



COMMUNITY DEVELOPMENT DEPARTMENT

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Planning • Zoning • Building Safety • Construction Inspection Services • Environmental Health Services • Housing Inspections • Code Enforcement

Substantial Changes to the Rental Housing Code

Rental Facility License Process Updates

- Certificate of Rental Unit Registration and Self-Inspection requirements removed.
- Annual \$30 per unit registration fee changed to a triennial \$90 per unit Rental Facility License inspection fee.
**Overall cost did not change; the fee is now a lump sum due every 3 years instead of being due every year.*
- A Rental Facility License is valid for three years from the date of initial inspection and will be issued once the property passes the inspection. It is transferable from one person to another at any time prior to its expiration, but Community Development must be notified within 30 days of the transfer of ownership or a fee may incur which would be assessed to the new owner.
- An application to renew an expiring Rental Facility License is not required to be submitted by the property owner/manager, at the appropriate time in the 3-year cycle Community Development will automatically submit an application on their behalf using the information on file for the rental property, schedule the initial inspection and mail an inspection date/time notice to the property owner/manager. Inspections may be scheduled up to 60 days prior to the expiration of the license.
- An invoice for the Rental Facility License inspection fee will be mailed with the inspection date/time notice and is due within 30 days after the scheduled inspection date. A \$25 late payment penalty plus a 1.5% monthly interest will be added to the fee if it is not paid by the due date. Community Development has the ability to assess any unpaid fee, penalty or interest as a lien on the real property which is collected in the same manner as a property tax.
- Initial inspection and reinspections appointments may be rescheduled but initial inspections must be completed within 30 days and reinspections within 10 days of the originally scheduled inspection date. Unless the unit is vacant and undergoing construction/repair work, in which case the inspection may be postponed until the construction/repair work is complete.
- Extension of time to complete any repairs that cannot be finished by the deadline set forth in the "Order to Correct Violations" due to circumstances beyond the owner's control may be requested. The request must be made in writing and submitted to the Community Development Department at least 5 days prior to the imposed deadline. Approval of the extension will be made in writing, state the new deadline to complete the repairs and detail the specific repairs the extension applies to.

**An extension request form is available on the City website and in office.*

- For properties with inspections that fall between September 1st – March 1st, any repairs that cannot be completed because they are seasonal dependent will receive an automatic extension until May 1st. The extension only applies to the repair items that are seasonal dependent, all other repairs must be completed by the original deadline. Most seasonal dependent repair items are exterior repairs and as such the Inspector will perform a drive-by inspection after May 1st to confirm the repairs are done.

Rental Facility Standards Updates

- Only one window or door per room is required to be capable of opening to admit fresh air for ventilation. This excludes bathrooms, toilet rooms, pantries, laundries, foyers, corridors, closets, storage spaces and stairways. Windows being used for ventilation must have a screen, of not less than 16 mesh per inch, installed.

**Previous code required all windows to have a screen.*

- A rental unit must be capable of being heated to 68 degrees at all times.

**Previous code allowed the temperature to drop to 60 degrees between 6:30am-10:30pm.*

- GFCI outlets must be provided in the following locations: Bathrooms, garages/accessory buildings, outdoors, crawl spaces at or below grade level, unfinished basement areas, kitchen countertop receptacles, receptacles installed with 6 feet of water source (sink, bathtub/shower, etc.), and laundry areas.

- All rental properties are required to have carbon monoxide alarms installed in the following locations:

1. In the immediate vicinity of every room used for sleeping purposes in each dwelling unit or rooming unit.
2. In each bedroom where a fuel-burning heater or furnace, fuel-burning appliance, or fireplace is located within the bedroom or its attached bathroom.
3. In each sleeping unit, if the sleeping unit or its attached bathroom contains a fuel-burning appliance, fuel-burning heater or furnace, or fireplace.
4. In the immediate vicinity of each sleeping unit where the sleeping unit or its attached bathroom does not contain a fuel-burning appliance, fuel-burning heater, or fireplace and is not served by a forced-air furnace.

- Minimum Space and Occupancy Standards

1. Dwelling Units Containing Only One Habitable Room (I.E. Efficiency Unit, Studio Apartments, Etc.)

Shall contain at least 120 square feet of floor space for the first occupant; at least 220 square feet of floor space for two occupants.

2. Dwelling Units Containing Two Or More Habitable Rooms and Rooming Units

Every bedroom shall contain not less than 70 square feet and every bedroom occupied by more than one person shall contain not less than 50 square feet of floor area for each occupant thereof.