City of Burien
Rental Housing Inspection Program

RENTAL PROPERTY OWNERS AND MANAGERS: In order to ensure safe and healthy rental housing in Burien, rental properties are required to obtain an annual business license and have inspections done every three years.

REQUIRED RENTAL HOUSING TYPES

Duplexes, triplexes, four-plexes, and apartments.

See Burien Municipal Code section 5.62.040 for a list of exemptions.

LICENSING

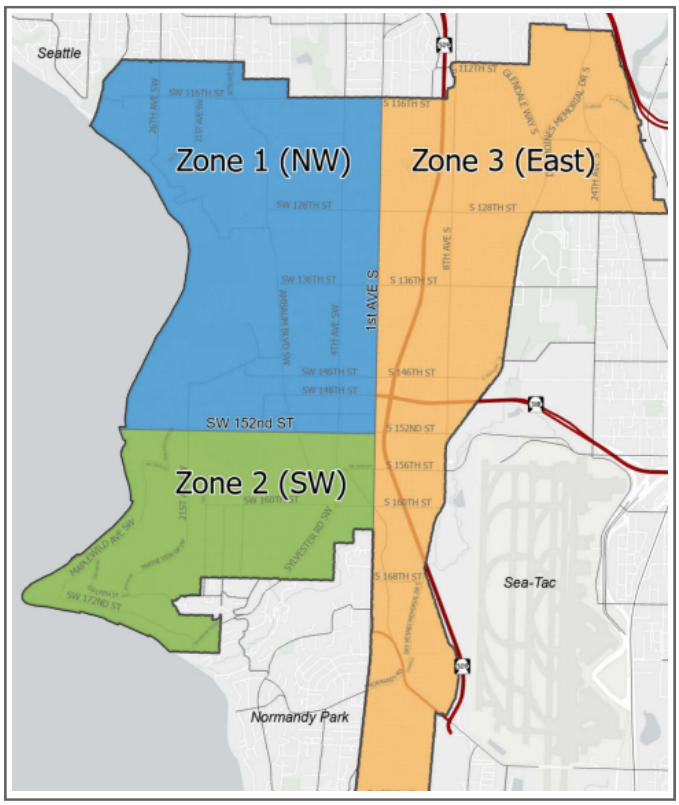
An annual rental housing business license must be obtained through the Washington State Department of Revenue, Business Licensing Service (BLS) at *dor.wa.gov/manage-business/city-license-endorsements/burien* or by calling their assistance line at (360) 705-6741.

RENTAL HOUSING INSPECTION PROGRAM

The City has been divided into three zones for purposes of inspections. Inspections are due **July 31** of the required year.

- **Zone 1 (NW):** inspections in 2024 and every three years thereafter
- **Zone 2 (SW):** inspections in 2025 and every three years thereafter
- **Zone 3 (East):** inspections in 2026 and every three years thereafter

City of Burien, Washington Rental Housing Inspection Zone Map:



INSPECTION PROCESS

Step 1: Hire an Inspector

Choose an inspector from the City's approved Rental Housing Inspector Roster to inspect selected units. Roster is available at *burienwa.gov/renting* or email *renting@burienwa.gov* to recieve a copy. Inspections are conducted at landlord's expense.

Step 2: Unit Selection

Only 20% (rounded up to next whole number) of units need to be inspected. After hiring an approved inspector, email *renting@burienwa.gov* at least one week prior to the scheduled inspection date for selection of the units to be inspected. Email must include:

- Name of inspector
- Date of inspection
- Rental property name and address
- Total number of units and buildings
- Unit number sequence (A1-10, B1-10)
- Contact name, phone number, and email

Step 3: Notification of Tenants

Once inspection is scheduled, provide tenants of selected units with at least two days written notice of date and time of inspection.

Step 4: Inspection

Inspection must use the Burien Rental Housing Inspection Checklist found at *burienwa.gov/renting*. A separate checklist is required for each inspected unit.

Failed Inspection: If any items on checklist fail, the inspection fails. The landlord must make repairs and have a re-inspection done. Certain repairs may require a permit.

Step 5: Certificate of Compliance Issued

After the passed inspection checklist and business license is verified, a Certificate of Compliance will be issued, which is valid for three years from the due date of the inspection.

VIOLATIONS AND PENALTIES

It is unlawful to rent housing units without required licensing and inspections. Penalties can be issued for noncompliance.

RESOURCES

- Burien Municipal Code, Chapter 5.62
- City of Burien website: *burienwa.gov/renting*
- WA Landlord-Tenant Act (RCW 59.18)

CONTACT INFO

Email: *renting@burienwa.gov*
Call: Burien City Hall at (206) 241-4647