



HOUSING INSPECTION PROGRAM

APPLICATION INSTRUCTIONS

Community Services

405-670-7314

3701 SE 15th Street
Del City OK 73115

www.cityofdelcity.com

Fax: 405-670-7368

All applications must be completed in full. Failure to complete all portions and required forms may cause delays in performing your inspection and/or delivering your results.

Application Form:

1. Be sure to complete the form in its entirety.
2. Persons applying for a Housing Inspection must complete the cover page (HIP 1).
 - a. *The applicant may be a property owner, tenant, property manager or listing real estate agent*
3. If the applicant is the proposed occupant of the structure, the Occupant Certification page must be completed (HIP 3).
4. The property owner of record must complete the Property Owner Certification page (HIP 2).
 - a. A property manager or listing real estate agent may sign on behalf of the owner, provided that a *management contract* delegating that ability or a power of attorney is attached. *A property manager signing for the owner must complete the property manager's certification (HIP 4).*
5. Inspections are scheduled into 2 ½ hour windows. A responsible adult must be present for the inspection. It is not possible for our inspectors to "call ahead" or wait for someone to arrive at the dwelling. In the event of a "no show", a \$100 re-inspection fee will be assessed and must be paid before the inspection can be rescheduled.
6. "Unaccompanied" inspections are available only to real estate agents or property managers who have previously arranged to participate in that program. A lock box code must be provided on the Unaccompanied Inspection Authorization form (HIP 5 and HIP 6).

Inspection Requirement:

All one- and two- family dwellings in Del City must be inspected every time a change in occupancy occurs. The inspection fee is forty (\$40.00) dollars.

If an occupant change happens within 180 days of dwelling passing inspection (receiving a Full Certificate of Occupancy), a new inspection is necessary, but the fee will be waived.

Occupancy of a dwelling for any length of time without a Certificate of Occupancy is a violation of City Ordinance. The property owner, property manager and / or occupant are all responsible for such a violation.

For the convenience of landlords and sellers, inspections may be scheduled before the occupant of the dwelling is known. This is known as a pre-clearance.

Inspection Results

1. Inspection results are generally available after 9am on the next business day after the inspection is completed. In the event that special circumstances delay the availability of inspection results, you may contact the permit desk for a status update.
2. E-mail is the preferred delivery method; however, results will be delivered in the manner indicated on the application form.
3. Inspection Results are generally classified into three (3) types:
 - a. **Full Certificate of Occupancy** – There were no code violations observed (within the scope of the inspection program). No action is necessary and the dwelling is approved for occupancy.
 - b. **Provisional Certificate of Occupancy** – Code violations were observed. A correction notice is issued along with the Provisional Certificate of Occupancy. Occupancy is approved but corrections must be made and approved within a stated period of time. By occupying the dwelling (or allowing it to be occupied), the owner and occupant agree to make the necessary corrections within the allowed time.
 - c. **Failure** - The structure is not approved for occupancy and a correction notice is issued. Corrections must be made within the stated time period or further enforcement action may be taken. In the case of particularly dangerous or

dilapidated structures, a failed inspection may also lead to the dwelling being condemned for occupancy and/or ordered demolished.

Corrections and Re-inspections

After all required corrections have been made the owner or occupant must call for a re-inspection. There is no charge for the first re-inspection. Subsequent re-inspections may incur re-inspection fees, particularly if progress is not being made toward correcting violations.

1. Re-inspections are scheduled by phone by calling (405) 671-2814 or may be scheduled in person.
 2. Some corrections may include work that requires use of a licensed contractor and/or requires a permit. Required inspections for electrical, mechanical and plumbing permits must be completed before a HIP re-inspection may be scheduled.
-

I hereby submit this application for a Housing Inspection.

