



**The Tulalip Tribes of Washington  
Community Development Department  
TAX & LICENSING DIVISION**

6406 Marine DR NW  
Tulalip, WA 98271  
Telephone: (360) 716-4211  
Fax: (360) 716-0180

## **Checklist for Preparing for your Initial/Annual TA Inspection**

### **Submitted to the Tax & Licensing Division:**

- Application for TA License, Fee(s), Self-inspection Form, all Required Attachments, and if applicable, Written Plan of Correction for deficiencies / cited violation(s)
- Progress Report providing the status in correcting deficiencies found in self-inspection or cited violation(s)

Please ensure the following are available for your Onsite Inspection:

### **The following certificates, licenses, permits and reports are posted (if required by ordinance) or readily available for inspection:**

- |  |   |
|--|---|
| <input type="checkbox"/> Tulalip Business License                          | <input type="checkbox"/> Fire Inspection (Local Fire Dept)          |
| <input type="checkbox"/> Certificate of Occupancy (Use & Occupancy Permit) | <input type="checkbox"/> Elevator Inspection (L&I)                  |
| <input type="checkbox"/> Transient Accommodation License                   | <input type="checkbox"/> Electrical Inspection (L&I)                |
| <input type="checkbox"/> Health Certificate (IHS) and Tulalip Food Permit  | <input type="checkbox"/> Water Recreation Facility Permit (IHS/DOH) |
| <input type="checkbox"/> Tulalip Liquor License                            | <input type="checkbox"/> Franchise Inspection Report                |
| <input type="checkbox"/> Indian Trader's License                           | <input type="checkbox"/> Construction Permits                       |

### **The following plans readily available for inspection:**

- Written Emergency Preparedness Plan
- Water Recreation Facility Plan

### **Proof of Employee Credential:**

- Proof of valid licensure for all employees providing regulated personal services
- Proof of Food Handlers Card for all employees assisting in the preparation and service of food
- Proof of Class 12 Mixologist Permit or Class 13 Servers Permit for all employees who supervise, prepare, or serve alcoholic beverages

### **Other Considerations:**

- List of all unoccupied lodging units
- Hotel map or floor plans
- Staff ready and available to escort TLD inspector with:
  - Appx 1-3 hours available for inspection
  - Master Room Key Card
  - Keys to restricted areas

“Adequate Lighting” means there is enough light to safely do usual things such as reading, walking, writing, etc.

“Certificates, Approvals, Permits, Reports, and other compliance documents” mean a written statement of acceptability issued by a governmental agency and/or other certified agency verifying equipment meets a nationally recognized testing standard.

“Clean” means without visible or tangible soil or residue.

“Cleanable” means the item, material, or finish is made to be cleaned or fabricated to permit complete removal of residue through normal cleaning methods.

“Construction” means:

- (a) A new building intended for use as a transient accommodation or part of a transient accommodation;
  - (b) An addition, modification or alteration that changes the functional use of an existing transient accommodation or portion of a transient accommodation;
  - (c) An existing building or portion thereof to be converted for use as a transient accommodation;
- or
- (d) A modification requiring a building permit by a local authority having responsibility for enforcing state and local building codes or local ordinances.

“Cross-Connection” is a plumbing connection between a source of clean water and dirty water.

Here are some examples to watch for:

Pipes connected between your source of clean water and a washing machine that has a submerged inlet;

- A sink faucet that has a hose that does not have a vacuum breaker. That is a part that prevents siphoning water back up through the hose.
- Ice machines with submerged inlets;
- Lawn sprinkler systems;
- Pressurized soda dispensing equipment.

EPA Cross Connection Control Manual

<http://www.epa.gov/safewater/pdfs/crossconnection/crossconnection.pdf>

“Food Service Permit or Certificate” certifies a business can prepare and serve food to the public and is not the same as a food worker permit.

“Food Worker Permit or Food Permit” certifies that a particular employee or individual is qualified to work in food service. Each employee working for a food service must have a current food worker permit.

“In Good Repair” means that a specific thing works as it is intended to work and is safe.

