



DEPARTMENT OF PUBLIC SERVICES

One Detjen Drive | Crestwood, MO 63126

Residential Rental Re-Occupancy Permit Application

(Must apply minimum 30 days in advance from proposed occupancy date)

First Inspection Fee \$310.00 Following Inspection Fees \$160.00 each Application Date:
(Cash or check due at time of application-non-refundable)

Type of Property: Single Family Residence Villa Condo Apartment

Property Address:

Apartment/Unit #: Date of Proposed Occupancy:

Applicant (Property Owner and/or Property Manager):

Name:

Mailing Address:

Primary Phone: Secondary Phone:

Email:

Occupants (including children):

First and Last Name/s (19 years and older)

First and Last Name/s (18 years and younger)

Blank lines for occupant names

I understand that it is unlawful to allow occupancy of these premises by anyone other than the owner without first receiving a re-occupancy permit and that it is unlawful to allow any person to occupy these premises who is not named above. I certify that the answer contained herein are true and accurate in all respects to the best of my knowledge and belief.

The City's residential re-occupancy inspection does not replace the occupant's own obligation to be satisfied with the premises being occupied and to undertake private inspections. The City is not liable for any deficiencies or defects of the premises.

Signature of Applicant: Date:

OFFICE USE ONLY

Table with columns for INITIAL, 1st, 2nd, 3rd, 4th ReInsp. Rows include fields for Payment Date, Receipt #, Payment Method (Cash/Check), Received by, and Inspection Date.

FINAL APPROVAL BY TITLE DATE

Permit # Issue Date AFTER FINAL APPROVAL, TENANTS MAY NOW MOVE IN



DEPARTMENT OF PUBLIC SERVICES

Residential Rental Property Re-occupancy

The following codes have been adopted by the City of Crestwood:

- | | | |
|---------|---|----------------|
| 1. 2015 | International Building Code | Ordinance 5066 |
| 2. 2015 | International Residential Code | Ordinance 5066 |
| 3. 2015 | International Existing Building Code | Ordinance 5066 |
| 4. 2014 | National Electric Code (NEC) | Ordinance 5023 |
| 5. 2015 | International Mechanical Code | Ordinance 5066 |
| 6. 2015 | Uniform Plumbing Code (UPC) | Ordinance 5023 |
| 7. 2015 | International Fire Code | Ordinance 4806 |
| 8. 2015 | International Property Maintenance Code | Ordinance 5067 |

Residential Rental Property Re-occupancy Checklist

The checklist is to be considered general only and is not all inclusive for the inspector performing the inspection.

EXTERIOR PREMISES

- General Sanitation
- Drainage
- Driveways/sidewalks
- Weeds/dead trees
- Dangerous limbs
- Exhaust to outside
- Sheds, garages, fences
- Retaining wall

EXTERIOR STRUCTURE

- Good repair, structurally sound, sanitary
- Peeling, flaking, chipped paint
- Street number 4" tall
- Foundation walls: plumb, free from open cracks/breaks
- Roof covering: tight, sound, clear of limbs, branches
- Chimneys
- Windows and door frames/screens
- Tuck point
- Doors/hardware

INTERIOR STRUCTURE

- Structurally sound, good repair, sanitary condition
- Interior surfaces
- Stairs and railing
- Rubbish and garbage
- Bathroom ventilation/window

ELECTRIC AND MECHANICAL

- Heat supply
- Mechanical equipment
- Mechanical safety controls
- Minimum 60 amp service
- Electrical service and system free of hazardous conditions
- Required grounded outlets
- Two outlets in all habitable rooms
- Properly wired garage door opener
- Minimum one outlet in bathrooms
- GFI in required areas
- Required light fixtures: halls, water closets, stairways, bathrooms, laundry rooms, and furnace rooms

PLUMBING

- Plumbing fixtures
- Pipes
- Plumbing system
- Backflow preventer/vacuum breaker

SAFETY ITEMS

- Handrails five steps or more
- Handrails 30" to 42" above grade
- Guardrails: Stairs, decks, landings, balconies, walking surface 30" above grade
- Swimming pools, fence/gate self latching
- No double-keyed locks
- Sleeping rooms must have two approved means of egress from the room (operable window or door)
- Properly functioning smoke detectors
- Fire rated door between garage and living space
- Insect/rat infestation