

# Seattle Permits

— part of a multi-departmental City of Seattle series on getting a permit

## Seattle's Tenant Relocation Assistance Ordinance

Updated August 6, 2012

### What is the Tenant Relocation Assistance Ordinance?

This is an ordinance enacted by the Seattle City Council on June 25, 1990, which provides benefits for residential tenants who will be displaced by housing demolition, substantial rehabilitation or alteration, change of use or removal of use restrictions. Benefits include payment of relocation assistance to low income tenants and advance notice of the planned development.

### Who is affected?

The ordinance affects owners of residential property occupied by a tenant if that tenant will have to move because of any of the actions listed above. The Department of Planning and Development (DPD) cannot issue any permits for housing demolition, change of use or substantial rehabilitation unless the requirements of the ordinance are met.

### What is required?

Owners of property slated for redevelopment or rehabilitation must obtain a Tenant Relocation License from DPD before any master use, demolition, or building permit will be issued. Application for a license is required at the same time as application for project permits.

### Who is eligible for relocation assistance?

Tenants are eligible for relocation assistance payments of \$3,002 if they qualify as low income, defined as having a family income of no more than 50 percent of the King County median income. The property owner is responsible for paying half of the relocation assistance, \$1,501; the City pays the other half.

### How long does it take to get a license?

It usually takes six months to obtain a license. The owner must provide tenants with program information and notice of the project. Tenants have 30 days to apply for relocation assistance. After DPD evaluates eligibility, a 90-day notice to all tenants is required to be issued and to expire before a Tenant Relocation License can be issued, regardless of whether tenants are eligible for relocation assistance payments. Program forms are provided by the City and there are specific procedures which must be followed; these are explained in the license application materials.

### How to apply for a relocation license.

To apply for a Tenant Relocation License, make an appointment with DPD's Property Owner and Tenant Assistance unit, located on the 19th floor of Seattle Municipal Tower at 700 Fifth Ave., or call (206) 615-0808. Please bring the property legal description, DPD project number, and a list of tenants' names and telephone numbers when applying for a license.

**REMEMBER:** NO permit can be issued by DPD if the work it involves will displace tenants UNLESS a Tenant Relocation License has been obtained. To avoid delays in your project, find out if you need a license and apply right away if you do.

**PLEASE NOTE:** *DPD public information documents should not be used as substitutes for codes and regulations. Details of your situation should be reviewed for specific compliance by DPD staff.*

## Access to Information

Links to electronic versions of the Tenant Relocation Assistance Ordinance at the "Codes" page of our website at [www.seattle.gov/dpd/codes](http://www.seattle.gov/dpd/codes). Paper copies of these documents are available from our Public Resource Center, located on the 20th floor of Seattle Municipal Tower at 700 Fifth Ave. in downtown Seattle, (206) 684-8467.



# Tenant Relocation License

