

RESIDENTIAL RENTAL CERTIFICATE OF OCCUPANCY & INSPECTION APPLICATION



City of Tupelo
Department of Development Services
P O Box 1485, Tupelo, MS 38802-1485
(662) 841-6510
permits@tupeloms.gov

MUNIS _____
Received By: _____
Date Received: _____
Inspection Date: _____
(for office use only)

This form required for all residential and short-term rental units. Units requiring construction, maintenance, renovations or other interior or exterior structural or lot changes require separate construction permit. Detached dwelling and short-term rental units require a site plan indicating off-street parking for occupancy is met.

RECORDED DEED AND LEASE AGREEMENT REQUIRED WITH APPLICATION.

Applicant or representative MUST be present at inspection.

Inspection may be rescheduled ONCE with 24 hour notice without incurring penalty fee.

Penalty Fees (re-inspection or no show): 1st: \$50, 2nd: \$100, 3rd: \$200, 4th: \$400*.

*fee and citation to court for revocation of the certificate of occupancy for each unit and imposition of a Five-Hundred dollar (\$500.00) penalty

Applicant: Name: _____ Phone: _____

Email: _____ Address: _____

Property Owner: Name: _____ Phone: _____

Email: _____ Address: _____

Property Manager: Name: _____ Phone: _____

Email: _____ Address: _____

Rental Unit Location/Address: _____

Parcel number of location: _____

Rental Registration and License #: _____ **Rental Charge per month \$** _____

Heated/Cooled Square Feet _____ **Maximum Occupancy** _____ (6+ adults requires approved Congregate Living Permit)

Rental Type: Residential (30+ day rental) _____ Short-Term Rental (less than 30 day) _____ (Less than 1-yr) _____

Unit Type (select one): Single Family (entire home) _____ Detached Dwelling _____ Duplex Unit _____

Individual Bedroom Unit _____ Multifamily 3-8 unit _____ Multifamily 9+ unit _____

Total Units _____ # Units Occupied _____ #Units Vacant _____ (Note: All units require a CO)

Utilities provided by (select one): Tupelo Water & Light _____ Tombigbee Electric Power Assoc. _____

Does the residence have access to natural gas? Yes ___ No ___ If yes, date last operational _____

Utility services for electricity, water, sanitary sewer, waste management, and gas (if applicable) will be provided for at registered units by (select one): Owner _____ Tenant _____

Please note if the following are not provided by the owner, agent, or manager as authorized by a rental agreement with the current tenant (agreement must be presented)

Oven and range (or stove) with vent hood _____ Refrigerator (40-45 degrees) with freezer _____

If structure built before 1978, owner must initial below to indicate a Lead Disclosure Statement has been provided to the renter _____

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other State or City law regulating the approval of this occupancy nor does it nullify any private covenants, deed restrictions, or other restrictions running with the title to the property upon which this occupancy is allowed

Applicant Signature _____

Date: _____

RENTAL INSPECTION CHECKLIST

Checklist must be presented with Rental Inspection Form
Initial each item to confirm compliance

Inspector's Use Only

Lawn/Yard

1. Waste Management provided _____
2. Covered portable waste container provided _____
3. No refuse in Right of Way _____
4. Required landscaping where visible from street or adjacent property comparable to adjacent properties _____
5. Landscaping free of overgrowth _____
6. Exterior sidewalks, walkway, drive, parking area, and all exterior common areas free of holes, depressions, tripping hazards _____
7. No evidence of stagnant water _____
8. No apparent evidence of insect infestation, rodents, vermin, or nesting pests _____
9. Swimming pool (24"+ water) properly maintained, located in back of structure, and properly fenced _____
10. Other facilities and/or equipment provided properly maintained _____

Exterior Structure

Electrical

1. All exterior outlets are GCFI _____
2. No frayed, exposed, unprotected, or uncovered wire _____
3. Lighting fixtures properly maintained _____

Doors and Windows

1. One openable, screened, exterior window free of tears, holes, frame imperfections _____
2. Exterior windows properly fit and weather stripped _____
3. Exterior doors properly fit and weather stripped _____
4. Doors and windows, including glaze, free of cracks, holes, breaks, missing or loose components _____
5. Door and window hardware and frames maintained for intended use _____
6. No exterior hollow core doors _____
7. Replacement doors, if applicable, provide same or better sound transmission rating _____
8. Deadbolt on all swinging doors _____
9. Lock on all sliding doors _____
10. Window or eye viewer (peephole) on front/principal door entrance OR adjacent window with view directly of front door _____

Other

1. No evidence of pests or vermin _____
2. Handrail fastened to wall or balusters on stairs with 3+ steps _____
3. Guardrail and enclosure w/ less than 4in openings through or under on all 30 in + height stairs _____
4. Guardrail and enclosure w/ less than 4in openings through or under on all 30 in + height (from floor/ground) balconies and/or porches _____
5. Foundation is weather-tight, watertight, free of vermin, with no missing material _____

6. Roof and all awnings are weather-tight, watertight, free of vermin, with no missing material including vents and/or boots _____
7. Gutters and drains free of breaks, clogs _____
8. Exterior walls/finish material weather-tight, watertight, free of vermin, with no missing material _____
9. No evidence of broken, rotted, split, or buckling in roof _____
10. No evidence of broken, rotted, split, or buckling on exterior wall _____
11. 4" premises identification numbers clearly posted on building _____

