



# Occupancy Permit Application

for Rental Properties  
One Unit per Application

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

### Purpose of Application (Select all that apply)

- Occupancy Inspection & Tenant Registration (\$30)
- Tenant Change (\$5) [if have current occupancy permit on file]

### Property Information -SQ. FOOTAGE\_\_\_\_\_

Street Address: \_\_\_\_\_ Unit: \_\_\_\_\_  Vacant  Occupied

Type of Rental:  House  Apartment  Mobile Home  Duplex  Condo

Pre-Inspection Check List:  Fees Paid  Utilities Active (water & electric)

### Owner Information

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

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

E-Mail: \_\_\_\_\_

Do you have a property manager?  Yes  No If yes, please complete:

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

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

E-Mail: \_\_\_\_\_

### Tenant Information Does tenant need to obtain water service in their name? Yes or No

Adult Tenant Name(s): \_\_\_\_\_

Number of Tenants: \_\_\_\_\_ Adults \_\_\_\_\_ Children Phone: \_\_\_\_\_

Driver's License #: \_\_\_\_\_ State: \_\_\_\_\_

Tenant cannot obtain water services in their name until the property has been inspected by the Building Department.

PLEASE SIGN TERMS, CONDITIONS, AND DISCLAIMERS ON BACK

**Terms, Conditions, and Disclaimers**

- Inspections are to be completed *before* the unit is occupied. Inspections performed on occupied units may be limited.
- The City of St. Clair and its representative assume no liability in regards to inspections.
- The City of St. Clair and its representatives are not responsible for unseen conditions such as mold, water damage, etc.
- A \$25 re-inspection fee will be assessed for any units requiring more than one (1) re-inspection.
- Property owners are responsible for remediating any issues discovered during inspections within thirty (30) days unless specified otherwise.
- Owners may be fined up to \$100 per day beginning the 4<sup>th</sup> day a tenant occupies a unit if an occupancy permit has not been obtained.
- If tenant information is not provided at the time of application, the owner is responsible for notifying the Building Dept. of this information when it becomes available.
- By signing this form you are authorizing the City to access the property for the purpose of inspection.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

FOR OFFICE USE ONLY

**Inspection Information** (If Required)

Scheduled date: \_\_\_\_\_ Time: \_\_\_\_\_

Pass  Fail

Re-Inspection date: \_\_\_\_\_ Time: \_\_\_\_\_

Pass  Fail

EXEMPT:

\_\_\_\_\_  
 Fees Paid

**Occupancy Permit #** \_\_\_\_\_ **New Issued** \_\_\_\_\_ **Tenant Update Only** \_\_\_\_\_

Date placed on spreadsheet: \_\_\_\_\_ Date placed on rental map: \_\_\_\_\_ Date occupancy permit mailed/mailed: \_\_\_\_\_