



CITY OF PINE LAWN

Terry Epps
MAYOR

Lillian Eunice
CITY ADMINISTRATOR

Victoria Stevenson
CITY CLERK

APPLICATION FOR CERTIFICATE OF OCCUPANCY

VIOLATION OF THE MUNICIPAL CODE CAN RESULT IN FINES OF UP TO \$1,000 PER DAY
THE CITY OF PINE LAWN RESERVES THE RIGHT TO CONDUCT POST/PREOCCUPANCY INSPECTIONS

Application No. _____

Phone # _____

Head of Household _____

Address _____

City/State/Zip _____ Buyer _____ Rent _____

Previous Address: _____

City/State/Zip _____

Number of Vehicles: _____ Plate Numbers: _____

PROPERTY OWNER INFORMATION:

Owner: _____

Address: _____

City/State/Zip: _____

Telephone#: _____

Proof Owner Ownership: () Yes () No Purchase Price: _____ Real Estate Co: _____

Property Manager:

Manager: _____

Address: _____

City/State/Zip: _____

Telephone#: _____

Monthly Rent \$ _____ # Rooms: _____ # Bedrooms: _____

Provide complete information for ALL persons who will occupy the dwelling unit:

Please Print:	Date of Birth:	Gender:	Relationship To Head Of House	Occupation	Place of Employment
			SELF		

The Undersigned Understands and Acknowledges That:
Any changes in the use and occupancy as designated on this application without the approval from the designated official of the City of Pine Lawn will render the Certificate of Occupancy null and void. Violations of the Ordinances of this City may cause prosecution and court proceeding which may lead to fines. The issuing of the Certificate of Occupancy does not in any way make any guarantees or warranted to any one as to the condition of the property, structure, equipment or premises, nor does the City of Pine Lawn assume any liabilities in the inspection and compliance therewith.
SWORN STATEMENT:

Owner Signature _____ Date _____

Tenant Signature _____ Date _____

CITY HALL • 6250 STEVE MARRE • PINE LAWN, MISSOURI 63121 • OFFICE (314) 261-5500 • FAX (314) 261-4412

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WORK PERMIT REQUEST APPLICATION

Ordinance #405.530

() ELECTRICAL () PLUMBING () BUILDING () MECHANICAL () CLEANOUT () DEMO

Date: _____ Business/Homeowner Name: _____

If not Homeowner You are: Business Owner/Agent: Contractor:

Commercial Property Plan Review Fees:

Construction Plan Review - Structural \$500 - Varies () Construction Plan Review - No Structural \$249 ()
Electrical Plan Review \$249 () Plumbing Plan Review \$249 () Mechanical Plan Review \$249 ()
Sign Plan Review \$249 () Parking Lot Plan Review \$249 () Excavation \$249 () Demo \$500 ()

NOTE: These are plan review fees ONLY. Engineer will review submitted plan and determine plan review fees. After Engineer's approval, ADDITIONAL permit fees to perform the actual work will apply. Engineer has seven (7) business days to review plan.

LLC Registered Agent: _____ EIN#: _____

Homeowner Address: _____ Homeowner Phone#: _____

Contractor/Person Doing Work: _____

Contractor Address: _____ Contractor Phone#: _____

Project/Work to Be Done: _____

Project/Work Cost: \$ _____ Work Permit/Plan Review Cost: \$ _____

Copy of Contractor's License (Plumbing, Mechanical, Electrical): () Yes () No

Copy of Driver's License: () Yes () No Drawings/Contract/Bid: () Yes () No

Work Location Address: _____

Dumpster Needed: () Yes () No Cost of Dumpster Permit: \$ _____

Demo: Tap & Destroy () Yes () No Disconnects: () Gas () Electric () Water

TOTAL Paid: \$ _____ Permit Expires: _____ Permit No: _____

Application Approved By: _____ Date: _____

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INSPECTION REQUEST

The City of Pine Lawn requires that any plumbing, electrical, mechanical, roofing work, or properties to obtain occupancy be inspected by our Commercial or Residential Inspectors.

Address to be Inspected: _____

Business Property Business Name: _____ Residential Property

Inspection Type: Residential Plumbing Electrical Mechanical Roofing

Contractor/Property Owner Name and Address:

Phone #: _____ E-Mail: _____

****MUST HAVE A COPY OF INSURANCE POLICY****

All utilities MUST be on for the inspection. If not, your property will automatically fail. Plumber, Electrician, Roofer, etc. MUST be present day of Inspection, if not your property will automatically fail.

Residential Inspections:

Plumbing, Electrical, Mechanical, Roofing 1st and 2nd Inspection fees are included in the cost of your obtained Work Permit. If a 3rd Inspection is required, \$75.00 fee will apply. If no Work Permit was obtained, 1st and 2nd Inspections are \$75.00. If a 3rd Inspection is required, a \$30.00 fee will apply, after this it starts back over at \$75.00.

Commercial Inspections:

Plumbing, Electrical, Mechanical, Roofing 1st and 2nd Inspection fees are included in the cost of your obtained Work Permit. If a 3rd Inspection is required, \$50.00 fee will apply. If no Work Permit was obtained, 1st and 2nd Inspections are \$100.00. If a 3rd Inspection is required, a \$50.00 fee will apply, after this it starts back over at \$100.00.

Money Order, Cashier's Check, Debit or Credit Card. Cash is not accepted.

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EMERGENCY CONTACT INFORMATION
(Confidential Information Form)

Rental Address: _____

Owner's Emergency Contact:

Name: _____

Telephone #: _____

Address: _____

City/State/Zip _____

Tenant's Relative/Friend

Name#1: _____

Telephone #: _____

Relation: _____

Address: _____

City/State/Zip _____

Name#2: _____

Telephone #: _____

Relation: _____

Address: _____

City/State/Zip _____

Owner Signature

Date

Tenant Signature

Date



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GUIDE TO BEING A GOOD NEIGHBOR

As we all know, the City of Pine Lawn has many rules, regulations, codes and ordinances. Yet, year after year there are several recurring code violations that are a source of problems between neighbors. Knowing and resolving these problem areas beforehand helps to maintain a good relationship with your neighbors as well as maintaining property values.

Problem areas:



****YARD**** Mow regularly.....before it gets too tall (8"), especially in the spring of the year. Please do not throw the grass clippings into the street or onto your neighbor's sidewalk or driveway.



****TREES AND BUSHES**** Trim your trees and bushes before they are a problem for you, your neighbors and your security. Trim away from power lines, gutters, windows, roofs, garages, sheds, sidewalk and cracks.



****BARKING DOG**** They are not cute, especially when you are trying to have a family barbecue and they are scaring the children. Dog Permits Are Required from the City of Pine Lawn.

****CATS**** Do not let them roam or do their business in your neighbor's garden or yard.

****SIDEWALKS**** Keep them clean and safe, clear away snow, mud, debris and sweet gum balls

****JUNKY YARD**** Keep trash and debris picked up and disposed of, try not to let your yard look cluttered and messy.

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