

City of Manchester
 14318 Manchester Road
 Manchester, MO 63011
 P: (636) 227-1385 ex. 118
 F: (636) 821-8099
 pandz@manchestermo.gov



Single Family Inspection Application

PROPERTY ADDRESS: _____	
Owner: _____	
Address: _____	Phone: _____
City, State, Zip: _____	Email: _____
Applicant: _____	
Address: _____	Phone: _____
City, State, Zip: _____	Email: _____
REQUIREMENTS: <ul style="list-style-type: none"> A new application must be completed for every change of owner or tenant (if rental property). Violations found in initial inspection must be corrected within 30 days of first inspection; a passed inspection is valid for 90 days. Inspection fees are \$125 for a condo/house; \$45 for a third or fourth inspection required in a 90 day period. Fee must be paid before an inspection appointment will be scheduled. Occupancy Information (separate form) must be completed and received by the City <u>before</u> the premises are occupied by new occupants. 	
Inspection Date Requested: _____	Expected Date of Occupancy: _____
Rental Property? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know	
No. of Bedrooms: _____	Occupancy Limit: _____
I hereby agree to perform all necessary corrections if premises are found not to be in compliance and that I will conform to all applicable laws of the City of Manchester. Owner/Agent Signature: _____ Date: _____ Name Printed: _____	
OCCUPANCY PERMIT MUST BE FILLED OUT SEPARATELY BY NEW OCCUPANTS.	
<i>Planning and Zoning Use Only</i>	
Inspection #: _____	Date Scheduled: _____
Fee paid on: _____	Amount: _____



Covid 19 Guidelines for Building Inspections

For the safety of our residents and employees, it is advised that these guidelines be followed while inspections are being performed or prior to the inspectors arriving.

If you are sick or have been exposed to someone that is sick, we ask that you contact our office at [636-227-1385](tel:636-227-1385) to reschedule for a later date. A minimum of ten days of Covid free symptoms must pass before rescheduling.

- Clean your hands, either with soap and water for 20 seconds or a hand sanitizer that contains at least 60% alcohol before the Inspectors arrive.
- Cover your mouth and nose if you must sneeze or cough. Pointing your face downward and away from others will limit exposure.
- Masks must be worn while the Inspectors are available at the property.
- Stay at least 6 feet (about 2 arm lengths) from others.
- Avoid having multiple people inside the residence while the Inspectors are present.
- If others must wait: the garage, inside the car or rooms that the Inspectors have already inspected are good ideas for waiting to avoid additional exposure.
- Clean and disinfect frequently touched objects and surfaces before the Inspectors arrive. This should include doorknobs, window latches, toilet flush handles and faucets.

Thank you in advance for your cooperation. We value your and our inspector's safety and health.

Sincerely,

City of Manchester