



# Housing Code Chapter 17 Inspection Certification

Welcome to the city of Council Bluffs Permits and Inspections Department. In accordance with Iowa State Law, The City of Council Bluffs has, since 1996, promulgated a rental housing inspection program. The City of Council Bluffs requires that all rental property be registered with the Permits & Inspections Department annually by December 31<sup>st</sup> of the calendar year. Ordinance 6224 requires that all rental properties within the corporate limits of the City be inspected at least once within a three year cycle. Currently, the City has adopted the 2009 International Property Maintenance Code. **Our intent is to adopt the 2015 International Property Maintenance Code before the summer of 2019.**

The code enforcement process really begins with your commitment to provide adequate, safe and sanitary living conditions. It takes a joint effort of investor-owners, tenants and the Permits and Inspections Division to achieve a viable property maintenance program. It is important to the City that as a property owner, you are familiar with health and safety regulations and requirements that not only affect an individual's living environment, but the quality of life in our community.

By signing and submitting this paperwork, you certify that you own/manage the rental properties listed herein.

Annual rental registration fees will vary depending on the type of dwelling or dwelling unit. Starting January 1, there is a \$25.00 late fee. Follow the formula in the Payment Calculator shown below to calculate the late fee. The late fee is determined by the date your paperwork is postmarked or paid in person. After the initial inspection has been conducted on your rental property, a Certificate of Compliance or Notice of Violation will be mailed to you. If you have any questions, please contact the City's Housing Inspection Office at (712) 890-5283.

**Rental Registration Fees (Municipal Code 17.090.020) Per Year:**

- a. Single Family Dwelling..... \$35.00
- b. Two Family Dwelling..... \$70.00
- c. Multi-Family Dwelling\* ..... \$25.00 and \$17.50 per unit
- d. Late fee for Non-Registration\* ..... \$25.00 per dwelling unit
- e. SFD fee for non registration (per year)\* ..... \$200.00
- f. Duplex fee for non registration (per year)\* ..... \$400.00
- g. Multi Family (per year)\* ..... \$200.00 and \$50.00 per unit

\* (c.) See below calculator for Multi-Family Dwelling Fees

\* (d.) \$25.00 cap

\* (f., g., h.) will apply for a three year period if no violations are found in three year cycle.

**Rental Registration Re-inspection Fee (Municipal Code 17.090.030):**

- 1<sup>st</sup> Re-inspection ..... No Fee
- 2<sup>nd</sup> Re-inspection ..... \$50.00 per inspection
- 3<sup>rd</sup> and Subsequent Re-inspection ..... \$100.00 per inspection
- No Show Fee for missing a scheduled inspection ..... \$100.00
- Inspection Fee for three year cycle for Non registered houses ..... \$100.00 per inspection
- Housing Board of Appeals Filing Fee (Municipal Code 17.11.050) ..... \$50.00**

**PAYMENT  
CALCULATOR  
FOR  
MULTI-FAMILY  
DWELLINGS**

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**Questions?**  
**Call 712-890-5283**

\$25	X		=	
		Total # of buildings		+
\$17.50	X		=	
		Total # of units		+
\$25	X		=	
		Total # of units		=