



## BURIEN RENTAL HOUSING INSPECTION PROGRAM CHECKLIST

City of Burien  
400 SW 152<sup>nd</sup> St., Suite 300, Burien, WA 98166  
Phone 206-241-4647 • Fax 206-248-5539 •  
Email: [Renting@BurienWA.gov](mailto:Renting@BurienWA.gov)

### Rental Housing Inspection Program Checklist

The City of Burien has established a rental housing safety inspection program to protect the health, safety, and welfare of tenants by encouraging property owners to properly maintain their rental housing. (The terms “landlord,” “property owner(s),” and “management company” are equivalents unless that is not possible.) This checklist is meant to determine if applicable rental properties are properly maintained. Not all apparent violations present a threat to the health or safety of tenants. Accordingly, inspectors are required to use professional judgment in determining whether a violation endangers or could endanger the health, safety, and welfare of tenants.

To use the checklist, review each checklist item, and indicate “Pass” or “Fail.” A separate checklist should be used for each unit inspected. Please note any required or needed corrective actions in the comment boxes after each section. All items must “Pass” for a unit to pass inspection.

If the unit fails inspection, the property owner must correct the failed items, and the inspector will reinspect the unit to determine whether the correction has been appropriately made. Correction of some failed inspection items may require a City of Burien permit, including but not limited to alterations, repairs, replacements to electrical, gas, mechanical, or plumbing systems (see Burien Municipal Code 15.05.235). Please contact the Burien’s Permit Center at [PermitTech@BurienWA.gov](mailto:PermitTech@BurienWA.gov) or call 206-241-4647 for assistance with permits.

If the unit passes inspection, the inspector must e-mail or mail a copy of the passing inspection checklist to Burien’s Rental Housing Inspection Program Coordinator at:

E-mail: [Renting@BurienWA.gov](mailto:Renting@BurienWA.gov)

City of Burien  
Attn: Rental Housing Inspection Program  
400 SW 152<sup>nd</sup> St., Suite 300  
Burien, WA 98166  
Phone: 206-248-5518

If the passed checklist(s) is accurately completed, a Certificate of Inspection will be issued to the rental property’s property owner.

NOTE: This checklist is used solely to determine if a rental property meets the requirements of the Burien Rental Housing Property Inspection Program, Burien Municipal Code 5.62. It is not an evaluation of whether a property meets other municipal, state, or federal requirements. There may be other property conditions that should be addressed for other reasons.

## BURIEN RENTAL HOUSING INSPECTION PROGRAM CHECKLIST

Owner Name \_\_\_\_\_

Rental Property Address \_\_\_\_\_

Property Name (if applicable): \_\_\_\_\_

Rental Property Contact \_\_\_\_\_ Contact Phone # \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Unit Number Inspected: \_\_\_\_\_

Dwelling Type:  Duplex     Triplex     Fourplex     Apartment w/5+units

Inspector \_\_\_\_\_ Inspection Date \_\_\_\_\_

Type of Inspection:  Initial     Re-Inspection    Inspection Result:  Pass     Fail–corrections needed

### 1. EXTERIOR BUILDING CONDITIONS

1.1	<b>Building Addressing:</b> Must be legible and visible from the street or road fronting the property. Numbers shall contrast with their background. <i>(BMC 15.40.220(4))</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
1.2	<b>Roof:</b> Maintained in good repair and structurally sound. <i>(BMC 15.40.220)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
1.3	<b>Structural Components/Members:</b> Must be maintained free from deterioration and can safely support the imposed dead and live loads. <i>(BMC 15.40.220(5))</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
1.4	<b>Exterior Walls:</b> Must be free of breaks, cracks, holes, and loose or rotting material, are weatherproofed, protected from deterioration, and secured from rodents or other pests. <i>(BMC 15.40.220, BMC 15.40.195)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
1.5	<b>Exterior Balconies, Decks, Porches, and Stairs:</b> Must be structurally sound, in good repair, with proper anchorage, and capable of supporting the imposed loads. <i>(BMC 15.40.220(11))</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
1.6	<b>Handrail and Guards:</b> Must be firmly fastened and capable of supporting normally imposed loads and is maintained in good condition. <i>(BMC 15.40.220)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
1.7	<b>Windows, Skylights, and Door Frames:</b> Must be kept in good repair, sound condition, and weather tight. <i>(BMC 15.40.220(14))</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
1.8	<b>Luminaires:</b> Must have at least one operating electric luminaire in every public hall, interior stairway, bathroom, kitchen, toilet room, laundry room, boiler room, and furnace room. <i>(BMC 15.40.285(6)(g))</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
1.9	<b>Egress:</b> A safe, continuous, and unobstructed path of travel shall be provided from any point in a building or structure to the public way. The means of egress shall be continuously maintained free from obstructions or impediments in case of fire or another emergency. Means of egress shall comply with the International Fire Code as adopted in BMC 15.20. <i>(BMC 15.40.295(3))</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail

