



## Residential Occupancy Permit Procedure

The Application for a Residential Occupancy Permit must be completed by the *buyer or tenant*.

### 1. Application

#### Required Information:

- Address of future residence, including apartment number if applicable.
- Name of each occupant.
- Birth Date of each occupant.
- Relationship of each occupant to Applicant.
- SSN of Applicant and each occupant.
- Copy of Driver's License for all occupants 16 years of age and older.
- Name, address and telephone number of the present owner, manager or landlord of property.
- When purchasing property, the name, address and telephone number of the real estate agent.
- Applicant's signature, current address and telephone number.

### 2. Inspection Fee

A forty dollar (\$40.00) inspection fee is paid **at the time of application**. This fee covers the initial inspection and one (1) re-inspection. If additional inspections are required, there will be an additional charge of forty dollars (\$40.00) per inspection.

### 3. Inspection

The present **owner, manager or agent** must call the Public Works Department at (314) 227-2930 to schedule an appointment for the Occupancy Inspection. If the applicant has a key and can meet the inspector at the appointed time, the applicant may schedule the appointment. *No appointment will be scheduled until a permit has been applied for and the forty dollar (\$40.00) inspection fee paid.*

### 4. Permit Issued

After the property has passed inspection(s) with *all violations, if any, corrected*, the applicant can obtain the final Occupancy Permit from the Public Works Department. The permit fee of *twenty-five dollars (\$25.00)* is paid at that time. The permit fee is non-transferable.

#### General Information:

- All utilities must be on at the time of the inspection.
- If the property does not pass the initial inspection, a letter listing the violations is sent to the owner/manager/agent and to the Applicant.
- When all violations have been corrected, a re-inspection must be scheduled.
- ***The Applicant and/or new occupants must not move into the premises until the final Occupancy Permit has been issued.***
- If an individual moves in or out of the residence, the applicant is required to complete an ***Amendment*** to the original occupancy permit.

**Please see other side for additional information**

## **Amendment to Residential Occupancy Permit**

The following situations require an Amendment to the original Occupancy Permit:

- An individual moves in that was not listed on the original Occupancy Permit.
- An individual on the original Occupancy Permit moves out.
- The birth or adoption of any children.
- The death of an occupant.

## **Procedure for Amending an Occupancy Permit**

If you are the owner of the property, as the principal occupant on the permit, you must come in and fill out an "Amendment" form, listing new occupant(s), date of birth, Social Security Number and when applicable provide a copy of their Drivers License. The principal occupant is responsible for amending the Occupancy Permit when someone moves in or out of the residence.

If you are a renter, you are still responsible for updating your permit. If you are amending the permit by adding an occupant, the owner/manager of the property must provide written permission for the addition(s).

In some cases, it may be necessary to schedule an appointment for the inspector to measure the rooms in order to verify there is sufficient habitable space for the number of occupants.

There is **NO CHARGE** for an Amendment to an Occupancy Permit.



## APPLICATION FOR RESIDENTIAL OCCUPANCY INSPECTION

INSPECTION ADDRESS: _____	
This property shall be occupied by the: <input type="checkbox"/> owner (buyer) <input type="checkbox"/> renter	
Name of applicant: _____	
I am the: <input type="checkbox"/> owner <input type="checkbox"/> authorized agent <input type="checkbox"/> buyer (foreclosures only)	
Property owner: _____ Lock Box #: _____	
Owner's address: _____ City: _____ State: _____ Zip: _____	
Owner's phone #: _____ Fax #: _____ E-mail _____	
Name of selling/leasing agent: _____ Lock Box #: _____	
Agency name & address: _____	
Agent's phone #: _____ Fax #: _____ E-mail _____	
Buyer's name: _____	
Buyer's address: _____ City: _____ State: _____ Zip: _____	
Buyer's phone #: _____ Fax #: _____ E-mail _____	
<b>PLEASE READ &amp; SIGN REVERSE SIDE OF THIS DOCUMENT</b> <b>OFFICE USE ONLY</b>	
Appointment Time: _____	Last Occupancy: _____
Inspector: _____	Locator ID: _____
Occupant Limit: _____	Plumbing: _____
ROC #: _____	Electrical: _____
Inspection Date: _____	Notes: _____
<b>THIS DOCUMENT SHALL BE MADE PART OF PERMANENT RECORDS FOR THE ABOVE REFERENCED ADDRESS</b>	

**ALL UTILITIES MUST BE ON AT THE TIME OF THE INSPECTION**

This is to certify that the undersigned applicant has the authority to execute this document as the owner of owner’s agent, or with the owner’s authority as the renter who agree to make all repairs on the property as specified in the occupancy inspection report for this address. The applicant hereby affirms that all information contained hereon is fully accurate and true. The applicant hereby grants the city of overland, Missouri authority to enter onto and into the above noted inspection address to conduct all required inspections during reasonable business hours.

