



RAYTOWN RENTAL AND NON-OWNER OCCUPIED

PERMIT CHECKLIST

INDIVIDUAL/PARTNERSHIP

- _____ Copy of Property Inspection
- _____ Rental and Non-Owner Occupied Permit Application
- _____ Copy of Local Contact Driver's License
- _____ Copy of Current Year Real Estate Taxes Paid Receipt (Jackson County only)
- _____ City Sewer Clearance *

CORPORATION/LLC

- _____ Copy of Property Inspection
- _____ Rental and Non-Owner Occupied Permit Application
- _____ Copy of Local Contact Driver's License
- _____ Copy of Current Year Real Estate Taxes Paid Receipt (Jackson County only)
- _____ City Sewer Clearance *
- _____ Copy of Missouri Secretary of State's Good Standing certification

* Call 816-737-6088 to get City Sewer Clearance



RAYTOWN RENTAL AND NON-OWNER OCCUPIED PERMIT APPLICATION

PLEASE SEE CHECKLIST FOR REQUIRED ACCOMPANYING DOCUMENTS

FEES Submitted with Application

Date: _____ Jackson County Parcel ID # _____
(If more than one rental property, provide all Parcel ID #s on Exhibit A)

PROPERTY OWNERSHIP INFORMATION:

Property Owner/Corporation of Record (Name as stated on Jackson County Property Taxes):

Ownership Type: Individual _____ Partnership _____ Corporation _____ LLC _____

List Names of Owners, Partners or Officers of Company provide on Exhibit B

Federal ID# or SSN #: _____

Property Owner's Physical Address of Business (No P.O. Boxes Allowed) _____

City _____ State _____ Zip _____

Property Owner's Business Phone Number: _____ Fax Number: _____

Property Owner's Contact Name: _____ Title: _____

Cellphone Number: _____ Email: _____

Property Type: Duplex: _____ Single Family Dwelling: _____ Four Plex: _____

Multifamily/Apartment Complex: _____ Dwelling Unit: _____ Other: _____

Rental Property Physical Address: Please list all Raytown Rental Property Addresses on Exhibit A with Jackson County Parcel ID#.

Jackson County Parcel ID# can be found by using the link below:

<https://www.jacksongov.org/176/Paying-Your-Taxes-Online>

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PROPERTY MANAGEMENT/LOCAL CONTACT INFORMATION:

(Local Contact must be a person residing within the Kansas City Metropolitan Area)

Property Mgt. Company/Local Contact:

(If Property Owner and Property Mgt. the same, State "SAME"):

Federal ID# or SSN #: _____

Property Mgt./Local Contact Physical Address (No P.O. Boxes Allowed): _____

City: _____ State: _____ Zip: _____

Property Mgt./Local Contact Phone Number: _____

Local Contact: (Must be completed)

First Name: _____ Last Name: _____

Title: _____ Email: _____

Local Contact State Drivers Lic# : _____

Date of Birth: _____ Cellphone Number: _____

Home Mailing Address (No P.O. Box Allowed): _____

City: _____ State: _____ Zip: _____

I DECLARE UNDER PENALTY OF LAW THAT TO THE BEST OF MY KNOWLEDGE THAT THE STATEMENTS MADE HEREON ARE CORRECT AND TRUE.

Property Owner Signature: _____

Title: _____ Date: _____

Property Manager Primary Contact/Local Contact Signature: _____

Date: _____

FOR OFFICE USE ONLY	
Business License Number:	Renewal

April 2020

EXHIBIT C

FEE SCHEDULE

(Approved 12-17-19)

Rental Dwelling Permit Fee	1-50 Dwelling Units: \$15/dwelling unit.
	51-100 Dwelling Units: \$615 or \$12/dwelling unit, whichever amount is more.
	101-150 Dwelling Units: \$1115 or \$11/dwelling unit, whichever amount is more.
	151-200 Dwelling Units: \$1520 or \$10/dwelling unit, whichever amount is more.
	201 or more Dwelling Units: \$1820 or \$8/dwelling unit, whichever amount is more.
Rental Dwelling Inspection Certificate Fee	Inspection Certificate Fee: Total Dwelling Units 1-19: \$20/dwelling
	Inspection Certificate Fee: Total Dwelling Units 20 or greater within a single structure: \$25 per dwelling inspected. Units shall be inspected annually.
	Inspection Certificate Fee: Total Dwelling Units 20 or greater within multiple structures: \$25 per dwelling inspected. Units shall be inspected annually.
	Re-Inspection Fee-No fee until after the 2nd re-inspection for the same certificate, then the City will charge an additional \$20/hr. for every re-inspection.
	Inspection Certificate Fee for Change in Occupancy: \$20/dwelling.