25+ points = inspection failure)

City will issue "Certificate of Compliance" for units accruing less than 25 points. Units accruing 25 points or more constitute a failure. Landlord has 30 days to correct deficiencies and obtain re-inspection. A unit must pass inspection in order to receive Certificate of Compliance and Residential Rental Housing Business License and be considered fit for occupancy. Certificates of Compliance are valid for four calendar years from date of inspection. Properties must be reinspected prior to expiration.