

New - Effective August 30, 2016

FEE SCHEDULE

City code requires that all rental properties have a rental inspection certificate prior to occupancy. After all inspections are completed and the property has come into compliance with the City Code, you will then receive a final billing, and if applicable a rental certificate. *Do not send money at this time.* Fees are payable to the City of Des Moines, addressed to the Neighborhood Inspection Zoning Division.

Initial and Renewal Inspections

Single Family, Mobile Home, Condo and Townhomes

Renewal Inspections

- A. Single Family Dwelling \$87.50
- B. Duplex \$111.00

Initial Inspections (new rentals)

- A. Single Family Dwelling \$123.50
- B. Duplex \$146.50

Residential Apartment Buildings (Renewal and Initial)

- A. First two units \$112.00
- B. Each unit after the first two units \$19.00

Re-inspections

- A. First unit \$55.00
- B. Additional units \$16.00

Rooming Houses (Renewal and Initial)

- A. First two units \$112.00
- B. Additional units \$8.50

Rooming House Re-inspections

- A. First unit \$55.00
- B. Additional units \$5.50

Housing Appeals Board Fees

- A. HAB Compliance Inspection (prior to board meeting) \$206.00
- B. HAB Appearance Inspection \$515.00
- C. Owner/agent request for a reduction and/or renewal of a HAB penalty fine \$31.00

Upon compliance with the Neighborhood Inspection Rental Code, certificates will be valid for the following time periods:

LICENSE CATEGORY I	
1 or 2 units — no violations on first inspection	Certificate length 3.5 years
3 plus units — no violations on first inspection	Certificate length 2.5 years
1. Must have a valid application on file prior to inspection; and 2. Must have had no founded maintenance complaints since the last inspection; and 3. Must have no outstanding fees due or billings due the Division for the property; and 4. Must be current on property taxes and special assessments due the Division for the property; and 5. Must have had no nuisance clean ups or impounds since the last renewal certificate was issued.	

LICENSE CATEGORY II	
1 or 2 units Not more than 8 violations per unit	Certificate length 2.5 years
3 to 12 units—violations on renewal or initial not more than 1.5 violations per unit and common areas	Certificate length 1.5 years
13 plus units— violations on renewal or initial not more than 1 per unit and common areas	Certificate length 1.5 years
1. Must have a valid application on file before issuance of the certificate; and 2. Must have had no more than one founded maintenance complaints since the last inspection; and 3. Must have no outstanding fees due the Division for the property; and 4. Must be current on taxes and special assessments due the Division for the property.	

LICENSE CATEGORY III	
1 to 2 units—more than 8 violations on renewal or initial or HAB referral	Certificate length 1.5 years
3 through 12 units—more than 1.5 violations per unit per building and common areas on renewal or initial or HAB referral	Certificate length 9 months
13 plus units—more than 1 violation per unit per building and common areas on renewal or initial or HAB referral	Certificate length 9 months

INSPECTIONS

If an inspector is not met for a scheduled rental inspection, an exterior inspection will be conducted on the property. The owner will be notified of any exterior violations and a date will be set to do the re-inspection and the interior inspection will also be done at this time. Failure to appear for the scheduled inspection will force the division to seek an *administrative search warrant* to gain access to conduct the interior inspection.

Any and all inspections will result in a fee. Once the property is in compliance, a rental certificate will be issued, along with the final bill for all inspections. If this bill is not paid within 30 days the fees either be certified to the court as a judgment, assessed to the property or sent a collection agency for collection of this fee.

If violations are not corrected within the time period allotted by the inspection the owner of the said property will be referred to the Housing Appeals Board (HAB) with a \$515.00 fee. If an owner is referred to HAB and the property complies prior to the board meeting, as set forth in the rental code, an administrative fee of \$206.00 will be charged.

RENOVATION AGREEMENTS WITH TEMPORARY CERTIFICATES

Any maintenance items which cannot be completed within this time because of weather constraints or extraordinary circumstances not of the owner(s) or authorized management agents making or are beyond the owner's or authorized management agent's control may request an extension of time extension. The request for a renovation agreement must be submitted in writing with a \$62.00 application fee. If a renovation agreement is granted a temporary certificate will be issued to expire at the expiration of the agreement. If denied the matter can be appealed to the Housing Appeals Board for a hearing as provided in the rental code.

MODIFICATIONS OR ALTERNATIVE MATERIALS, METHODS AND EQUIPMENT

Whenever there are practical difficulties involved in carrying out the provisions of this Chapter, the Administrator shall have the authority to grant modifications, alternative materials, methods and equipment for individual cases upon application of the owner(s) or owner's authorized agent as set out in the rental code. Denial of the applicant may be appealed to the Housing Appeals Board.

RIGHT TO APPEAL

Any owner objecting to a notice may file a written appeal with the Neighborhood Inspections Department requesting a hearing before the Housing Appeals Board (HAB). An appeal must be filed within ten (10) days of the date of the inspection notice, accompanied by a receipt from the Neighborhood Inspection Zoning Department with a fee of \$155.00 (to contest a violation) or \$62.00 (to contest a variance). This fee will be refunded if the Housing Appeals Board finds in favor of the property owner.

LEAD BASED PAINT INSPECTION

If lead base paint is suspected in a structure or accessory building, the area must be detoxed. If you disagree with the inspector's assessment, you may elect to have a licensed lead base paint inspector provide this department with documentation that the lead paint present on the property is within the City of Des Moines minimum requirements. This inspection must include interior and exterior of the dwelling and any accessory structures.

TRANSFER OF PROPERTY

Every seller of rental property shall give written notice to the Neighborhood Inspections Department within two business days after closing on a rental property. The buyer of any rental property shall contact the Neighborhood Inspections Department within two business days after closing to provide proof of their purchase and contact or agent information.

ADDITIONAL FEES

- A. Legal Inspections \$103.00
- B. Research \$26.00
- C. New Rental Registration (Certificate of Occupancy Rentals) \$67.00