



INFORMATIONAL MEMORANDUM

TO: **Planning and Community Development Committee**
FROM: **Nora Gierloff, Community Development Director**
BY: **Nick Waggood, Building Official**
CC: **Mayor Thomas McLeod**
DATE: **November 12th, 2025**
SUBJECT: **Updated Rental Housing Fee Resolution**

ISSUE

Establish a new fee schedule for the Residential Rental Business License and Inspection program, consisting of a 5 percent increase applied each year, with results rounded to whole dollars, plus flat fee increases to fines and penalties to better align revenue with the actual administrative and enforcement costs.

BACKGROUND

The City established the Residential Rental Business License and Inspection Program in 2010 after discovering severely deteriorated conditions at an apartment building that required all units to be vacated and rehabbed. The goal was to take proactive action to protect the public health, safety, and welfare by ensuring the proper maintenance of such housing, identifying and requiring correction of substandard housing conditions, and preventing conditions of deterioration and blight that could adversely impact the quality of life for the majority of our residents who live in rental housing.

Each unit is required to be inspected once every 4 years. During the first inspection cycle (2010-2014) we had many units fail. This number was reduced after subsequent inspections were performed during the next cycle, demonstrating steady improvement in overall housing quality. In 2020 and 2021 inspections were paused due to the pandemic. In 2022 when we began scheduling rental inspections, again we found that many property owners had deferred maintenance, causing units to deteriorate and therefore fail rental inspections. This shows that the program has been effective in improving overall rental housing quality in the city. It is clear that without regular inspections rental housing conditions, and our residents, will suffer.

DISCUSSION

The current adopted fee table for the City's Residential Rental Business License and Inspection program is established through 2025. Annual fee adjustments are necessary to maintain cost recovery for inspection, licensing, and enforcement activities. As inspection staffing needs and enforcement workloads have increased, modest and predictable fee increases are preferable to large, infrequent adjustments. A five percent annual increase aligns with recent practice and provides a simple, consistent structure for both

landlords and staff, while rounding to whole dollars simplifies billing. In addition, fines and late fees are proposed as flat increases rather than percentage-based adjustments to better reflect the fixed administrative cost associated with processing and enforcing violations.

In order to target our resources toward less well-maintained properties staff proposes to develop code changes to allow properties that pass two inspection cycles with no significant findings to skip an inspection cycle. Staff will return in 2026 with options for the Council’s review.

There are a total of **585** rental licenses for 4,921 units in the City. As of November 4, 2025, 3 properties have yet to renew their 2025 rental license. Not including new rental licenses, 26 licenses are still due for inspection in 2025; 96 licenses/506 units are due for inspection in 2026.

FINANCIAL IMPACT

The proposed fee increases will help offset the programs’ staffing costs while continuing to provide these necessary services.

RECOMMENDATION

The Council is being asked to approve the resolution for 2026-2028 fees and forward this item to the consent agenda at the December 15, 2025 Regular Meeting.

ATTACHMENTS

Attachment A. Draft Residential Rental Licensing Fee Resolution

Attachment B. Rental Housing – Inspection Checklist

DRAFT

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, ADOPTING A RESIDENTIAL RENTAL BUSINESS LICENSE AND INSPECTION PROGRAM FEE SCHEDULE; AND REPEALING RESOLUTION NO. 2054.

WHEREAS, the City has adopted a Residential Rental Business License and Inspection Program, pursuant to Tukwila Municipal Code Chapter 5.06; and

WHEREAS, the program has significantly improved the condition of the City's rental housing stock over the past 16 years; and

WHEREAS, the City is authorized to impose fees for services rendered; and

WHEREAS, the fees for this program are intended to offset most of the cost of providing this service; and

WHEREAS, the continued renewal of Residential Rental Business Licenses and up-to-date rental inspections are critical to maintaining safe and healthy rental housing;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Residential Rental Business License and Inspection Program fees will be charged according to the following schedule:

RESIDENTIAL RENTAL BUSINESS LICENSE AND INSPECTION FEES

DESCRIPTION	2025 LICENSE	2026 LICENSE	2027 LICENSE	2028 LICENSE
Annual Residential Rental Business License:				
Property with one, two, three or four units	\$ 88.00	\$ 93.00	\$ 98.00	\$103.00
Property with 5 to 20 units	\$229.00	\$241.00	\$254.00	\$267.00

