



8374 Midland Blvd.
Vinita Park, MO 63114

P: (314) 428-7373
F: (314) 428-7379

REQUEST FOR OCCUPANCY PERMIT - RESIDENTIAL

The following information must be completed in full, and an occupancy permit fee must be paid prior to issuance of permit, (In addition, the premises must be inspected and approved prior to issuance of permit). There must also be a completed Landlord Authorization Form that has been returned to us by the Landlord prior to completion of this form. A valid ID is required for all adults 18 and over (**state issued identification is required**); **non-citizens** shall provide a passport or foreign identification card for all residents living at the property. All occupants must provide a valid birth certificate for occupants seventeen (17) and under.

In accordance with the Minimum Housing Standard Ordinance #585 of the City of Vinita Park, Missouri, the undersigned hereby requests an occupancy permit to occupy the building located at _____.

****PLEASE PRINT****

NAME	RELATIONSHIP	DOB	SEX
	Head of Household		

Home Phone: _____ Cell Phone: _____

Email: _____

Emergency Contact Person: _____ Phone: _____

Please Check One: House _____ Duplex _____ Apartment _____

Approximate date you are planning to occupy the dwelling: _____

Legal Notice: I hereby state that my family and/or I have seen the premises and are satisfied with the property and state further that I/we want to occupy the premises and hereby apply for an occupancy permit to do so. I/We hold the city harmless in connection with any inspection and/or report which the City Inspector is inspecting for the benefit of the City, and that I/we have a right to hire our own private Inspector if I/we wish, prior to purchase or occupancy.

Applicant's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

Note: 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 available to advise buyers, sellers, and renters. The City does not give real estate advice, nor does the City imply and 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 the issuance of an occupancy permit.