

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, 3rd 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.**