



RAYTOWN RENTAL AND NON-OWNER OCCUPIED PERMIT CHECKLIST

IF OWNERSHIP IS IN JACKSON COUNTY PROPERTY RECORD AS:

INDIVIDUAL/PARTNERSHIP

- _____ Rental and Non-Owner Occupied Permit Application
- _____ Copy of **Local Contact** Driver’s License
- _____ Copy of Current Year Real Estate Taxes Paid Receipt (2021)*
- _____ City Sewer Clearance (Sewer bill must be current at time of **PASSED** Inspection)*
- _____ Fees (see fee schedule)

CORPORATION/LLC

- _____ Rental and Non-Owner Occupied Permit Application
- _____ Copy of **Local Contact** Driver’s License
- _____ Copy of Current Year Real Estate Taxes Paid Receipt (2021)*
- _____ Copy of Missouri Secretary of State’s Good Standing Certification*
- _____ Fees (see fee schedule)

* A sewer clearance will be requested at time of **passed** inspection. If a past due is owed on the sewer account, the permit will not be issued until the past due is paid.

* Jackson County Real Estate Taxes Paid Receipt - <https://payments.jacksongov.org/> - Click on “Continue to PayIt Login”. Log into your account or create one. Download or print off receipt.

* Missouri Secretary of States Good Standing Certification:
You can receive a Certificate of Good Standing from the MO Secretary of States office by logging in here: <https://bsd.sos.mo.gov/> , or order a paper copy for \$10.



**RAYTOWN RENTAL AND NON-OWNER OCCUPIED
PERMIT APPLICATION**

PLEASE SEE CHECKLIST FOR REQUIRED ACCOMPANYING DOCUMENTS

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 First Name: _____ **Last Name:** _____

Title: _____

Property Owner's Cellphone Number: _____ **Email:** _____

PROPERTY MANAGEMENT/LOCAL CONTACT INFORMATION:
(Local Contact must be a Manager/Agent residing within Kansas City Metropolitan Area)

Property Mgt. Company/Local Contact:

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: _____

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

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.