Property with 21 to 50 units	\$287.00	\$302.00	\$318.00	\$334.00
Property with 51 or more units	\$357.00	\$375.00	\$394.00	\$414.00
<u>License fees for units rented for the first time on or after July 1st of each year are reduced by 50%.</u>				
Late fee per month if existing license is not renewed before March 1	\$ 10.00	\$ 15.00	\$ 20.00	\$ 25.00
Penalty fee if a new unit is leased before a license and inspection is obtained	\$ 50.00	\$ 65.00	\$ 75.00	\$ 85.00
Rental Inspection Fees (City Inspector):				
Inspection fee per unit, first 4 units	\$ 83.00	\$ 88.00	\$ 93.00	\$ 98.00
Additional unit inspections up to 12 units	\$ 39.00	\$ 41.00	\$ 44.00	\$ 47.00
Re-inspection fee per unit	\$ 39.00	\$ 41.00	\$ 44.00	\$ 47.00
Late fee per unit, per month, if Inspection Checklist is not submitted by September 30 of the year it is due	\$ 10.00	\$ 15.00	\$ 20.00	\$ 25.00
<u>Hearing Examiner Appeal Fee (Set by Resolution 2105):</u>				
Hearing Examiner appeal fee	\$823.62	\$858.21	\$ -	\$ -

Section 2. Repealer. Resolution No. 2054 is hereby repealed in its entirety as of 11:59 p.m. on December 31, 2025.

Section 3. Effective Date. This resolution and the fee schedule contained herein shall be effective as of 12:00 a.m. on January 1, 2026.

PASSED BY THE CITY COUNCIL OF THE CITY OF TUKWILA, WASHINGTON, at a Regular Meeting thereof this _____ day of _____, 2025.

ATTEST/AUTHENTICATED:

Andy Youn-Barnett, CMC, City Clerk

Tosh Sharp, Council President

APPROVED AS TO FORM BY:

Filed with the City Clerk: _____
Passed by the City Council: _____
Resolution Number: _____

Office of the City Attorney

Attachment B
Rental Housing – Inspection Checklist



UNIT DOES NOT PASS IF INSPECTION RESULTS EQUAL 25 POINTS OR MORE

Property Name: _____

Bedrooms: _____

NEXT INSPECTION DUE BY: _____

POST INSPECTION COMMENTS / REQUIRED CORRECTIVE ACTIONS

HAZARDS - Check all hazards that apply.		✓	NC-PTS	COMMENTS
Plumbing system hazards found - IPMC 504.3			25	
Mechanical equipment improperly installed and maintained - IPMC 603.1			25	
Un-Permitted construction work - TMC 16.04.020			25	
Unsafe condition/structure - IPMC 304.1			25	
Combustion air supply is inadequate for fuel burning equipment - IPMC 603.5			25	
Unit does NOT have electrical service provided by utility - IPMC 604.1			25	
Electrical system hazards found - IPMC 604.3			25	
Other hazards found - IPMC 108			25	
Describe hazard:			25	
Fire doors are blocked, obstructed, or inoperable - IPMC 703.2			25	
Inadequate emergency egress from one or more habitable spaces - IPMC 702.4			25	
Doors, bars, grilles, grates over emergency escape openings are NOT readily operable from inside, without keys or special knowledge - IPMC 702.3 & 702.4			25	
Missing/inoperable Smoke detector(s): Detectors required for each story; each bedroom; immediately outside each sleeping area - IPMC 704			25	
Missing or inoperable Carbon monoxide detector(s): Detectors required for each story; immediately outside each sleeping area - RCW 19.27.530			25	
One or more bedroom under 70 sq ft - IPMC 404.4.1			25	

For each hazard, present add 25 points to Final Inspection Score

RENTAL HOUSING INSPECTION CHECKLIST

DIRECTIONS: If code standard is not met the inspector will mark the applicable section with the appropriate point value based on the severity of the violation. Severity levels are defined as minor, moderate, or severe (except where only a single score option is provided). The inspector will mark NA if not applicable and will add inspection notes to support ratings. Sections left blank indicate compliance with the referenced standards. Total score shall be calculated based on assigned non-compliance point values assigned to each violation and severity level.
An inspection does not pass if there is a total of 25 or more non-compliance points (NC-PTS).

