

Date:

Fee: \$75.00

NON REUNDABLE



Inspection Time:

Day:

Date:

DELLWOOD PROPERTY ADDRESS:

Please check all that apply:

Residential Property:

Commercial Property:

For Rent:

For Sale: (Closing Date:)

Owner's Name: Phone:

Owner's Address:

City: State Zip Code:

The City of Dellwood's Inspector is required to make an inspection and/or re-inspection on all residential and commercial properties for which there is a proposed change in occupancy and/or ownership before any person can occupy the home. The inspection must be completed and a letter of compliance issued before leasing, renting, or owner occupancy in accordance with Dellwood Municipal Code Section 515.120. An inspection report shall be drafted by the Inspector for compliance or violations on the residential and commercial properties. A copy will be issued to the owner. The cost for the initial inspection is \$75.00. The cost for a re-inspection, if needed, is \$30.00.

If you need to cancel your appointment, please do so 24 hours before your appointment. If we do not have 24 hours notice, **you will be required to pay a \$30.00 fee** before we will reschedule your appointment. If no one is present at the time of your inspection appointment, **you will be charged a \$30.00 no show fee** that must be paid before we will reschedule your appointment.

Once the property has passed inspection:

The Certificate of Compliance is valid for 6 months. If the property is not occupied within those 6 months, the owner is required to pay for a new inspection.

The owner, agent, and/or designee are responsible for ensuring that tenants obtain an occupancy permit. An occupancy permit will only be issued after a Certificate of Compliance has been issued. The cost for the occupancy permit is \$25.00. If the tenant does not obtain an occupancy permit, a summons will be issued for violation of the Dellwood Municipal Code Section 515.210.

These inspections are NOT a performance, certification, or guarantee inspection.

I have completed this application to the best of my ability with accurate information in compliance with the Dellwood Municipal Code. I have read the additional information above the application and was handed to me. By signing below, I am agreeing that the all information contained in this application is true and as the owner and/or their agent or designee of this property will comply with all of the City's ordinances or a summons to court may be issued to me.

Applicant's Name

Applicant Signature

Date