

## **SINGLE ROOM OCCUPANCY (SRO) HOUSING RENTAL LICENSE APPLICATION INSTRUCTIONS**

### **STEP 1. Complete & Submit City Application with Required Fee**

Complete SRO Rental License application and return with required attachments (as noted on application) to Business Licensing with appropriate license fee.

### **STEP 2. Make Payment with Complete Application**

#### **Fee Schedule:**

\$50.00 for 1<sup>st</sup> unit + \$10.00 for each additional unit.

### **STEP 3. Submit Building Permit Applications Required per Conditional Use Permit**

### **STEP 4. Schedule Habitability Inspection Prior to Allowing Occupancy**

**A passing certificate of Habitability is required to be submitted prior to the rental license being issued.**

You may choose one of the following types of inspectors to conduct the inspection:

- 1) A complimentary inspection conducted by a City of Pasco Code Enforcement Officer (*please call 509-543-5743 to schedule within 5 days of submitting the application*);
- 2) Inspectors certified by the United States Department of Housing and Urban Development for grant- required inspections;
- 3) Certified private inspectors approved by the City upon evidence of completion of formal training including the passing of an examination administered by the National Association of Housing and Redevelopment Officials NAHRO), the American Association of Code Enforcement (AACE) or other comparable professional association as approved by the Director of Community Development which approval or denial shall be subject to appeal to the Code Enforcement Board;
- 4) A Washington licensed structural engineer;
- 5) A Washington Licensed architect.

All inspection certifications shall be submitted on forms provided by the City or approved by the United States Department of Housing and Urban Development.

**A certificate of habitability is required once every two (2) years after initial issuance of the license.**

**Questions about the licensing process?  
Call Business Licensing at (509) 543-5726.**

**If you have questions regarding the inspection process, please call  
Code Enforcement at (509) 543-5743 or email [codeofficer@pasco-wa.gov](mailto:codeofficer@pasco-wa.gov).**



LICENSE #

## Single Room Occupancy (SRO) Housing Rental License Application

Please fill out the application below. A star (\*) next to a field indicates that the information is required.

RENTAL INFORMATION			
* Rental Property Address(es):			
Total # of Units:		Name of Complex	
*Zoning District:	C-1      C-2      C-3	*Conditional Use Permit #:	
*# of Parking Spaces On Site:		Building Permit #	
<b>*I understand the rental property cannot be rented on a short-term basis (less than 30 days).</b>			
Owner Information			
* Owner's Name		Business Name (if applicable)	
*Type of Ownership <input type="checkbox"/> Corporation <input type="checkbox"/> LLC <input type="checkbox"/> Partnership <input type="checkbox"/> Sole-Proprietor <input type="checkbox"/> Other			*UBI or FEIN#
* Address		*City	*State      *Zip
* Mailing Address <input type="checkbox"/> (check box if same as above)		City	State      Zip
* Phone		*Emergency Phone	Email
Manager Information			
*Manager's Name <span style="color: red;">24-hour on-site management is required by PMC</span>			
* Address - Include On Site Dwelling Unit Number		City	State      Zip
* Mailing Address <input type="checkbox"/> (check if same as above)		City	State      Zip
* Phone		*Emergency Phone	Email
Renewal Notice and Inspection Requests			
Do you want Renewal Notices and Inspection Requests sent to the <input type="checkbox"/> Owner <input type="checkbox"/> or Manager? (if left blank, all items will be sent to the owner)			
Required Attachments			
• <u>Copy of your picture ID</u>		• <u>Copy of Property Management Contract (if applicable)</u>	

My Signature below certifies that the information provided on this application and any attachments is true and accurate. I understand my dwelling must comply with all City of Pasco codes and ordinances and that I will be required to submit a certificate of inspection every two years, upon request by the City of Pasco.

Signature of Owner or Manager

Date

## Chapter 25.162

### SINGLE ROOM OCCUPANCY HOUSING

Sections:

**25.162.010 Purpose.**

**25.162.020 Definition.**

**25.162.030 Permitted zones.**

**25.162.040 Development standards.**

#### **25.162.010 Purpose.**

The purpose of these regulations is to allow single room occupancy (SRO) dwelling units within the City limits which provide high-density housing typically consisting of no more than two rooms per dwelling unit. [Ord. 4425 § 1, 2019.]

#### **25.162.020 Definition.**

“Single room occupancy” (SRO) shall be defined as a facility providing downsized dwelling units consisting of one to two rooms with occupancy per dwelling unit dictated by HUD guidelines. SRO facilities provide individuals with housing for a duration of 30 days or more. Kitchens/kitchenettes and/or bathrooms may be located in the units or be located centrally for communal use.

In zoning districts which allow SRO housing via conditional use permit, the regulations contained herein shall be considered additional to those of the underlying zoning district. The provisions of this chapter shall prevail in the event of conflicting standards presented in the underlying zoning district regulations. SRO housing must meet all building and zoning standards as dictated by the PMC. [Ord. 4425 § 1, 2019.]

#### **25.162.030 Permitted zones.**

An SRO housing facility may be approved via conditional use permit in the following zoning districts:

C-1 (Retail Business).

C-2 (Central Business District).

C-3 (General Business District). [Ord. 4425 § 1, 2019.]

#### **25.162.040 Development standards.**

Each SRO facility shall comply with all development standards for the applicable zoning district and the standards contained below.

- (1) SRO facilities shall not be subject to density standards;
- (2) SRO facilities shall follow the Department of Housing and Urban Development’s (HUD) occupancy guidelines for single- and double-occupancy units;
- (3) Single- and double-occupancy units shall house no more than two adults over the age of 18;
- (4) At least one off-street parking space per two units is required;
- (5) SRO facilities shall include 24-hour on-site management. A dwelling unit shall be designated for the manager;
- (6) Bathroom and kitchen/kitchenette facilities must be provided either within each dwelling unit or in a central location for common use with one full bathroom per every three units on a floor and one full kitchen per floor;
- (7) At least one handicapped accessible unit shall be required for every 20 units;
- (8) One washer and dryer must be provided for every 20 units;
- (9) Mailboxes shall be provided for each unit;
- (10) Each SRO facility with 100 units or more shall have a minimum of 400 square feet of common indoor and/or outdoor recreational space;
  - (a) For SRO facilities exceeding 150 units, an additional 10 square feet of recreational space per unit is required;
  - (b) Landscaped areas less than eight feet in width shall not be considered recreational space;
- (11) All common areas shall comply with all applicable ADA accessibility and adaptability requirements.

[Ord. 4425 § 1, 2019.]