“Lodging unit” means an individual room or group of interconnected rooms, intended for sleeping, that are for rent or use by a guest, and is individually designated by number, letter, or other means of identification. A lodging unit may or may not include areas for cooking and eating.

“Non-potable water source” is any water source that is not an approved source of drinking water. Non-potable sources may include watering and utility hoses and sprinkler systems.

“Sanitary” means hygienic conditions that are conducive to good health.

“Sanitize” means to treat a surface or object with a chemical or physical process, such as heat, to control or limit the presence of germs. For purposes of these regulations, “sanitize” and “disinfect” are equivalent.

“Utensil” means any food contact implement used in storing, preparing, transporting, dispensing, serving, or selling food or drink, excluding commercial vending and storage equipment.

The licensee must provide a safe, adequate means of maintaining an ambient air temperature of at least 65 degrees Fahrenheit in each lodging unit.

An emergency preparedness plan (EPP) talks about how you will make certain everyone in your business is protected or cared for if something very serious happens. The kinds of events to consider are fire, earthquake, or bomb threat. You can add any other situation you think appropriate to your location, such as a flood.

A basic EPP might include basic facility information such as important telephone numbers, a call list, notification procedures, a way to identify current guests, guest evacuation routes, response action for specific events, and training.

We consider the best EPP to be one that can work. It does not have to be “fancy.” It needs to be something that can be used and will work. The best ones may be the shortest ones. You only need to have the really important things covered. If your business is in a tall, modern building, it may have to be more complicated than if you offer rustic cabins

American Red Cross - <http://www.redcross.org/>

Water temperatures between 100 and 120 degrees minimize the risk of scalding for your guests.

Third-degree burns can be caused by just two seconds in 150 degree water.

Burns also happen with a six-second exposure to 140 degree water or with a thirty second exposure to 130 degree water. It is easy to see how water that is too hot is particularly dangerous to the very young and the very old.

Even if the temperature is 120 degrees, a five-minute exposure could result in third-degree burns.

In rare cases, very high water temperature can make water tanks explode.

In addition to preventing accidents, a lower temperature will save energy and money.

Be sure staff is familiar with chemicals and their proper use. Cornell University makes available “Material Safety Data Sheets” for almost all toxic chemicals.



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LIC NUMBER	DATE OF INSPECTION / /	APPLICABLE YEAR
CHECK / MONEY ORDER #		RECEIPT NUMBER

## REQUIRED FOR LICENSURE TRANSIENT ACCOMMODATION SELF-INSPECTION

\_\_\_\_\_  
 Firm / Trade Name

www.\_\_\_\_\_  
 Website

\_\_\_\_\_  
 Business Address (Primary **Physical** Location)

\_\_\_\_\_  
 City

\_\_\_\_\_  
 State

\_\_\_\_\_  
 Zip

(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Business Telephone Number

(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 Alt or Toll Free Number

(\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
 FAX Number

**INSTRUCTIONS:**

- If a question does not apply to your facility, put a check in the "NA" (Not Applicable) Column.**
- If the answer is "Yes," put a check in the "Yes" column.**
- If the answer is "No," put a check in the "No" column.**
- For all areas not applicable to your facility, indicate such in the "N/A" column.**
- Describe how you will correct any deficiencies using the space in the next column; AND**
- Write the date by which you will complete the correction in the last column.**
- Attach additional pages, if necessary, for correction plans and/or make comments.**
- SIGN and DATE this form and submit with application and fees to:**

Tulalip Tribes - Community Development  
 TAX & LICENSING DIVISION  
 6406 Marine DR NW  
 Tulalip, WA 98271