## BURIEN RENTAL HOUSING INSPECTION PROGRAM CHECKLIST

1.10	<b>Locked Doors:</b> All means of egress doors are readily openable from the side from which egress is to be made without the need for keys, special knowledge, or effort, except where door hardware conforms to the International Building Code as adopted in BMC 15.10 or has been maintained under the code in effect at the time of construction, alteration or change in use. <i>(BMC 15.40.295(3))</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
1.11	<b>Garbage/Rubbish/Recyclables:</b> Must be disposed of in appropriate containers. <i>(BMC 15.40.240, WAC 51-50-009)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
1.12	<b>Swimming Pools:</b> Must be maintained in a clean and sanitary condition, and good repair. Private swimming pools, hot tubs, and spas shall be surrounded by a fence or barrier at least 48" inches in height. Gates and doors in such barriers shall be self-closing and self-latching. Where the self-latching device is less than 54" above the bottom of the gate, the release mechanism shall be located on the poolside of the gate. The gate shall positively close and latch from an open position 6" from the gatepost. <i>(BMC 15.40.215).</i>	<input type="checkbox"/> No Pool or <input type="checkbox"/> Pass	<input type="checkbox"/> Fail
<b>Comments/Corrective Actions:</b>			

### 2. INTERIOR BUILDING CONDITIONS

2.1	<b>Unit Number:</b> Must be legible and contrasted with the color of the structure upon which the number is placed. <i>(KCC 16.08.050 as adopted by BMC 12.25.010)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
2.2	<b>Structural Components/Members:</b> Must be structurally sound, free of deterioration, properly anchored, and capable of safely supporting the imposed loads. <i>(BMC 15.40.225)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
2.3	<b>Balconies, Decks, Landings, Ramps, Stairs, and Walking Surfaces:</b> Must be maintained in sound condition and good repair. <i>(BMC 15.40.225 (5))</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
2.4	<b>Handrail and Guards:</b> Must be firmly fastened and capable of supporting normally imposed loads and is maintained in good condition. <i>(BMC 15.40.225(6))</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
2.5	<b>Ventilation:</b> Must have at least one openable window in every habitable space. Bathrooms and toilet rooms and kitchens are compliant if mechanical ventilation is operable and the discharge is to the outdoors and not recirculating. <i>Rooms and spaces without openings to the outdoors may be ventilated through an adjoining room. (BMC 15.40.250(4))</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
2.6	<b>Rodents/Insects:</b> Structures must be free from obvious insects and rodent infestation. <i>(BMC 15.40.245)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
2.7	<b>Exhaust Systems:</b> Clothing dryer exhaust systems exhaust outside the structure. Screens are not be installed at the duct termination. <i>(BMC 15.40.250 (4)(e))</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
2.8	<b>Lighting:</b> Every habitable space must have at least one window facing directly to the outside or a court. <i>(BMC 15.40.250(3))</i> <i>Note: Windows are not required provided the room has a sufficient artificial light source.</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
2.9	<b>Interior Surfaces:</b> Including windows and doors, must be maintained in a good, clean, and sanitary condition. <i>(BMC 15.40.225)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail

## BURIEN RENTAL HOUSING INSPECTION PROGRAM CHECKLIST

<b>Comments/Corrective Actions:</b>
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### 3. INTERIOR: FIRE SAFETY

