



Occupancy Permit Inspection Checklist

- Government issued IDs of all parties required
- Completed Inspection Application
- Proof of Homeownership And/or Property Management Agreement
- Fee Payment (Inspection Fee: \$50)

Tenant Occupancy Permit Checklist

- Government issued IDs of all parties required
- Birth Certificate or Social Security Card for Minors
- Proof of Trash Service (**Republic Trash Service**)
- Signed Lease Agreement **This is your ownership verification*
- **Tenant Authorization Form** **Owner must submit directly to the Building Dept.*
- Proof of Homeowners Insurance **Owner may provide a copy*
- Must be current on property taxes
- Fee Payment (Occupancy Permit Fee: \$50)/ No cost for residents 65 & older

Owner Occupancy Permit Checklist

- Government issued IDs of all parties required
- Birth Certificate or Social Security Card for Minors
- Complete Occupancy Application
- Proof of Trash Service (Republic Trash Service)
- Proof of Homeowners Insurance
- Must be current on property taxes
- Fee Payment (Occupancy Permit Fee: \$50)/ No cost for residents 65 & older

Send documents to BuildingDepartment@cityofjennings.org