**TRANSIENT  
ACCOMMODATION  
SELF-INSPECTION  
FORM**



**Tulalip Tribes Tax & Licensing Division**

6406 Marine Drive NW – Tulalip, WA 98210

Items of Inspection	Yes	No	N/A	How will you correct?	Date
<b>RESPONSIBILITIES – LICENSEE</b>					
1. Do you have local approval for new construction?					
2. Is your license posted where the public can view it?					
3. Have you adequately supervised employees to ensure the TA is clean, safe, sanitary, and in good repair?					
4. Have you established policies and procedures requiring employees to maintain good personal hygiene?					
5. Do you have a written basic emergency preparedness plan?					
6. Have you conducted any other self-inspections this year?					
<b>WATER SUPPLY AND TEMPERATURE CONTROL</b>					
7. Are you on an approved water system? If not, please explain.					
8. Is the water supply free of cross connections? (Submerged inlets on ice machine drain pipes, water faucets, hose attachments, toilet tank filler, etc.)					
9. Is the hot and cold water under adequate pressure?					
10. Is the hot water at sinks/bathing fixtures 100-120° F?					
11. Have you labeled any water unsafe for domestic use " <b>Do Not Drink</b> " at the outlet?					
<b>SEWAGE AND LIQUID WASTE DISPOSAL</b>					
12. Are you on an approved sewer system? If not, please explain.					
13. Is the property free of surface wastewater?					
<b>REFUSE AND VECTORS</b>					
14. Is a washable leak-proof trash container provided in each unit complete with a leak-proof disposable liner?					
15. Is facility maintained in a clean and sanitary manner?					
16. Is the trash removed from each unit after each occupancy and handled in a clean, safe, and sanitary manner?					
17. Is the trash removed at least every three days in each guest room?					
18. Is the outside trash stored in a washable, leak proof, and closed covered containers and removed from premises no less than every two weeks?					
19. Are the buildings free from insects, rodents, and pests?					
<b>CONSTRUCTION AND MAINTENANCE</b>					
20. Is TA, including construction, TA buildings and facilities, fixtures, furnishing and general surroundings structurally sound and in good repair and, meeting the requirements of:					
a. This Ordinance					
b. International Building Code					
c. International Mechanical Code					
d. Uniform Plumbing Code					
e. Washington State Energy Code					
f. International Fuel Gas Code					
g. Other applicable laws					

Items of Inspection	Yes	No	N/A	How will you correct?	Date
<b>LODGING UNITS</b>					
21. Is there an adequate clear path of egress from each bed in case of a fire?					
22. Are the carpets and floors, especially under beds, cleaned/vacuumed between guests?					
23. Wall, floor, and ceiling surfaces and mounted fixtures are in good repair and easily cleanable?					
<b>BATHROOMS, WATER CLOSETS, AND HANDWASHING SINKS</b>					
24. Provide private and common-use bathrooms, water closets, and hand washing areas with cleanable floors, walls, ceilings, fixtures and furnishings					
25. Provide adequate private or common-use bathrooms, water closets, and hand washing sinks to meet the needs of guests;					
a. Provide an uncarpeted, easily cleanable area around each water closet and adjacent to each bathing fixture					
b. Are fixtures and drains safe and working properly and sink drain stems cleaned frequently?					
c. Are the bathing facilities caulked and free of mold and mildew?					
d. Are the bath fixtures and the floors in bathrooms sanitized between guests?					
26. Are slip-resistant surfaces or devices provided for in bathtubs and showers?					
27. Upon arrival, are guests supplied w/ an adequate supply of clean towels, washcloths, and floor mats?					
28. Are single use towels or drying devices provided near common-use sinks?					
29. Is toilet tissue provided by each toilet?					
30. Is there soap by hand washing and bath fixtures?					
<b>LODGING UNIT KITCHENS</b>					
31. Do the kitchens/food preparation areas have? Clean floors and walls in good repair					
32. Is the kitchen ventilation compliant w/ FDA Food Code as incorporated under Tribal Title 11 #11.20?					
33. Is there a sink other than the hand washing sink large enough to handle the largest utensil in the lodging unit?					
34. Does sink provide hot and cold water?					
35. Do you provide leak-proof waste containers in sanitary condition or a container with a disposable leak-proof liner?					
36. Do the refrigerator(s):					
a. Maintain temperature(s) at ° or lower?					
b. Get cleaned and sanitized between guests?					
c. Stay in good repair and in sanitary condition?					
37. Are the food preparation areas cleaned and sanitized between guests?					
38. Is the cooking equipment permanently installed, and does it meet nationally recognized testing?					
39. Between guests, are utensils, dishes, and glasses washed, rinsed, and sanitized?					
40. Are the table and chairs cleanable and in good repair?					
<b>HEATING AND COOLING</b>					
41. Is there a safe means of maintaining an ambient air temperature in each unit to 65°F?					
42. If provided, is the heating and cooling system safe, and are vents and filters cleaned regularly?					

