

BOARD OF PUBLIC WORKS OCCUPANCY CERTIFICATE POLICY

SECTION 500.100: OCCUPANCY PERMIT

OCCUPANCY CERTIFICATE POLICY

Ordinance No. 3127

Ordinance No. 3176

1. Landlord/Property Owner contacts the Board of Public Works Office to schedule an inspection.
2. BPW office staff schedules a time with the Landlord/Property Owner for the inspection.
Inspection Hours 8:30am-11:30am outside of these hours as differ as needed.
3. BPW Service Employee or a member of the Electric Department goes out inspects the property according to the inspection sheet.
4. If inspection PASSES the landlord/property owner is informed on site and directed to the BPW office to have services established.
5. BPW Service Employee or a member of the Electric Department contacts the BPW office staff informing them of the passed inspection.
6. If inspection FAILS the landlord/property owner is informed on site and gives a copy of the inspection sheet and is communicated on the corrections needed.
7. Once landlord/property owner corrects the failed items they will then contact the BPW office to pay the re-inspection fee and to schedule a re-inspection.
8. If the re-inspection PASSES the landlord/property owner is informed on site and directed to the BPW office to have services established.
9. BPW Service Employee or a member of the Electric Department contacts the BPW office staff informing them of the passed inspection.

Fee schedule set by Ordinance #3127

Initial Inspection - \$0.00

Second Inspection - \$50.00

Third Inspection - \$100.00

Fourth Inspection and after - \$150.00

ABANDONED PROPERTY

1. Landlord/Property Owner contacts the Board of Public Works Office requesting to have their property inspected to confirm the tenant has abandoned the property.
2. BPW office staff schedules a time with the Landlord/Property Owner for the inspection.
3. BPW Service Employee inspects the property to determine occupancy.
4. If BPW staff deems property abandoned the landlord/property owner is informed on site and directed to the BPW office to have services transferred and established.
5. If BPW staff deems property has not been abandoned the landlord/property owner is informed on site and BPW office staff is notified and services will remain in tenants name until tenant request to have services disconnected or services terminated for non-payment.

*Form Attached