



## ATTENTION!!!

### AGENTS/OWNERS APPLYING FOR HOUSING INSPECTIONS PLEASE BE ADVISED OF THE FOLLOWING:

All properties are held at the same standard (rented, owned, or being sold)

All property taxes and trash bill must be paid in full (we will verify trash bills with Allied waste/Republic service)

All utilities must be on at the time of the initial inspection

Initial inspection fee is \$100.00 and 2<sup>nd</sup> Re-inspection fee is \$50.00

The inspection is valid for 30 days once the property passes inspection. After 30 days the inspection is NULL AND VOID and the inspection process begins again with the fee of \$100.00

**\*\*You are required to inform the tenant that the property is to remain unoccupied until an occupancy permit has been obtained (this includes personal items also). If you fail to do this you will have to appear in court. \*\***

The tenant will then be responsible for applying and paying the amount of \$40.00(debit, credit, and money orders are accepted)

**\*\*Please understand that if the occupancy permit is not obtained before the new tenant moves into the unit, that the property owner and the tenant are 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 not more than 90 days, or both and may be adjudge to pay the cost of prosecution.**

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Signature

Thank You,  
City of Berkeley Inspections Department approval

### **Property owner or property agent check list:**

- All property taxes and trash fees must be paid in full
- Complete application for occupancy inspection
- All utilities must be on at the time of inspection
- Property must be inspection ready before inspector arrives
- Assure that all City of Berkeley forms are completed once property passes inspection
- Obtain certificate of occupancy from tenant **BEFORE** handing over the keys to the property

### **Tenant check list:**

- Present birth certificates of **ALL** children under the age of 17 residing at the residence
- Present a valid picture ID (state issued identification is required for non-citizens, foreign identification will be accepted in the form of a valid passport, or green cards for ALL occupants) of **ALL** adults over the age of 18 residing at residence
- Make payment of \$40.00 in the form of a money order or debit/credit

### **Content of occupancy permit:**

The occupancy permit shall contain such information as is determined by the Director of Public Works to be relevant to the enforcement of this Section including names, ages, relationships and number of occupants who will occupy the premises. It shall be unlawful for any person to knowingly make any false statement in his/her application for an occupancy permit.

CITY OF BERKELEY APPLICATION FOR

# RESIDENTIAL OCCUPANCY INSPECTION



CITY OF BERKELEY  
 INSPECTIONS DEPARTMENT  
 8425 AIRPORT ROAD BERKELEY MO 63134  
 P. 314-400-3713 F. 314-264-2074

Please type or print legibly in ink,  
 complete all parts and sign  
 application

All **UTILITIES** must be on at the  
 time of inspection.  
 The approved inspection report  
 is valid for **30** days.

Date of Application \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Address of property \_\_\_\_\_

Apartment number \_\_\_\_\_ Zip Code \_\_\_\_\_

**OWNER/AGENT INFORMATION:**

( ) Agent ( ) Owner ( ) Rental ( ) Sale

Requested by: \_\_\_\_\_

Address (to PO boxes): \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Business: \_\_\_\_\_ Cell: \_\_\_\_\_

Alternative Number: \_\_\_\_\_

It shall be unlawful to occupy or store belongings on these premises in whole or  
 in part, until an Occupancy Inspection has been approved and occupant has  
 secured an certificate of occupancy. Approved inspection reports are valid  
 for 30 days.

SIGNATURE OF APPLICANT \_\_\_\_\_

PRINTED NAME \_\_\_\_\_

FOR OFFICE USE	
INITIAL FEE \$	_____
CHECK #	_____
MONEY ORDER #	_____
CREDIT CARD	_____

**NON-REFUNDABLE FEE(S)**

(Fee must be paid prior to scheduling inspection)

INITIAL INSPECTION FEE	\$100.00
RE-INSPECTION (1st)	NO CHARGE
RE-INSPECTION (2nd)	\$50.00
CODE COMPLIANCE LTE	\$40.00
RENTAL OCCUPANCY PERMIT	\$40.00
OWNER OCCUPANCY PERMIT	\$50.00

PLEASE NOTE:

No cash or personal checks will be accepted.