APPLICANT SIGNATURE

DATE



HOUSING INSPECTION PROGRAM APPLICATION FOR INSPECTOR

Community Services
405-670-7314
3701 SE 15th Street
Del City OK 73115
www.cityofdelcity.com
Fax: 405-670-7368

PROPERTY ADDRESS: _____

Applicant Name: _____

Applicant Role: OWNER/OCCUPANT ___ OWNER/RENTAL___ TENANT ___ PROPERTY MANAGER___

Applicant's Current Address: _____

CITY: _____ STATE: _____ ZIP: _____

Applicant Contact Phone: HOME: _____ CELL: _____

Applicant E-mail Address: _____

PROPERTY STATUS:

Is the house occupied? ___ YES Who is currently occupying the house? _____

___ NO When is it intended to be occupied? _____

For Rental Properties: ___ Self-Manage ___ Property Manager (Please fill out Page HIP 4)

	<u>OWNER</u>	<u>MANAGER</u>	<u>OCCUPANT</u>
Delivery Options:	___ Mail	___ Mail	___ Mail
	___ E-Mail	___ E-Mail	___ E-Mail
	___ Fax	___ Fax	___ Fax
	___ Pick-Up in Person	___ Pick-Up in Person	___ Pick-Up in Person

FOR STAFF USE ONLY:

COPY OF DRIVER'S LICENSE	___ YES	___ NO	DATE SUBMITTED:	_____
CODE CLEAR	___ YES	___ NO		
OPEN PERMIT	___ YES	___ NO	TIME SUBMITTED:	_____
WATER ON	___ YES	___ NO		
PRIOR FILE	___ YES	___ NO	DUE: \$40.00	RECEIPT NO. _____

INSPECTION DATE: _____

INSPECTION TIME: _____

PROPERTY OWNER CERTIFICATION

I hereby apply for a residential Certificate of Occupancy and initiation of City Utility services. Accordingly, I request an inspection of the above-referenced property. _____ (initial)

I hereby grant access to this property to the City of Del City, including any agents and assigns, for the purpose of conducting inspections and re-inspections pursuant to this application. _____ (initial)

I understand that this property will be inspected to determine its general condition, safety and fitness for occupancy, and compliance with the City's ordinances and adopted codes. I further understand that, should the structure be found to be unsafe, unfit for occupancy, or in violation of any provision of the City's ordinances or adopted codes, a Certificate of Occupancy will not be granted and I may be required to take further action to remedy any deficiencies. _____ (initial)

I understand that a Provisional Certificate of Occupancy may be granted to permit occupancy of this property while required corrections are being completed. By permitting this property to be occupied under a Provisional Certificate, I certify that I will cause all required corrections to be made within the indicated timeframe. I understand that failure to make all required corrections and obtain all necessary inspections is a violation of city code and may lead to further enforcement action and/ or discontinuation of city utility services. _____ (initial)

I realize that, should a Certificate of Occupancy be issued for this property, the Certificate is not transferable to another occupant and a new Certificate must be obtained following any change in occupant. I also realize that a residential Certificate of Occupancy may be revoked for good cause, including unsafe conditions and/ or persistent violations of the City's ordinances or adopted codes. _____ (initial)

Furthermore, I realize that provision of City utility services is subject to existence of a lawful occupancy, and that City utility services may be terminated in a manner pursuant to City Ordinance. I further understand that tampering with a utility meter is criminal offense and may result in assessment of a tampering fee and/ or criminal prosecution. _____ (initial)

For properties whose domestic water service is not provided by the City or the Del City Municipal Services Authority, I understand that I am responsible for ensuring that the occupants of the property have an active city utility account in place before permitting the discharge of wastewater into the public sewer system. _____ (initial)

I understand that occupying, or causing to be occupied, a residential structure without a valid Certificate of Occupancy or legal utility services is a violation of city ordinance, subject to a maximum penalty of \$750 and/ or 60 days imprisonment, with each day of unlawful occupancy being considered a separate violation. _____ (initial)

By listing my preference for delivery of inspection results, I agree that such results will be considered received by me upon being transmitted or sent by the City. I understand that I have the opportunity to obtain these inspection results in person or to have them sent to me by certified mail. I understand that a claim of not having received the inspection results in no way releases me from completing any required corrections or taking any steps necessary to ensure that any occupancy of this property is conducted in a lawful manner. _____ (initial)

