

OFFICE USE ONLY

Date of Inspection:

Appointment Time:

Permit No.:

DATE: _____

APPLICATION FOR A RESIDENTIAL OCCUPANCY PERMIT

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

Address _____

PLEASE PRINT LEGIBLY the full name, date of birth, SSN of each occupant and his/her relationship to you.

NAME	RELATIONSHIP	DATE OF BIRTH	SOCIAL SECURITY NO.

Are you buying or renting Date of Occupancy: _____

Present Owner/Manager of Property: _____

Address _____ City _____

State _____ Zip Code _____ Daytime Phone No. _____ Evening Phone No. _____

Name and Address of (Seller's) Realty Company: _____

Address _____ City _____ State/Zip Code _____

Agent's Name _____ Daytime Phone No. _____ Evening Phone No. _____

PLEASE NOTE: After the property passes the inspection, you must return to City Hall and pay a \$25.00 fee to obtain the actual Occupancy Permit.

PLEASE READ AND SIGN THE REVERSE

IMPORTANT NOTICE:

All utilities must be turned on at time of inspection.

INSPECTION FEE -----\$40.00

Must be paid before inspection can be scheduled. Fee includes one (1) re-inspection if necessary. Additional inspections are \$40.00 each. Inspection fees are non-refundable.

PERMIT FEE -----\$25.00

After the property passes inspection(s), the Occupancy Permit must be obtained BEFORE the property can be occupied and must be obtained by an occupant listed on the permit. This fee is non-transferable.

LEGAL NOTICE:

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 Permit 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 permit.

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 Permit.

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

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

Applicant's Signature

Current Address

City/State/Zip Code

Home Phone No./Work Phone No.