Interior Structure – all rooms and common areas

Electrical

1. Minimum 60 amp electrical service provided _____
2. Panel box properly labeled with no exposed openings _____
3. 2 operational outlets minimum per room _____
4. One permanent light fixture with wall switch or convenience outlet per room _____
5. One permanent light fixture with wall switch or convenience outlet per stairway and hall (fixtures should not require passage through dark areas when illuminated) _____
6. No frayed, exposed, unprotected, or uncovered wire _____
7. Lighting fixtures properly maintained _____
8. No tacked extension cords or makeshift wiring _____
9. Outlets, outlet covers, and fixtures without holes, breaks, cracks _____

Other

1. Total square feet per occupant met (220 sq ft minimum + 100 sq ft for each occupant for more than 2 occupants) _____
2. Common room 120 sq ft minimum _____
3. No evidence of pests or vermin _____
4. All interior doors capable of maintaining privacy _____
5. Stairs stable and free of rot, missing and/or broken steps _____
6. Handrail stable and fastened to wall or balusters on stairs with 3+ steps _____
7. Guardrail and enclosure w/ less than 4 in openings through or under on all 30 in + height stairs _____
8. No loose or torn floor covering on stairway _____
9. No loose or torn floor covering within 3 ft of stairway _____
10. Operational lock on all windows _____
11. Floor free of holes, cracks, breaks, sloping, rot, and peeling paint _____
12. Floor free of water damage _____
13. Interior walls free of holes, cracks, breaks, water damage, and peeling paint _____
14. Ceiling free of holes, cracks, breaks, sagging, rot and peeling paint _____

15. Ceiling free of water damage _____
16. Cabinets free of holes, cracks, breaks and peeling paint _____
17. Plumbing and/or pipe entrance cuts in floors, walls, and/or ceiling sealed _____
18. No 6 in or larger tears in floor covering _____
19. No ¼ in or higher projections in floor _____
20. No evidence floor finish material is severely deteriorated, unsafe, or unsanitary _____
21. One operable carbon monoxide detectors if natural gas or gas appliances (heater, water heater) for every one thousand (1,000) square foot area or less _____
22. No evidence (visual or odor) of mold _____
23. Water and wastewater utilities functional and free of hazard or defect _____
24. Water heater functional and free of breaks, leaks, rust, other defects _____
25. Water heater on 18" platform if outside heated/cooled area _____

Kitchen

1. Suitable space to store food _____
2. Suitable space to prepare food _____
3. Suitable space to serve food _____
4. Fixed sink with hot and cold water and waste water connections _____
5. Sink
 - a. Smooth interior surface with rounded internal angles and corners _____
 - b. Impervious to water and grease _____
 - c. Free of cracks and/or breaks _____
 - d. 1 gallon per minute water flow _____
 - e. GCFI outlets within 6 ft _____
 - f. Faucet free of leaks _____
 - g. Free of leaks under sink _____
 - h. Sink stoppers included _____
6. Appliances provided, operational, clean, with available outlets
 - a. Oven (cooking equipment may not be utilized to provide heat) _____
 - b. Stove or range _____
 - c. Vent hood, properly connected _____
 - d. Refrigerator (40-45 degrees) _____
 - e. Freezer _____
7. Counter free of holes, breaks, cracks, dampness, pests, leaks _____
8. Pantry and/or cupboard free of holes, breaks, cracks, dampness, pests, leaks _____
9. Ceiling or sidewall light fixture with wall switch _____

Bathroom

1. Minimum one (1) permanent GCFI unit _____
2. GCFI outlets within 6ft of water source _____
3. One openable exterior window at least 1 ½ square feet OR mechanical ventilation _____
4. May be accessed without going through a bedroom _____
5. No exterior door access _____
6. Faucets free of leaks _____
7. Toilet, sinks, shower, bathtubs operational and free of cracks or breaks in structure, seals, and glaze _____

8. No evidence of leaks or soft flooring near toilets, sinks, showers, bathtubs _____
9. Sink and toilet provided in half baths _____
10. Toilets securely fastened to floor _____

Bedrooms

1. One exterior, glazed window per room, at least 10 square feet _____
2. One openable exterior window at least 5 square feet _____
3. One person occupancy bedrooms 70 square foot minimum _____
4. Two person occupancy bedrooms 100 square foot minimum _____
5. 7 ft x 7 ft minimum _____
6. Access not required through another bedroom or bathroom _____
7. No exterior door access _____
8. Smoke detector with operational batteries in each bedroom _____

Living Room/ Other habitable rooms

1. One exterior, glazed window per room, at least 10 square feet _____
2. One openable exterior window at least 5 square feet _____
3. 70 square foot minimum _____
4. 7 ft x 7 ft minimum _____
5. Smoke detector with operational batteries in hallways adjacent to bedrooms _____

Laundry Room

1. One openable exterior window at least 1 ½ square feet OR mechanical ventilation _____
2. Appliances operational if provided by owners, agent, or manager _____
3. Dryer exhaust functional and sealed properly _____

Heating, Ventilation, and Air Conditioning Unit

1. Central heating provided and operational _____
2. Tenant controlled heating _____
3. Heating able to reach 70 degrees at 3 ft above floor in center of room _____
4. No solid, liquid, or gas fueled portable heat in use _____
5. Return air chamber holes sealed _____
6. Floor furnace disabled _____

Multi-Unit or Complex

1. Public halls and stairwells naturally or artificially illuminated at all times _____
2. Exterior entry lights are automatic or tenant controlled manual switch _____
3. No inoperable vehicles (vehicles undergoing repair must be titled to resident and repaired within 14 days) _____
4. 4+ units
 - a. Sidewalks, passages, entryways illuminated by fixture _____
 - b. Parking lot illuminated _____
 - c. Cluster mailbox illuminated _____

*All standards must be consistently met unless temporarily necessary for repairs.