I submit that I am the lawful owner of this property and have the legal authority to cause it to be occupied. A copy of documentation indicating that I am the legal owner of this property is being submitted with this application. _____ (initial)

PROPERTY OWNER SIGNATURE

DATE

Mailing Address: _____

City **State** **Zip Code**

E-Mail Address: _____ **Fax:** _____

OCCUPANT CERTIFICATION
(IF NOT LEGAL OWNER)

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I understand that this property will be inspected to determine its general condition, safety and fitness for occupancy, and compliance with the City's ordinances and adopted codes. I further understand that, should the structure be found to be unsafe, unfit for occupancy, or in violation of any provision of the City's ordinances or adopted codes, a Certificate of Occupancy will not be granted and I may be required to take further action to remedy any deficiencies. _____ (initial)

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OCCUPANT SIGNATURE

DATE

PROPERTY MANAGER CERTIFICATION

This form is to be completed whenever a property manager is responsible for the leasing, marketing and / or maintenance of a property.

I certify that I am the property manager for the property noted in this application form. I understand that, as property manager, I am responsible for ensuring that the property is maintained in a manner consistent with the City's adopted codes and other regulations. _____ (initial)

I certify that I am in compliance with any applicable licensing requirements set forth by the Oklahoma Real Estate Commission. _____ (initial)

I understand that occupying, or causing to be occupied, a residential structure without a valid Certificate of Occupancy or legal utility services is a violation of city ordinance, subject to a maximum penalty of \$750 and/ or 60 days imprisonment, with each day of unlawful occupancy being considered a separate violation. _____ (initial)

By listing my preference for delivery of inspection results, I agree that such results will be considered received by me upon being transmitted or sent by the City. I understand that I have the opportunity to obtain these inspection results in person or to have them sent to me by certified mail. I understand that a claim of not having received the inspection results in no way releases me from completing any required corrections or taking any steps necessary to ensure that any occupancy of this property is conducted in a lawful manner. _____ (initial)

OREC License Number: _____ **Expiration:** _____

If not licensed, provide reason for exemption: _____

Print Name: _____

Mailing Address: _____

City _____ **State** _____ **Zip Code** _____

E-Mail Address: _____ **Fax:** _____

PROPERTY MANAGER SIGNATURE

DATE



UNACCOMPANIED INSPECTIONS AUTHORIZATION

**Community Services
Department**
405-670-7314
3701 SE 15th Street
Del City OK 73115
www.cityofdelcity.com
Fax: 405-670-7368

This form only needs to be completed once

Property Owner/Agent: _____

(print)

I hereby authorize the City of Del City to conduct inspections as part of the Housing Inspection Program without my presence.

I agree to release and hold harmless the City of Del City, the Del City Municipal Services Authority, and agents and employees thereof for any direct or consequential damage arising from the conduct of an unaccompanied inspection.

I understand that I must install a lock-box or similar device that will permit the inspector to access the property. The code to the lock box must be provided on the HIP Inspection Request Form. The inspector will lock the door and return the key to the lock-box at the conclusion of the inspections.

I understand that the inspection results will be faxed or emailed to me as soon as they are ready (generally by 10AM on the day following the inspection) and that I may follow up directly with the inspector by telephone or email if I have any questions or concerns regarding the inspections results.

Property Owner/Agent

Date



UNACCOMPANIED INSPECTION REQUEST FORM

**Community Services
Department**
405-670-7314
3701 SE 15th Street
Del City OK 73115
www.cityofdelcity.com
Fax: 405-670-7368

This form to be submitted, along with the HIP Application, for each unaccompanied inspection

Fax to: 405-670-7368 OR
Mail to: PO Box 15177 Del City OK 73155 OR
Return in Person to: 3701 SE 15th Street Del City OK 73115

Property Owner/Agent: _____
Inspection Address: _____
Date Requested: _____
LOCK BOX Code: _____

PAYMENT INFORMATION:

1. Draw from Pre-Pay Account
2. Enclosed Check
3. Paid in Person

RESULTS DELIVERY INFORMATION:

1. **Fax To:** _____
2. **Mail To:** _____
3. **Email To:** _____