INTERNATIONAL PROPERTY MAINTENANCE CODE (IPMC) STANDARD	INTERIOR CONDITIONS													NC-PTS			SEVERITY			SCORE
	entry	living rm	dining rm	kitchen	utility	bathroom (1)	bathroom (2)	bathroom (3)	bedroom (1)	bedroom (2)	bedroom (3)	other (4)	NC-PTS	minor	moderate	severe				
Windows and frames in good repair - IPMC 305.3													1	2	3		0			0
Floor surface in good repair - IPMC 305.4													1	2	3		0			0
Wall surface in good repair - IPMC 305.3													1	2	3		0			0
No visible mold, mildew, or signs of moisture or leaks - IPMC 504.1													1	5	25		0			0
Adequate source of heat - IPMC 602.3 & 602.5															25		0			0
No evidence of insect or rodent infestation/harborage - IPMC 302.5 & 309													3	10	25		0			0
Functional lighting fixtures - IPMC 402.2 & 402.3													1	2	3		0			0
Two separate & remote electrical outlets per room - IPMC 605.2													2				0			0
Minimum of 1 openable, approved-size window facing directly to the outdoors - IPMC 402.1 & 403.1													1	5	25		0			0
Stove vent properly connected and functional - IPMC 302.6 & 403.4													1				0			0
Has a clear path of not less than 3' clearance between counterfronts and appliances or walls - IPMC 404.2													1	5	25		0			0
Has kitchen sink, cooking stove, refrigerator, and counter space - IPMC 404.7 & 502.1															25		0			0
1 grounded-type receptacle or GFCI: laundry, kitchen, garage, basement - IPMC 605.2													1				0			0
Hot and cold water to all plumbed fixtures - IPMC 505.1															25		0			0
Clothes dryer exhaust vented properly to exterior - IPMC 403.5													1				0			0
Water heater correctly installed - IPMC 505.4															25		0			0
Door for privacy, in good repair, securely attached - IPMC 503.1													2	10	25		0			0
Separate bathroom with toilet, sink, & tub/shower - IPMC 404.4.3													3	10	25		0			0
Bathroom/toilet room properly ventilated (openable screened window or functional mechanical fan) - IPMC 403.2													1	2	3		0			0
Has at least one electrical receptacle - IPMC 605.2													2		25		0			0
													1				0			0

INSPECTION NOTES:

INTERNATIONAL PROPERTY MAINTENANCE CODE (IPMC) STANDARD

	ext. structure		ext. property		NC PTS			SCORE		
					1	2	3	1	2	3
Surfaces in good repair - IPMC 304.2										0
Address numbers 4" tall & visible from the street - IPMC 304.3					1					0
Structural members in good repair - IPMC 304.4					3	10	25			0
Foundation walls in good repair - IPMC 304.5					3	10	25			0
Exterior walls in good repair - IPMC 304.6					3	10	25			0
Roof and drainage in good repair - IPMC 304.7					2	10	25			0
Decorative features in good repair - IPMC 304.8					1					0
Overhang extensions in good repair - IPMC 304.9					2	10	25			0
Stairways, decks, porches, balconies in good repair - IPMC 304.10					3	10	25			0
Handrails and guardrails firmly fastened - IPMC 304.12					2	10	25			0
Chimneys and towers in good repair - IPMC 304.11					3	10	25			0
Exterior doors in good repair; deadbolt locks operable by knob; deadbolt throw not less than 1 inch - IPMC 304.15					2	10	25			0
Clean, safe & sanitary/no uncontained debris - IPMC 302.1					1	5	10			0
Approved waste containers w/tight fitting lids - IPMC 308					1	5	10			0
Sidewalks/driveways free of hazards - IPMC 302.3					1	3	5			0
No weeds in excess of 12 inches - IPMC 302.4					1	3	10			0
No evidence of insect or rodent infestation/harborage - IPMC 302.5 & 309					3	10	25			0
Accessory structures in good repair - IPMC 302.7					3	10	25			0
No junk vehicles/repair outside garage - IPMC 302.8					1	5	10			0
Free from graffiti - IPMC 302.9					1	3	5			0
No standing water or erosion - IPMC 302.2					2					0
Swimming Pools, Spas & Hot Tubs - Clean, sanitary, in good repair - IPMC 303.1					1	5	10			0
Swimming Pools, Spas & Hot Tubs - Enclosure 60" high, w/self-closing latch - IPMC 303.2					3	10	25			0

INSPECTION NOTES

space for additional inspection notes on back

ADDITIONAL INSPECTION NOTES