Items of Inspection	Yes	No	N/A	How will you correct?	Date
<b>LIGHTING &amp; VENTILATION</b>					
43. Is there adequate lighting in all areas, including exterior? a. Is additional lighting available upon guest request?					
44. Is there sufficient emergency lighting for guests to exit safely in event of a power outage?					
45. Are the gas or oil space and water heaters vented outdoors?					
46. All areas of the building are ventilated to minimize odors and moisture and are compliant with the WA Ventilation and Indoor Air Quality Code?					
<b>BEDS AND BEDDING</b>					
47. Are the beds, mattresses, pads, pillows, mattress pads, bedding, and linens clean, sanitary, and in good repair?					
48. Is the bedding changed between guest occupancies and at least weekly or when requested for continuing guests?					
49. Are the blankets, spreads, etc. kept off the floor while beds are changed?					
50. All other furnishings are clean, safe, and in good repair?					
<b>FOOD AND BEVERAGE SERVICES</b>					
51. A licensee providing food service to guests must meet the following requirements: a. Tribal Title 11 #11.20 and the FDA Food Code provisions as incorporated under Tribal Title 11 #11.20; and					
b. Have all food worker permits as required under Tribal Title 11 #11.20.100; and					
c. All other applicable Tribal and Quil Ceda Village Ordinances					
52. Is the food stored off the floor and away from toxic material?					
53. Does all staff that prepares or serves food have current food service worker permits?					
54. Are the single use ice buckets, plastic glasses, etc., disposed of, and replaced between occupancies?					
55. Are the multiple-use ice buckets washed, rinsed, and sanitized between guest occupancies?					
56. Are the ice machines:					
a. Cleaned on the outside, including coils?					
b. Cleaned and sanitized on the inside at least twice a year?					
c. Self-dispensing, with no common bins accessible to guests?					
57. Are reusable cooking utensils and ice buckets in good conditions?					
58. Are the multiple-use utensils washed, rinsed, sanitized, and stored in a safe and sanitary manner?					
59. Are the drinking fountains kept clean with adequate water pressure?					
<b>LAUNDRY</b>					
60. Is the laundry done on site or by a commercial laundry service?					
61. Is laundry room flooring is uncarpeted and covered with a cleanable floor covering?					
62. Is the clean laundry in a designated area, off the floor, protected from contamination and moisture, and inaccessible to guests, pets, and other animals?					
63. Is the soiled laundry kept separate from clean laundry during storage and transport?					
64. Is a hand washing facility readily accessible to employees?					

Items of Inspection	Yes	No	N/A	How will you correct?	Date
<b>SAFETY, CHEMICAL AND PHYSICAL HAZARDS</b>					
65. Do you have policies and procedures for safely storing, labeling, and using any hazardous chemical agents?					
66. Are the containers with chemicals labeled with exact contents?					
67. Are the chemicals stored and used correctly?					
68. Is a secure handrail present where needed?					
69. Are the gas or oil space and water heaters vented outdoors?					
70. Are the pressure relief valve(s) on hot water tank(s) pointed toward wall(s) and/or the floor?					
71. Is the facility free of physical hazards such as uneven surfaces, damaged equipment, or furnishings?					
72. Is there adequate exterior lighting?					
73. Are the doors provided with suitable locking security devices?					
74. Have there been unusual circumstances in any TA units during the past year for example fire or floods?					
75. Have the units contaminated by methamphetamine been reported to the local health officer and cleaned by contractors approved by the Department of Health?					
<b>AUQATIC RECREATION AMENTITIES</b>					
76. Do you have a written plan for pool and spa operations addressing the protection of public health, safety, and water quality that establishes standard practices for maintenance and ensuring compliance with WAC 246-260?					
77. All pools and spas are compliant with the requirements of the International Building Code, Section 3109?					
78. Signage posted specifying user rules and safety information					
79. Pools and spas are routinely drained, cleaned, and refilled as required?					
80. Is a First Aid kit readily available and stored in a conspicuous location?					
<b>SPAS – THERAPUETIC &amp; COSMETIC</b>					
81. Do you have proof of valid licensure for all massage practitioners, cosmetologists, and other employees providing regulated personal services to customers?					
<b>FIRE SAFETY</b>					
82. The licensee must ensure that gas, oil-fired, or other fuel-burning appliances including fireplaces, dryers, stoves and water heaters, are vented to the out-of-doors as specified in the manufacturer's instructions and current code(s).					
83. Have all the extension cords been approved by the local fire authority?					
84. Is there a clear and marked path to fire exits?					
85. Have all the portable space heaters been approved by the local fire authority?					
86. If candle holders and other open flame candles, lanterns or other open flame light sources and decorations are present a. Candle holders and other open flame devices must be designed to return to the upright position after being tilted to an angle of forty-five degrees from vertical.					
87. Establish and implement a written plan to ensure the provisions in Section 10.40.320 Fire Safety of Title 10 #10.40:					
1. In addition to the fire and safety inspection regulations required by local fire, the licensee must establish and implement a written plan to ensure:					



