



APPLICATION FOR RESIDENTIAL OCCUPANCY INSPECTION

Email application(s) and copy of Applicant's ID to: CDPermits@overlandmo.org

DATE OF APPLICATION: _____ ROC #: _____

INSPECTION ADDRESS: _____

This property shall be occupied by the: ☐ owner (buyer) ☐ renter

Is the property vacant: ☐ Yes ☐ No

NAME OF APPLICANT: _____

I am the: ☐ owner ☐ authorized agent ☐ buyer (foreclosures only)

PROPERTY OWNER INFORMATION:

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Fax #: _____

Email Address: _____

Lock Box #: _____

SELLER/LEASING AGENT INFORMATION:

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Fax #: _____

Email Address: _____

Lock Box #: _____

Application for Residential Occupancy Inspection (Revised: July 2025)

Department of Community Development

Telephone Number (314) 227-2930 • Fax Number (314) 428-4960

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BUYER INFORMATION:

Name: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Phone #: _____ Fax #: _____

Email Address: _____

FEES AND INSPECTIONS

A Sixty-Five (\$65.00) Dollar non-refundable inspection fee is due at the time this application is submitted for review. This fee covers the initial inspection and one (1) re-inspection. Additional inspections shall be charged at a rate of Sixty-Five (\$65.00) Dollars per re-inspection.

If the property is occupied, the applicant must arrange for someone to meet the inspector at the appointed time. City inspectors will not enter occupied residences unless accompanied by the owner or their representative.

NOTICE TO APPLICANT

This is to certify that the undersigned applicant has the authority to execute this document as the owner of owner's agent, or with the owner's authority as the renter who agree to make all repairs on the property as specified in the occupancy inspection report for this address. The applicant hereby affirms that all information contained hereon is fully accurate and true. The applicant hereby grants the city of overland, Missouri authority to enter onto and into the above noted inspection address to conduct all required inspections during reasonable business hours. **Any false statement or misrepresentation shall cause this application, or any permit issued hereon to be null and void.**

The applicant hereby affirms that all specified repairs will be completed prior to occupancy; but in no case longer than one-hundred eighty (180) days from the date of inspection. If a residence is occupied without an occupancy certificate; all repairs must be completed, and an occupancy permit obtained within thirty (30) days.

The Director of Community Development may approve an extension of any deadline based upon limited circumstances. All requests must be submitted in writing no less than thirty (30) days prior to any established deadline.

Upon correction of all items cited, the approved inspection shall be valid for a period of no longer than one hundred and eighty days (180) from the approval date. In the event that an occupancy permit is not issued to new occupants within that period of time a new occupancy inspection shall be required prior to any change of occupancy.

CORRECTION OF CODE VIOLATIONS

The applicant hereby agrees that all cited code violations shall be corrected regardless of whether a change in occupancy takes place. This application should not be submitted if this condition cannot be fulfilled.

APPLICANT ACKNOWLEDGEMENT:

Signature: _____

Name: _____

Date: _____

LIABILITY WAIVER

The City of Overland (the "City") strives to provide consistent and quality Minimum Housing Inspections upon request. However, in the event that the City's inspectors do not ascertain all potential building code violations or inconsistencies during their inspection, the City shall not be held liable or accountable for such omission, nor shall failure to ascertain such violation or inconsistency with applicable building code provision operate as a waiver of that provision from future enforcement. Further, NO WARRANTY IS CREATED BY THE CITY'S INSPECTION OF A REQUESTED PROPERTY AND REPORT ISSUED THEREFROM. The City strongly encourages those engaging in home real estate transactions to consult a private inspector, in addition to the City's inspection, to perform a comprehensive inspection when a property is being purchased or sold.

ALL UTILITIES MUST BE ON AT THE TIME OF THE INSPECTION

OVERLAND MUNICIPAL CODE SECTION 515.070

USE OR OCCUPANCY OF A PROPERTY WITHOUT AN APPROVED CERTIFICATE OF OCCUPANCY CONSTITUTES A VIOLATION OF SECTION 515.070 OF THE OVERLAND MUNICIPAL CODE AND MAY RESULT IN PROSECUTION.

FOR DEPARTMENT OF COMMUNITY DEVELOPMENT USE ONLY

PROJECT ADDRESS: _____

Appointment Time: _____

Last Occupancy: _____

Inspector: _____

Locator ID: _____

Occupant Limit: _____

Plumbing: _____

ROC #: _____

Electrical: _____

Inspection Date: _____

Notes: _____

**THIS DOCUMENT SHALL BE MADE PART OF PERMANENT RECORDS
FOR THE ABOVE REFERENCED ADDRESS**

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