



CITY OF COLUMBIA, MISSOURI

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 – Updated 12/2014

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

No. of Buildings:	_____ X \$60.00 = _____
No. of Units:	_____ X \$26.00 = _____
- Inspection Fee – *new applications must pay both a building and per unit fee*
- Application fee for renewals not requiring an inspection

No. of Buildings:	_____ X \$43.00 = _____
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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 Email _____ 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 SIGNED AND ACCOMPANIED BY MECHANICAL CERTIFICATE AND CORRECT FEES

The undersigned hereby certifies that the information contained on the above application is true and correct to his/her best knowledge and belief, and the undersigned is either the owner of the property or has the authority to sign such application as the operator/agent on behalf of the owner.

_____ If Corporation: _____
 Owner President

 Secretary

The owner/operator/agent may sign the following consent form to allow the city inspector to have access to the premises in the absence of the owner/operator/agent:

CONSENT TO INSPECTION

I hereby consent and authorize the Director of Community Development, or designee, to enter upon and inspect the premises for which application is being made for the purpose of inspecting said premises to determine whether or not such premises is in compliance with Chapters 6, 9 (article II), 20, 23, 24, 25 and 29 of the City Code of the City of Columbia, Missouri for issuance of a certificate of compliance the Rental Unit Conservation Law.

Owner/Operator/Agent

Fees:

- **NEW APPLICATION or RENEWAL WITH INSPECTION** – Property entering the rental program for the first time or property with certificate due to expire (**\$60.00** application fee per building **PLUS \$26.00** inspection fee per dwelling unit or rooming unit.)
- **RENEWAL WITHOUT INSPECTION** (**\$43.00** 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** - (**\$60.00** 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** - **\$43.00** 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.
- A \$34.00 fee will 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
- ⇒ ZONING DESIGNATION MUST BE COMPLETED BY THE PROPERTY OWNER PRIOR TO SIGNING

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: **DEPARTMENT OF COMMUNITY DEVELOPMENT
OFFICE OF NEIGHBORHOOD SERVICES
P O BOX 6015
COLUMBIA, MO 65205**

Or bring to the Service Center, 701 E. Broadway, 3rd floor.

HAVE YOU:

[1]	COMPLETED YOUR APPLICATION?
[2]	ENCLOSED YOUR MECHANICAL CERTIFICATE?
[3]	ENCLOSED THE CORRECT FEE?
[4]	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
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.

Rental Property Owner/Agent (Printed name)

Date _____

Rental Property Owner/ Agent (Signature)