



Residential Occupancy FAQ

1) *Who needs an occupancy permit?*

Anyone who is moving into Brentwood must apply for and receive an occupancy permit *prior* to moving in.

2) *What is an occupancy permit?*

An occupancy permit enforces the City's property maintenance code standards by requiring that an inspection be done to ensure that the structure is safe for occupancy. The property maintenance code standards not only protect the residents' well-being, but also protects their financial investments and property values. Occupancy is illegal without an occupancy permit and is in violation of Brentwood Code Section 400.1230, Certificate of Occupancy Required.

3) *How do you get an occupancy permit?*

All permitting is now done online, via the www.MyGov.US system.

- a. You must register FIRST before applying for your permit.
- b. Then you will receive an email with a link to create a login & password. (*Save log-in info!*)
- c. Then you will *request a project-occupancy*.
- d. Make a \$45 payment for the inspection.
- e. Next schedule the inspection.
- f. After the inspection is complete the new tenant/resident should come into City Hall.
- g. The Residential Occupancy Form found under Occupancy Forms & Permits will need to be submitted in person along with a color copy ID of all persons on the permit 18 YRS+. This can be done at City Hall. A \$25 Permit fee is due.

You will be given 2 copies of the approved permit. Most property owners want a copy for their records to confirm compliance.

4) *Who must obtain an inspection?*

Anyone who plans to sell their home or rent out property should arrange to have it inspected before the home is put on the market.

5) *What will the inspection cover?*

Housing inspectors check to ensure compliance with the property maintenance code. These are minimum standards to preserve the health, safety, and general welfare of the public. All inspections are conducted by housing inspectors who are trained to inspect the electrical, plumbing and heating systems as well as general building conditions.

6) *What happens if the property doesn't pass inspection?*

If the property fails inspection, a list of corrections will be left with the property owner. A follow-up inspection will be required to verify the corrections are completed. There is no cost for the first follow-up inspection. Three or more inspections are \$25 each to be paid by the permit applicant.