3.1	<b>Smoke Alarms:</b> Must be installed and functioning properly in the following locations: ceiling or wall outside each separate sleeping area near bedrooms; in each room used for sleeping purposes; and in each story, including basements. Smoke alarms are maintained in good working order. <i>(BMC 15.40.295) (IFC 1103.8)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
3.2	<b>Carbon Monoxide Detectors:</b> Must be installed, functioning properly, and located as required in dwelling and/or sleeping units following <i>WAC 51-54A-0915. (IFC 1103.9)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
3.3	<b>Emergency Escape Opening:</b> Must be maintained and operational from the inside of the room without the use of keys or tools under the code that was in effect at the time of construction. Bars, grilles, grates, or similar devices are permitted to be placed over emergency escape and rescue openings provided the minimum net clear opening size complies with the code that was in effect at the time of construction and such devices are releasable or removable from the inside without the use of a key, tool or force greater than that which is required for normal operation of the escape and rescue opening. <i>(BMC 15.40.295(3))</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
3.4	<b>Egress:</b> A safe, continuous, and unobstructed path of travel is provided from any point in a building or structure to the public way. The means of egress shall be continuously maintained free from obstructions or impediments in case of fire or other emergencies. Means of egress complies with the International Fire Code as adopted in <i>BMC 15.20. (BMC 15.40.295)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
3.5	<b>Fire-Resistance-Rated Assemblies:</b> Such as fire-resistance-rated walls, fire stops, shaft enclosures, partitions, and floors must be maintained and functional. <i>(BMC 15.40.295(4))</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail

<b>Comments/Corrective Actions:</b>
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### 4. PLUMBING AND HOT WATER

4.1	<b>Plumbing Fixtures:</b> Must be properly installed and maintained in working order, kept free from obstruction, leaks, and defects, and can perform the function for which such plumbing fixtures are designed. <i>(BMC 15.40.265)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
4.2	<b>Water/Sewer System:</b> Including the plumbing stack, vent, waste and sewer lines must function properly and be free from obstructions, leaks, or defects. <i>(BMC 15.40.270, BMC 15.40.275)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
4.3	<b>Water Heating Facilities:</b> Must be properly installed, maintained, and capable of providing an adequate amount of water to be drawn at every required sink, lavatory, bathtub, shower, and laundry facility at a minimum temperature of 110°F. <i>(BMC 15.40.270(4))</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
4.4	<b>Plumbing Dwelling Unit Requirements:</b> Every dwelling unit has a bathtub or shower, lavatory, water closet, and a kitchen sink that are maintained in a sanitary, safe working condition. A kitchen sink shall not be used as a substitute for the required lavatory. <i>(BMC 15.40.260(4))</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
<b>Comments/Corrective Actions:</b>			

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### HEATING AND ELECTRICAL

5.1	<b>Heating:</b> Dwelling must be capable of maintaining a room temperature of 68°F in all habitable rooms, bathrooms, and toilet rooms. <i>(BMC 15.40.285(3))</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
5.2	<b>Electrical Hazards:</b> The dwelling unit must have adequate electrical service, proper fusing, sufficient receptacle and lighting outlets, proper wiring or installation, and be free of faulty electrical receptacles or switches, or damaged or exposed wiring. <i>(BMC 15.40.285(6))</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
5.3	<b>Luminaires:</b> Must be at least one operatable electric luminaire in every public hall, interior stairway, toilet room, kitchen, bathroom, laundry room, boiler room, and furnace room. <i>(BMC 15.40.285(6)(g))</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
5.4	<b>Electrical Covers:</b> All junction boxes and wiring splices must be closed. Appropriate covers are provided for all switch and electrical outlet boxes. <i>(BMC 15.40.285, IFC 605.6)</i>	<input type="checkbox"/> Pass	<input type="checkbox"/> Fail
<b>Comments/Corrective Actions:</b>			

## BURIEN RENTAL HOUSING INSPECTION PROGRAM CHECKLIST

### INSPECTION RESULT

PASS

FAIL-CORRECTIONS NEEDED

**Certification of Inspection:** By my signature, I certify that I have personally inspected this property and that this rental property does/does not comply with the standards required in the City of Burien Rental Housing Inspection Program as authorized by BMC 5.62. I also understand that knowingly submitting a falsified certification of inspection is a gross misdemeanor with a fine of up to five thousand dollars (\$5,000) and the loss of my business license in Burien. I hereby certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

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Inspector's Signature

Date

**Declaration of Compliance:** By my signature, I certify that I am authorized to submit the information provided in this checklist to the City of Burien under the City of Burien Rental Housing Inspection Program as authorized by BMC 5.62. I understand this rental property must comply with all the provisions of the Rental Housing Inspection Program and that I will be required to submit a certificate of inspection no later than once every three years for this property. I also understand that knowingly submitting a falsified certificate of inspection is a gross misdemeanor punishable with a fine up to five thousand dollars (\$5,000), and the loss of my business license in Burien. I hereby certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

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Landlord's Signature

Date