

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



Single Family Occupancy Permit Application

PROPERTY ADDRESS: _____
Owner: _____
Address: _____ **Phone:** _____
City, State, Zip: _____ **Email:** _____

Applicant: _____
Address: _____ **Phone:** _____
City, State, Zip: _____ **Email:** _____

OCCUPANCY INFORMATION: Occupancy Permit Fee: \$25.00
 Complete all requested information. List the names of all those who will occupy this residence and the relationships to the Principal. Manchester City Ordinance does not allow more than three unrelated individuals to live in the same residence (Section 405.060). Any missing or incomplete information may delay issuance of the occupancy permit.

Rental Property? Yes No

No. of Bedrooms: _____ **Occupancy Limit:** _____

	NAMES REQUIRED		
Principal Owner/Occupant			Head of Household
2 nd Occupant		Relationship	
3 rd Occupant		Relationship	
4 th Occupant		Relationship	
5 th Occupant		Relationship	
6 th Occupant		Relationship	

Principal Occupant's Email: _____ **Phone:** _____

I hereby certify that the information contained in this application is correct, and that I will conform to all applicable laws of the City of Manchester and complete the following Occupancy Information before the premises are occupied.
 Principal Owner/Occupant
 Signature: _____ Date: _____
 Printed: _____

Planning and Zoning Use Only
Inspected? Yes No **Occupancy Permit #:** _____
Fee paid on: _____ **Date of Inspection:** _____
Amount: _____