Date of 1st Inspection: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Time: \_\_\_\_\_:\_\_\_\_\_ Am Pm

Date of 2nd Inspection: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Time: \_\_\_\_\_:\_\_\_\_\_ Am Pm

Date of 3rd Inspection: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Time: \_\_\_\_\_:\_\_\_\_\_ Am Pm

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

\*\*\*\*\*FOR OFFICE USE ONLY\*\*\*\*\*

Initial Inspection: Date \_\_\_\_\_ Time \_\_\_\_\_ Inspector \_\_\_\_\_

\_\_\_\_\_ Passed \_\_\_\_\_ Failed (Violations Noted) \_\_\_\_\_ No one at site

1st Re-Inspection: Date \_\_\_\_\_ Time \_\_\_\_\_ Inspector \_\_\_\_\_

\_\_\_\_\_ Passed \_\_\_\_\_ Failed (Violations Noted) \_\_\_\_\_ No one at site

2nd Re-Inspection (\$50.00 due): Date \_\_\_\_\_ Time \_\_\_\_\_ Inspector \_\_\_\_\_

\_\_\_\_\_ Passed \_\_\_\_\_ Failed (Violations Noted) \_\_\_\_\_ No one at site

E-MAIL ADDRESS

BILL NO.: 4407

ORDINANCE NO.: 4251

Introduced by: Mayor Hoskins

**AN ORDINANCE AMENDING ORDINANCE 3645 TO REQUIRE ALL OWNERS OF RESIDENTIAL PROPERTY WITHIN THE CITY TO BE RESPONSIBLE FOR THE COST OF TRASH AND GARBAGE COLLECTION DURING THE TERM OF THEIR OWNERSHIP**

Whereas, it is necessary and proper for the City to regulate and control the collection of trash and garbage for the general welfare, health, and safety of the citizens of the City of Berkeley; and

Whereas, Ordinance #3645 provided that both the owner and/or occupant of residential property, within the City shall be responsible for the cost of removal of trash and garbage from the property; and

Whereas, the City Council desires to make the owner solely responsible for the cost of waste removal.

**NOW, THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF BERKELEY, MISSOURI, AS FOLLOWS:**

**Section 1.** Ordinance # 3645 is hereby amended to require the property owner of any residential structure within the City to obtain and timely pay the cost of trash and garbage collection to the trash hauler designated by the Council of the City of Berkeley, Missouri.

**Section 2.** All residential property owners shall use the trash hauler designated by the City.

**Section 3.** Any property owner who fails to have an active trash collection service with the company authorized by the City shall be in violation of this ordinance.

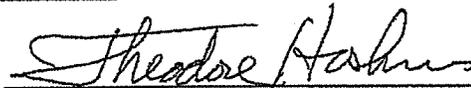
**Section 4.** Any person violating any provision of this ordinance shall be guilty of a misdemeanor, and upon conviction shall be subject to a fine of not less than one dollar (\$1) or more than one thousand dollars (\$1,000) and or imprisonment for a term up to 90 days.

**Section 5.** This Ordinance shall be in full force and effect April 01, 2016.

1<sup>st</sup> Reading this 02<sup>nd</sup> day of November 2015

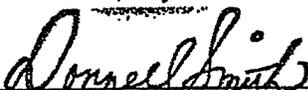
2<sup>nd</sup> Reading this 02<sup>nd</sup> day of November 2015

PASSED and APPROVED this 16<sup>th</sup> day of November 2015

  
Theodore Hoskins, Mayor

ATTEST:

  
Deanna Jones, City Clerk

  
Approved As To Form:  
Donnell Smith, City Attorney

Final Roll Call:

Mayor Hoskins	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>	Abstain <input type="checkbox"/>
Councilwoman Hoskins	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>	Abstain <input type="checkbox"/>
Councilwoman Kirkland	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>	Abstain <input type="checkbox"/>
Councilwoman Mathison	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>	Abstain <input type="checkbox"/>
Councilman-at-Large McDaniel	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>	Abstain <input type="checkbox"/>
Councilwoman Mitchell	Aye <input checked="" type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>	Abstain <input type="checkbox"/>
Councilwoman Crawford-Graham	Aye <input type="checkbox"/>	Nay <input type="checkbox"/>	Absent <input type="checkbox"/>	Abstain <input checked="" type="checkbox"/>



**TRASH FORM**  
**ORDINANCE 4261, ADOPTED November 16, 2015**  
**TO BE COMPLETED BY OWNER, LANDLORD,**  
**MANAGEMENT COMPANY OR REPRESENTATIVE**

