



# City of Shrewsbury

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Shrewsbury, Missouri 63119  
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## Residential Occupancy Application – Fee: \$40.00

I hereby submit an application on behalf of those named below for the occupancy of the following residence:

### APPLICANT INFORMATION:

NAME: \_\_\_\_\_ DATE OF BIRTH: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ ADDITIONAL PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

DATE OF PROPOSED OCCUPANCY: \_\_\_\_\_

PROPERTY ADDRESS: \_\_\_\_\_ APARTMENT/UNIT #: \_\_\_\_\_

I WILL OWN THE PROPERTY:

I WILL RENT THE PROPERTY:

MAILING ADDRESS (If different than the property address): \_\_\_\_\_

### OTHER PERSONS: (Including children who will occupy the dwelling unit):

	First & Last Name	Relationship	Date of Birth	Phone Number
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

TOTAL NUMBER OF OCCUPANTS: \_\_\_\_\_

### ACKNOWLEDGEMENTS

I understand that it is unlawful to occupy these premises without first receiving a Certificate of Occupancy and that it is unlawful to allow any person to occupy these premises who is not named above. I certify that the answers contained herein are true and accurate in all respects to the best of my knowledge and belief. I further understand that no part of these premises shall be used for business purposes.

I understand that the inspection related to this occupancy permit application will be limited to the evaluation of the requirements of the Shrewsbury Municipal Code, its Minimum Housing Code, and the International Building & Property Maintenance Codes.

SIGNATURE OF APPLICANT: \_\_\_\_\_ DATE: \_\_\_\_\_

Check the box to receive informational emails from the City

<b>Property Owner (If Renting)</b>
Property Owner _____
Address _____
City, State, Zip _____
Phone Number _____
Email: _____

<b>NOTICE</b>
A Temporarily/Conditionally issued Certificate of Occupancy becomes void if the terms of the conditions are not met. Once its terms are fully met and verified via inspection, the Temporary/Conditional status of a Certificate of Occupancy is removed.