



# CITY OF COLUMBIA, MISSOURI

COMMUNITY DEVELOPMENT DEPARTMENT ♦ OFFICE OF NEIGHBORHOOD SERVICES

APP# \_\_\_\_\_

## APPLICATION FOR CERTIFICATE OF COMPLIANCE RENTAL UNIT CONSERVATION LAW

In accordance with Section 22.186 and 22.192 Ordinances of City of Columbia, Missouri

### DIRECTIONS ON BACK

New Application [ ]	Renewal [ ] (With ___ Without ___)	New Construction [ ] (C.O. less than 6 months)	Transfer [ ] (Purchased within the last 15 days)
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Rental Property Address: \_\_\_\_\_ Date: \_\_\_\_\_

- Application for new COC: Application fee for new applications, new construction or buildings renewing with inspection  
 Inspection Fee – *new applications must pay both a building and per unit fee*

No. of Buildings: _____ X \$35.00 = _____
No. of Units: _____ X \$7.00 = _____
- Application fee for renewals not requiring an inspection  

No. of Buildings: _____ X \$25.00 = _____
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- Application to Transfer – *properties must have passed inspection within the last 18 months to transfer*  

No. of Buildings: _____ X \$10.00 = _____
Total Fees _____

Owner: \_\_\_\_\_ Daytime phone: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City & State) (Zip Code)

Operator: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Agent: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City & State) (Zip code)

Primary contact should be with (check one):  Owner  Operator  Agent

Primary Contact E-mail \_\_\_\_\_ Cell Phone \_\_\_\_\_

PRESENT USE: Multi-Family [ ] Rooming House [ ] Two-Family [ ] Single-Family [ ] Single-Family Attached [ ]

Pre-manufactured housing [ ] Serial # \_\_\_\_\_ Park: \_\_\_\_\_ Lot # \_\_\_\_\_

DATE RENTAL USE ESTABLISHED: \_\_\_\_\_ ZONING CODE OF PROPERTY: \_\_\_\_\_

### ALL APPLICATIONS MUST BE NOTARIZED, ACCOMPANIED BY MECHANICAL CERTIFICATE AND CORRECT FEES

**Consent to inspection.** In consideration of the issue and delivery to me by the Director of Public Works of the above Certificate of Compliance, applicant agrees that all the provisions of the Property Maintenance Code of Columbia, Missouri, pertaining to dwelling units will be complied with whether specified or not, and also hereby agrees to permit the Director to enter upon and inspect the premises for which the certificate is sought at any reasonable time for the purpose of determining whether or not the premises are in compliance with Chapters 6, 20, 22, 23, 25, and 29 of the Ordinances of the City of Columbia, Missouri.

Owner/Operator/Agent \_\_\_\_\_ If Corporation: \_\_\_\_\_ President

Secretary

Subscribed to and sworn before me this \_\_\_\_\_ day of \_\_\_\_\_,

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**Fees:**

- **NEW APPLICATION or RENEWAL WITH INSPECTION** – Property entering the rental program for the first time or property with certificate due to expire (**\$35.00** application fee per building **PLUS \$7.00** inspection fee per dwelling unit or rooming unit.)
- **RENEWAL WITHOUT INSPECTION** (**\$25.00** application fee per building) Property which was inspected at last renewal date and found to have no complaints since last renewal **AND** for which a current certificate exists.
- **NEW CONSTRUCTION with CERTIFICATE OF OCCUPANCY LESS THAN 6 MONTHS** - (**\$35.00** application fee per building)
- **TRANSFER** - Property purchased within the last fifteen (15) days (Sec. 22-192) for which certificate of compliance is current. To qualify for a transfer, the property must have passed a city rental inspection within the last 18 months. The Certificate cannot be renewed without inspection upon expiration. (**\$10.00 per building** application fee)

**POSSIBLE ADDITIONAL FEES:**

- **REINSPECTION FEE** - **\$20.00** re-inspection fee per unit or rooming unit must be paid if violations are noted as a result of the inspection required by this application.
- **PENALTY FEE** - **\$15.00** fee to be assessed when owner or owner’s representative fails to meet with inspector at scheduled appointment time.