INSPECTIONS DEPARTMENT – 8425 AIRPORT RD – BERKELEY, MISSOURI 63134-2098

The Contract Waste Hauler 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: \_\_\_\_\_ Start of Service Date: \_\_\_\_\_

Property Address for Service: \_\_\_\_\_

Responsible Party (check one): \_\_\_\_\_ Owner \_\_\_\_\_ Management Company

Note: Property owners or representatives are solely liable for any unpaid trash bills: Initials \_\_\_\_\_

**Owner Information – REQUIRED**

Owner's Name (s) \_\_\_\_\_

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

City State & Zip: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Owner's Identification: D.L. #/ \_\_\_\_\_ SSN#: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Management Company Information -REQUIRED**

Agent for Owner (Name): \_\_\_\_\_

Mailing Address: (No Post Office Boxes) \_\_\_\_\_

City State & Zip: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

Management Identification: D.L. No. \_\_\_\_\_ SSN#: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_

**Ord. 4261: AN ORDINANCE REQUIRING ALL OWNERS OF RESIDENTIAL PROPERTY WITHIN THE CITY OF BERKELEY TO BE RESPONSIBLE FOR THE COST OF TRASH AND GARBAGE COLLECTION DURING THE TERM OF THEIR OWNERSHIP. November 16, 2015**

**DO NOT WRITE BELOW THIS AREA – FOR OFFICE USE ONLY**

This form shall be faxed to CONTRACT WASTE HAULER for EACH new occupancy permit issued. Attach to this form a copy of the valid landlord license, and a valid picture id of owner, landlord, management representative.

Berkeley Employee Initials \_\_\_\_\_

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

# LANDLORD AUTHORIZATION FORM

CITY OF BERKELEY - 8425 AIRPORT RD - BERKELEY MO 63134  
 (314) 400-3713 Inspections Office or (314) 264-2074 Fax

Occupancy Permit Fee: \$40.00 Rental

PLEASE READ IN ITS ENTIRETY. THIS FORM IS TO BE COMPLETED BY PROPERTY OWNER OR DESIGNATED AGENT ONLY. NO OCCUPANCY PERMIT WILL BE ISSUED WITHOUT THIS FORM, FILLED OUT COMPLETELY, AND SIGN BY OWNER OR DESIGNATED AGENT. THIS FORM MUST BE PRESENTED TO THE CITY PRIOR TO THE TENANT OBTAINING THEIR CERTIFICATE OF OCCUPANCY.

OCCUPANT MUST PROVIDE THE FOLLOWING: A valid Picture ID for all adults over the age of 18 (State Issued Identification is required; for non-citizens, foreign identification will be accepted in the form of a valid passport for all occupants residing at the residence) and birth certificates of all occupants under the age of 17.

The following persons are authorized to move in and occupy (address) \_\_\_\_\_

Apt # \_\_\_\_\_ Apt. Complex Name \_\_\_\_\_

Landlord Phone Number (including area code): \_\_\_\_\_ Cell \_\_\_\_\_ Office \_\_\_\_\_

LIST THE NAME HEAD OF HOUSEHOLD AND ALL OTHER AUTHORIZED PERSONS, WITH DATE OF BIRTH, RELATIONSHIP TO HEAD OF HOUSE HOLD, AND THEIR SEX:

\*\*\*\*\*FOR LANDLORD/AGENT USE ONLY\*\*\*\*\*

NAME	*RELATIONSHIP	DATE OF BIRTH	SEX
	Head of Household		

relationship is defined as head of household, husband, wife, child, brother, sister, cousin, friend, or other. Falsifying this application can result in occupancy revocation and court action.

every room occupied for sleeping purposes by one (1) occupant shall have a minimum floor area of seventy (70) square feet; and every room occupied for sleeping purposes by more than one (1) occupant shall have a minimum floor area of fifty (50) square feet for each occupant thereof.

each bedroom must have six (6) square feet of closet space opening into the bedroom with an operable door(s). 2) No sleeping room may be used by two (2) children of opposite sex beyond the age of five (5) years nor may a minor child sleep in the same room as his/her parents on a permanent basis if the child is over five (5) years of age. 3) No room may be classed as a bedroom or sleeping room on a permanent basis by use of a cot, rollaway bed, sofa or any in-the-wall closet bed. (4) Bedrooms are not allowed in the basement of any single family residence or townhome apartments.

PRINTED NAME OF AUTHORIZED PERSON

SIGNATURE OF AUTHORIZED PERSON

TITLE OF AUTHORIZED PERSON