

Annual Rental Inspection Instructions

Pursuant to Section 510.150, Ordinance 952: Annual rental inspections are required once every year. Properties are required to be maintained in accordance with the City of Bel-Nor Housing Code, Chapter 500, (copies are available at the City Hall.

The procedures and fees for the annual inspection shall be the same as the procedures and fees for an original occupancy permit.

Attached is the Bel-Nor Quick Reference Guide to help you with your annual rental inspection.

This is a mandatory requirement by City of Bel-Nor Code of Ordinances to annually inspect all rental property (apartments and single family units)

PLEASE MAIL THE FOLLOWING ITEMS BACK TO THE CITY HALL BY: _____

- 1)** Complete “*Application for Housing Inspection*” and submit it to the City Hall for processing.
- 2)** Submit a \$100.00 rental inspection fee with the invoice (made payable to City of Bel-Nor).
- 3)** Complete, and submit the “*Rental Registration Application*”, one form required for each rental property or unit / tenant.

City Hall address: 8416 Natural Bridge Road, Bel-Nor, MO 63121
City Hall hours: M, T, W and F - 8:00 AM to 4:00 PM
City office phone number: 314-381-2834
Bel-Nor Police non-emergency phone number: 314-381-2971
Emergency- Dial 911