

City of Pasadena Hills

YOU MUST READ THIS FORM BEFORE FILING AN APPLICATION FOR AN OCCUPANCY PERMIT

An occupancy permit is required before any person may occupy a residential structure in the City of Pasadena Hills. The occupancy permit will contain the maximum number of occupants for a particular dwelling.

The occupancy permit application must contain the names of all occupants. The permit application must be amended each time that the number or identity of the occupants change.

IT IS UNLAWFUL FOR ANYONE TO OCCUPY A DWELLING OR ALLOW SOMEONE TO OCCUPY A DWELLING IN VIOLATION OF THE OCCUPANCY PERMIT.

IT IS ALSO UNLAWFUL TO MAKE A FALSE STATEMENT IN AN APPLICATION FOR AN OCCUPANCY PERMIT OR ANY AMENDMENT THERETO.

These violations are punishable in the municipal court of Pasadena Hills by a maximum fine of \$1,000.00 or 90 days in jail or both fine and imprisonment. In addition, the City may file an action for fraud against any person making a false statement in an application for an occupancy permit or any amendment thereto. In such action, the City may ask for compensatory damages and punitive damages.

THE INFORMATION CONTAINED ON THE APPLICATION FOR AN OCCUPANCY PERMIT IS SHARED WITH THE NORMANDY SCHOOL DISTRICT AND OTHER GOVERNMENTAL AGENCIES.

I HAVE READ THE FOREGOING AND UNDERSTAND THE PROVISIONS CONTAINED THEREIN.

Applicant's Signature

Print Name: _____

Address: _____

Phone: _____

Witness:

City Clerk

CITY OF PASADENA HILLS
APPLICATION FOR RESIDENTIAL OCCUPANCY

FEE: \$20

I hereby request an occupancy permit to reside at _____
in the City of Pasadena Hills, Missouri as a single family dwelling unit. Is this an update? Y or N

NAME OF HOUSEHOLD HEAD: _____ Date of Birth _____

CURRENT ADDRESS: _____ Email Address: _____

Occupation _____ Place of Employment _____

Work Phone #: _____ Home Phone #: _____

Emergency Contact: _____ Phone #: _____

NAME OF SPOUSE: _____ Date of Birth _____

CURRENT ADDRESS: _____ Email Address: _____

Occupation _____ Place of Employment _____

Work Phone #: _____ Home Phone #: _____

CHILDREN WHO WILL OCCUPY THE DWELLING UNIT:

<u>First and Last Name</u>	<u>Birth date (MM/DD/YY)</u>	<u>Relationship to Head</u>

ALL OTHER PERSONS WHO WILL OCCUPY THE DWELLING UNIT:

<u>Name</u>	<u>Birth date (MM/DD/YY)</u>	<u>Relationship to Head</u>	<u>Occupation</u>

TOTAL NUMBER OF OCCUPANTS WHO WILL OCCUPY THE HOUSE: _____

Date of Occupancy _____ Renting _____ Owner _____

THE LEGAL OCCUPANCY OF THIS BUILDING IS LIMITED TO ONE FAMILY OF NO MORE THAN _____ MEMBERS. ALL PERSON(S) OCCUPYING THE DWELLING MUST BE LISTED ON THE OCCUPANCY PERMIT.

THE BUILDING INSPECTION BY THE BUILDING OFFICIAL IS NOT A PERFORMANCE INSPECTION. THE APPROVAL OF THE VISUAL INSPECTION DOES NOT IN ANY WAY MAKE ANY GUARANTEE OR WARRANTY TO ANY OR ALL PREMISES, NOR DOES THE CITY OF PASADENA HILLS ASSUME ANY LIABILITIES IN THE INSPECTION.

I certify that I am the proposed occupant of the above listed premises and that the answers contained herein are true and accurate in all respects to the best of my knowledge and belief.

Date: _____ **Signature of Applicant:** _____