- a. Smoke detectors are installed and maintained in all sleeping rooms or sleeping areas. Non-rechargeable batteries in smoke detectors must be replaced each year or per manufacturer's instructions. Rechargeable batteries must be charged and maintained or replaced per the manufacturer's instructions; OR
- b. Centralized smoke-fire detection alarm system;
- c. Fire extinguishers are inspected when initially placed in service and at approximately thirty-day intervals or at more frequent intervals when circumstances require. Fire extinguishers must be inspected manually or by electronic monitoring. Periodic inspection of fire extinguishers must include a check of at least the following items:
  - i. Location in designated place;
  - ii. No obstruction to access or visibility;
  - iii. Operating instructions on nameplate, legible and facing outward;
  - iv. Safety seals and tamper indicators not broken or missing;
  - v. Fullness determined by weighing or "hefting";
  - vi. Examination for obvious physical damage, corrosion, leakage, or clogged nozzle;
  - vii. Pressure gauge reading or indicator in the operable range or position;
  - viii. Condition of tires, wheels, carriage, hose, and nozzle checked (for wheeled units); and
  - ix. Hazardous material identification system label in place.
- d. If a fire alarm system is installed:
  - i. The system, including initiating devices and notification appliances, is regularly inspected, tested, and maintained by the owner or the owner's designated representative in accordance with the requirements of the International Fire Code.
  - ii. Unless otherwise recommended by the manufacturer, single and multiple station smoke alarms installed in one- and two-family dwellings must:
    - (A) Be replaced when they fail to respond to operability tests; and
    - (B) Must not remain in service longer than ten years from the date of manufacture.
- e. If an automatic fire suppression system is installed:
  - i. The system must be inspected, tested and maintained in accordance with requirements of the International Fire Code.
  - ii. Valves designed to be open under normal system operation must be kept in open position and only closed with approval of the authority having jurisdiction.

\*Obstructions, including storage, are not placed in the required means of egress, except projections allowed by the building code. Means of egress must not be obstructed in any manner and must remain free of any material or matter where its presence would obstruct or render the means of egress hazardous. Exit doors must not be locked in the direction of egress unless a special egress control device is installed per the building code.

**DEFICIENCIES:** In the event deficiencies are found, applicant/ licensee shall refer to 10.40.090 (3) of Title 10 #10.40. For your convenience, instructions under 10.40.090 (3) are paraphrased below.

Submit a response to a statement of deficiencies (written notice of any violation of this ordinance, or other applicable tribal law or regulation, or the rules adopted hereunder) to the department by the date specified above, describing the reasons for noncompliance.

Responses shall also include a plan of correction via written proposal of specific actions to be performed by the applicant/ license correction for each deficiency stated in the report. The plan of correction must meet the approval of the department.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Name of TA Representative

\_\_\_\_\_  
Date of Self-Inspection

\_\_\_\_\_  
Total # of Areas Inspected

\_\_\_\_\_  
Total # of Defects Found

\_\_\_\_\_  
Date Deficiencies To Be Corrected