

RENTAL HOUSING INSPECTION REPORTING PROCEDURE

City of Tukwila - Permit Center
6300 Southcenter Blvd, Suite 100,
Tukwila, WA 98188
[www.tukwilawa.gov/
departments/permit-center/](http://www.tukwilawa.gov/departments/permit-center/)



This procedure applies to City rental housing inspections and City-approved third-party inspections conducted under TMC 5.06.080–5.06.140. The inspection report documents the observed condition of each rental unit. The City determines all follow-up, including Certificate of Compliance processing, reinspection, and code enforcement referral. For program information, fees, and the inspection checklist, see the [Rental Housing Program](#) page.

Who Conducts Inspections

City inspectors serve properties with 12 or fewer units. Properties with 13 or more units must use a pre-approved private inspector. Private inspectors must hold at least one of the following credentials:

- Washington State Licensed Architect
- Washington State Licensed Home Inspector
- Certified AACE Property Maintenance and Housing Inspector
- Certified ICC Property Maintenance and Housing Inspector
- Certified ICC Residential Building Code Inspector

To use an inspector not on the approved list, contact the City for approval before inspections are conducted.

Reporting Requirements

All inspection reports are submitted to the City on a per-unit basis. This includes units that pass with no deficiencies, units that pass with deficiencies totaling fewer than 25 non-compliance points, units that fail with 25 or more points, and any unit with a suspected permit issue, unsafe condition, habitability concern, life-safety issue, or unpermitted work.



No report shall be withheld because the unit passed, the issue appears minor, or the score is under 25 points.

Required Report Contents

Each unit report must include:

- Completed City checklist
- Property owner name, rental address, and unit number
- Dwelling type and file number (if known)
- Date of inspection, inspector name, and signature
- Inspection result, final score, and reinspection status
- Written notes for each deficiency
- Photos or supporting documents where needed to identify the condition, location, severity, or unit affected

Inspector Responsibilities

Inspectors inspect, document, score, and report. Inspectors may not act as the owner's contractor, consultant, designer, or permit agent, and do not make City code enforcement decisions.

Inspector Limitations

Third-party inspectors shall not:

- Direct or design corrections
- Advise that work may proceed without City permits
- Encourage or approve unpermitted repair or alteration
- Represent City approval of a correction, permit decision, Certificate of Compliance, or enforcement closure
- Resolve code enforcement requirements on the City's behalf

If a condition may require a permit or City review, the inspector shall document it and refer the owner or property manager to the City.



All deficiencies shall be marked on the checklist with the applicable point value and factual notes describing the observed condition, location, and severity. Use neutral, descriptive language. Do not provide correction instructions.

City Review

The City reviews all submitted reports and determines next steps. A score under 25 points does not automatically close the issue or prevent further City action. The City may process the Certificate of Compliance, request clarification, require reinspection, or refer the matter to Code Enforcement, Building, Fire, Planning, or Public Works, and may require permits or other action under the Tukwila Municipal Code.

Failed Inspections

A unit fails when the total score is 25 points or more. Failed reports must be submitted to the City immediately. Corrections are the owner's responsibility. Reinspection by the City is required before the City processes a Certificate of Compliance for the unit.

Questions? Contact the Permit Center at Permits@TukwilaWA.gov or visit tukwilawa.gov/departments/permit-center.