



# APPLICATION FOR RESIDENTIAL OCCUPANCY INSPECTION

DATE OF APPLICATION: \_\_\_\_\_ ROC #: \_\_\_\_\_

INSPECTION ADDRESS: \_\_\_\_\_

This property shall be occupied by the:  owner (buyer)  renter

Name of applicant: \_\_\_\_\_

I am the:  owner  authorized agent  buyer (foreclosures only)

## PROPERTY OWNER INFORMATION:

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

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_

Lock Box #: \_\_\_\_\_

Property Owner DL#: \_\_\_\_\_ *Or Provide a photocopy of Property Owner's Driver License.*

## SELLER/LEASING AGENT INFORMATION:

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

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Application for Residential Occupancy Inspection (Revised: September 2021)**

Department of Community Development

Telephone Number (314) 227-2930 • Fax Number (314) 428-4960

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**BUYER INFORMATION:**

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

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

Email Address: \_\_\_\_\_

**FEES AND INSPECTIONS**

A Forty (\$40.00) Dollar 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 (\$40.00) Dollars 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.

**NOTICE TO APPLICANT**

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 Community Development 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.

The Property Owner hereby agrees he or she shall keep, maintain, and adhere to all Municipal City Building Codes and Municipal City Ordinances. The property owner hereby agrees to be the designated representative regarding all code compliance issues and agrees to accept service of summons on behalf of applicant and listed property.

Upon correction of all items cited, the approved inspection shall be valid for a period of no longer than one

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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.

**CORRECTION OF CODE VIOLATIONS**

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.

**ACKNOWLEDGEMENT OF APPLICANT:**

**Signature:** \_\_\_\_\_

**Name:** \_\_\_\_\_

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

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

**OVERLAND MUNICIPAL CODE SECTION 515.070**

**USE OR OCCUPANCY OF A PROPERTY WITHOUT AN APPROVED CERTIFICATE OF OCCUPANCY CONSTITUTES A VIOLATION OF SECTION 515.070 OF THE OVERLAND MUNICIPAL CODE AND MAY RESULT IN PROSECUTION.**

**FOR DEPARTMENT OF COMMUNITY DEVELOPMENT USE ONLY**

**INSPECTION ADDRESS:** \_\_\_\_\_

Appointment Time: \_\_\_\_\_

Last Occupancy: \_\_\_\_\_

Inspector: \_\_\_\_\_

Locator ID: \_\_\_\_\_

Occupant Limit: \_\_\_\_\_

Plumbing: \_\_\_\_\_

ROC #: \_\_\_\_\_

Electrical: \_\_\_\_\_

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

Notes: \_\_\_\_\_

**THIS DOCUMENT SHALL BE MADE PART OF PERMANENT RECORDS FOR THE ABOVE REFERENCED ADDRESS**