**INSTRUCTIONS:**

- ⇒ PLEASE PRINT OR TYPE
- ⇒ SUPPLY ALL INFORMATION REQUESTED ON FRONT OF APPLICATION.
- ⇒ (Forms not properly completed will be returned.)
- ⇒ PLEASE READ THE CONSENT TO INSPECTION PARAGRAPH.
- ⇒ SIGN AND HAVE SIGNATURE NOTARIZED.
- ⇒ ZONING DESIGNATION MUST BE COMPLETED BY THE PROPERTY OWNER PRIOR TO SIGNING AND NOTARIZING.

**Note on zoning compliance:** Chapter 29 of City Ordinance defines a family as well as the number of unrelated people allowed to live together in one unit. No more than four unrelated people are allowed to live together in any part of Columbia; other zoning districts are restricted to three unrelated people. By applying for a Certificate of Compliance you are agreeing to comply with this ordinance. Failure to comply may result in prosecution.

Checks Payable to: **CITY OF COLUMBIA**

Mail application to: **OFFICE OF NEIGHBORHOOD SERVICES  
P O BOX 6015  
COLUMBIA, MO 65205**

Or bring into the Service Center, 701 E. Broadway, 3<sup>rd</sup> floor.

- HAVE YOU:**
- [1] **COMPLETED YOUR APPLICATION?**
  - [2] **HAVE YOUR SIGNATURE NOTARIZED?**
  - [3] **ENCLOSED YOUR MECHANICAL CERTIFICATE?**
  - [4] **ENCLOSED THE CORRECT FEE?**
  - [5] **VERIFIED THE ZONING FOR EACH PROPERTY LISTED ON APPLICATION?**

**IF YOU HAVE ANY QUESTIONS CONCERNING THIS APPLICATION,  
PLEASE FEEL FREE TO CALL OUR OFFICE AT 817-5050, neighborhood@GoColumbiaMo.com OR ONLINE AT  
www.GoColumbiaMo.com/Neighborhoods.**



**Heating and ventilation systems  
certificate of inspection and approval**

*Per City Ordinance 22-186 (E)*

**CITY OF COLUMBIA, MISSOURI**

**Community Development Department - Office of Neighborhood Services**

This is the water heating, space heating, furnace, fireplace and ventilation system inspection certificate for rental property. Complete the top portion, and either the gas or electric section below. The water heating, space heating and ventilation system section (center section) must be signed by a licensed journeyman or master mechanic. The ORIGINAL SIGNED form must be returned with application, NO FAXED OR COPIED CERTIFICATES WILL BE ACCEPTED.

Rental Property Address: \_\_\_\_\_

Unit numbers, Apt, or Rm: \_\_\_\_\_

Owner's Name: \_\_\_\_\_

Owner's Address: \_\_\_\_\_

**HEATING AND VENTILATION SYSTEMS CERTIFICATION**

This is to certify that I, or a qualified representative of the company, have inspected the water heating, space heating and ventilation systems in the above premises and the systems are functioning properly and safely. This certificate is issued in association with obtaining a certificate of compliance.

Mechanical Contractor Name \_\_\_\_\_ Inspection Date \_\_\_\_\_

Contractor Address \_\_\_\_\_ Phone # \_\_\_\_\_

Mechanic Name (printed) \_\_\_\_\_ License # \_\_\_\_\_

Mechanics Signature \_\_\_\_\_

**ELECTRIC HEATING AND VENTILATION SYSTEM CERTIFICATION**

Heating systems which do not use gas for heating water or living areas do not require an inspection by a mechanic. The owner or agent for the rental property may complete and sign the spaces below for electric heating systems.

This is to certify that the water heating, space heating and ventilation systems at the above address are all electric.

\_\_\_\_\_ Date \_\_\_\_\_  
Rental Property Owner/Agent (Printed name)

\_\_\_\_\_  
Rental Property Owner/ Agent (Signature)