



Occupancy Permit Application

PICTURE ID REQUIRED

\$50/\$25(amendment)

☐ Renting/Leasing

☐ Own

Address of Property: _____ Phone Number: _____

Head of Household: _____ Date of Birth: _____

Email: _____

How would you like to receive your occupancy permit?

☐

Email

☐

Mail

☐

Both

Other Occupants:

- | | | |
|-----------------|---------------------|------------|
| 1. Name: _____ | Relationship: _____ | DOB: _____ |
| 2. Name: _____ | Relationship: _____ | DOB: _____ |
| 3. Name: _____ | Relationship: _____ | DOB: _____ |
| 4. Name: _____ | Relationship: _____ | DOB: _____ |
| 5. Name: _____ | Relationship: _____ | DOB: _____ |
| 6. Name: _____ | Relationship: _____ | DOB: _____ |
| 7. Name: _____ | Relationship: _____ | DOB: _____ |
| 8. Name: _____ | Relationship: _____ | DOB: _____ |
| 9. Name: _____ | Relationship: _____ | DOB: _____ |
| 10. Name: _____ | Relationship: _____ | DOB: _____ |

Landlord: _____ Phone Number: _____

Address of Landlord: _____

I HEREBY MAKE AN APPLICATION FOR AN OCCUPANCY PERMIT AND CERTIFY THAT THE ANSWERS CONTAINED HEREIN ARE TRUE AND ACCURATE. I FURTHER UNDERSTAND THAT THIS IS AN APPLICATION ONLY AND THAT IT IS UNLAWFUL FOR ME TO OCCUPY THE DWELLING UNIT UNTIL AN OCCUPANCY PERMIT HAS BEEN ISSUED BY THE CITY OF NORMANDY, MISSOURI.

Signature: _____

Date: _____

Welcome to the City of Normandy! On behalf of everyone at City Hall, we would like to welcome you to our community. Below you will find some helpful hints to help you stay in compliance with City ordinances:

1. **Pit Bulls and Rottweilers** are forbidden in the City of Normandy. (Section 205.120) Initial _____
2. **NO vehicle** maintenance is allowed on the public streets or driveways. (Section 505.030) Initial _____
3. **All residential areas** must be free of weeds, trash, and debris (Section 220.050 and 220.070) Initial _____
4. **GRASS** must not exceed **six inches in height**; all cut grass must not remain on the street or sidewalks. It is up to the homeowner to make sure all cut grass is swept from the sidewalk and street. (Section 220.070) Initial _____
5. **Heavy debris**, such as furniture, mattresses, cardboard boxes, and carpet are not allowed to be stored in yards or on carports. (Section 220.050) Initial _____
6. **Trash pickup services** are mandatory. All residents must set up an account with Waste Management (866-909-4458). Trash pick-up is every Monday. (Ord. 748) Initial _____
7. **Trash containers** left at the curb in front of the house are forbidden. Containers may be placed on the curb no earlier than 4:00 p.m. on Sunday. (Ord. 748) Initial _____
8. **All vehicles** must be properly registered and operable. Damaged vehicles with flat tires or inoperable will be deemed a derelict vehicle and can be towed by the City at the owner's expense. (Section 220.030) Initial _____
9. **Loud music** which unreasonably annoys or disturbs the peace, quiet, comfort, or repose of individuals within 100 feet is forbidden (from homes or vehicles). (Section 215.770) Initial _____
10. **No occupancy** will be granted until the dwelling has passed inspection by the Normandy building inspector. All occupants living at the dwelling must be included on the occupancy permit (Section 505.030). Initial _____
11. **Any place which is used for the commission of crimes**, ordinance violations, or acts done, permitted, allowed, or continued to the damage or injury of any of the inhabitants of the City can be determined a nuisance and may result in a revocation of the tenant's occupancy permit. (Section 220.035) Initial _____
12. **Dogs at large** (not leashed, tethered, or fenced) are strictly prohibited and can result in a citation or impoundment of the animal. (Section 205.040) Initial _____

To review all ordinances cited here and the full Code of Ordinances of Normandy, please visit:

<https://ecode360.com/NO3377>. For news and more info, please visit: **<https://www.cityofnormandy.gov>**

I as a new resident of the City of Normandy have read and by signing below acknowledge that I have read and understood these basic City ordinances. I also understand that there are several ordinances that I need to make myself aware of, and that the above is not the entire City ordinances that I must comply with.

Resident Signature _____ Date _____

City Representative _____ Date _____

Thank you,
City of Normandy