Any false statement or misrepresentation shall cause this application, or any permit issued hereon to be null and void.

The applicant hereby affirms that all specified repairs will be completed prior to occupancy; but in no case longer than one-hundred eighty (180) days from the date of inspection. If a residence is occupied without an occupancy certificate; all repairs must be completed and an occupancy permit obtained within thirty (30) days.

The director of public works may approve an extension of any deadline based upon limited circumstances. All requests must be submitted in writing no less than thirty (30) days prior to any established deadline.

Upon correction of all items cited, the approved inspection shall be valid for a period of no longer than one hundred and eighty days (180) from the approval date. In the event that an occupancy permit is not issued to new occupants within that period of time a new occupancy inspection shall be required prior to any change of occupancy.

**Use or occupancy of a property without an approved certificate of occupancy constitutes a violation of city of overland ordinance section 515.070 and may result in prosecution.**

**THE APPLICANT HEREBY AGREES THAT ALL CITED CODE VIOLATIONS SHALL BE CORRECTED REGARDLESS OF WHETHER A CHANGE IN OCCUPANCY TAKES PLACE. THIS APPLICATION SHOULD NOT BE SUBMITTED IF THIS CONDITION CANNOT BE FULFILLED.**

Applicant Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_

A forty dollar (\$40) non-refundable inspection fee is due at the time this application is submitted for review. This fee covers the initial inspection and one (1) re-inspection. Additional inspections shall be charged at a rate of forty dollars (\$40) per re-inspection.

If the property is occupied the applicant must arrange for someone to meet the inspector at the appointed time. City inspectors will not enter occupied residences unless accompanied by the owner or their representative.

CITY OF OVERLAND



9119 Lackland Road, Overland Mo 63114

## APPLICATION FOR RESIDENTIAL OCCUPANCY CERTIFICATE

DATE OF APPLICATION: \_\_\_\_\_

In accordance with the City Ordinance No. 2002-61, known as the Existing Structures Code, the undersigned prospective occupant hereby requests an Occupancy Certificate to occupy the dwelling located at:

ADDRESS TO BE OCCUPIED: \_\_\_\_\_

PLEASE PRINT LEGIBLY the full name, D.O.B., SSN for each occupant and his/her relationship to you.

Name	Relationship	Date of Birth (D.O.B.)	Social Security # (SSN)
	Self		

Are you buying  or renting

Date of Occupancy:	
Present Owner	
Address and Phone Number:	

Please read and sign on the reverse side.

Certificate Fee: \$25.00

The Occupancy Certificate must be obtained BEFORE the property can be occupied and must be obtained by an occupant listed on the Certificate. This fee is non-transferable.

Military: Fee waived with proper identification

I hereby state that my family and I have seen the subject premises and are satisfied with the property. I further state that I/we want to occupy the premises and are applying to the City of Overland for the required Occupancy Certificate and save the City harmless in connection with any inspection and/or report which the City may make in response to this application. I also state that I/we have the owner's permission to apply for this certificate.

Purchasers/renters are cautioned to personally verify all housing information to their own satisfaction. If you feel unsure of your judgment, there are real estate, home inspection and appraisal companies to advise you. The City does not give real estate advice, nor does the City imply any guarantee that you will be pleased with your dwelling or with the quality or condition of its utilities. The City's minimum housing inspection is made solely for the purpose of issuing or denying an Occupancy Certificate.

The issuance of an Occupancy Certificate is no statement or guarantee as to the quality of the premises or any component part thereof. Your Occupancy Certificate is simply your authorization to occupy the premises in accordance with your request.

The application for this certificate is understood to be a component part of this certificate and any falsification of the application shall void the certificate.

Applicant Name: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

Present Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone #: \_\_\_\_\_