

INITIAL INSPECTION FEE: 1<sup>ST</sup> RE-INSPECTION: 2<sup>ND</sup> RE-INSPECTION:

\$100.00 NO CHARGE \$50.00

INSPECTIONS DEPARTMENT 8425 Airport Road Berkeley, MO 63134 (314) 400-3713

## OWNER OCCUPIED HOUSING INSPECTION

## **PLEASE READ:**

- All properties are held at the same standard (rented, owned, or being sold).
- All utilities must be on at the time of the initial inspection and property must be MOVE IN READY.
- The initial inspection application is valid for 30 days. Once the property passes inspection, you have 90 days to obtain an Occupancy Permit. After 90 days, the inspection is NULL AND VOID and the inspection process begins again with the fee of \$100.00.
- Homeowners applying for occupancy permits will be responsible for applying and paying the amount of \$50.00 (debit, credit, cash, and money orders are accepted).
- Please understand that if the Occupancy Permit is not obtained before the new occupant moves into the property, that the property owner is in direct violation of Ordinance NO. 3724, and shall be subject to a fine of not less than \$1.00 or more than \$1,000, imprisonment no more than 90 days, or both, and may be adjudge to pay the cost of prosecution.

**PROPERTY OWNER** 

1. Name: \_\_\_\_\_

All fields must be completed unless noted. PLEASE PRINT.

**PROPERTY ADDRESS FOR INSPECTION** 

Address:

Number / Street / Unit				First Name			First Name /	/ Last Name	
INSPECTION TYPE				2. Phone Number:			- (mm) mm		
□ For Sale							(XXX) XXX-X		
□ Owner/Occupied				3.	Email:		XXXXX@XXXXXXXXXX		
□ Lock Box #				4.	Addres	ss:	Number / St	reet Name / Unit #	
*An inspector can ent when there are no per		5.			City / State				
Missed inspection fees cannot be conducted less provided at the time to the inspection.  MISSED INSPECTION work is not ready or the conduction in the conduction is not ready or the conduction in the conduction is not ready or the conduction in the conduction is not ready or the conduction in the conduction in the conduction is not ready or the conduction in the conducti	because entry to the inspector arriverse	he property is no yes at the propert spection fee of \$5	t ty for	e charg	ged when	an inspe	ction canno	t be completed because the	
APPLICANT S *By signing below, yo understand the terms	u state that the info		on this applic	eation is	s truthful to	o the best	of your knowl	edge, and you have read and	
Name (Printed)			Signature				Date		
Initial Inspection	Date:	Time:	Pass	Faile	ed	No One A	t Site	Inspector:	
1st Re-Inspection	Date	Time	Pass	Faile	ed	No One A	t Site	Inspector	
2 <sup>nd</sup> Re-Inspection	Date	Time	Pass	Faile	ed	No One A	t Site	Inspector	
If 2nd Re-Inspect	ion fails a nov	v incoaction is	roquiro	<u>-</u>					



Berkeley Employee Initials:

## TRASH FORM ORDINANCE 4261, ADOPTED 11/16/2015

TO BE COMPLETED BY OWNER, LANDLORD, MANAGEMENT COMPANY, OR REPRESENTATIVE

INSPECTIONS DEPARTMENT 8425 Airport Road Berkeley, MO 63134-2098

Date Sent: / /

Republic Services is pleased to be your service provider for the collection of solid and yard waste services. The selected hauler is under contract with the City of Berkeley and has ensured us that our residents will get the best service possible.

Today's Date://	<b>Start of Service Date:</b> /
PROPERTY ADDRESS FOR SERVICE	<mark>:</mark>
Responsible Party (check one): Owne	er Management Company
Note: Property Owners or Representatives are	solely liable for any unpaid trash bills: Initials:
OWNER INFORMATION – REQUIRE	<b>D</b>
Owner's Name(s):	
City, State & Zip:	
Telephone: ()	Email:
Printed Name:	
MANAGEMENT COMPANY INFORM	IATION - <i>REQUIRED</i>
Agent for Owner (Name):	
Mailing Address: (No Post Office Boxes)	
City, State & Zip:	
Telephone: ()	Email:
Printed Name:	Signature:
Ord. 4261: AN ORDINANCE REQUIRING ALL OBE RESPONSIBLE FOR THE COST OF TRASH AN November 16, 2015	OWNERS OF RESIDENTIAL PROPERTY WITHIN THE CITY OF BERKELEY TO ND GARBAGE COLLECTION DURING THE TERM OF THEIR OWNERSHIP.
DO NOT WRITE E	BELOW THIS LINE – OFFICE USE ONLY
	<u>UBLIC SERVICES</u> for EACH new occupancy permit issued. <u>license</u> , and a <u>valid picture id</u> of owner, landlord, management representative.

## **RESIDENTIAL VIOLATIONS**

RESIDENTIAL: SINGLE FAMILY1 STORY	EMAIL:			
APARTMENT/MULTI FAMILY				
UTILITIES: WATERONOFF	ELECTRIC:ON	OFF	GAS:ON	OFF
WEATHER:	ARRIVE TIME:		DEPARTURE TIME:	
NUMBER OF BEDROOMS:	SIZE:			<u>OCCUPANTS</u>
	BEDROOM 1X	<b></b>	SQ FT	
TOTAL OCCUPANTS ALLOWED:	BEDROOM 2X	<=_	SQ FT	
	BEDROOM 3X	·=_	SQ FT	
	BEDROOM 4X	·=_	SQ FT	
VIOLATIONS REPORTED:				

