

CITY OF NEW HAVEN

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Mayor

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City Administrator

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Dear Real Estate Professional,

The Board of Aldermen of the City of New Haven has passed an ordinance establishing a Residential Occupancy Inspection Program. The program requires that a Health and Safety Occupancy Certificate be issued by the City prior to occupancy of any residential dwelling unit in the City. (This includes owner-occupied units as well as rentals.) The City intends to begin administering the program effective May 5, 2008. Effective that date, a residential occupancy inspection will be required for any change of occupancy.

Information on the program is included with this packet. The procedure the City intends to follow to administer the program is as follows:

1. The City will check if a Certificate of Occupancy has been issued when an individual or entity makes application for new City water, sewer and trash service.
2. If a Certificate has not been issued, the applicant will be informed of the program and asked to schedule an inspection with the City Building Inspector and pay the applicable fee (\$40). The City expects to be able to perform the inspection within two business days.
3. If the dwelling unit passes inspection, a Health and Safety Occupancy Certificate will be issued. If the dwelling unit does not pass inspection, the City will either issue a Temporary Occupancy Certificate, giving property owners a specified period of time to make necessary repairs, or the City will deny occupancy, if the premises are unfit for human habitation. There is no charge for one re-inspection.

Please review the enclosed information, and feel free to contact either myself (573-237-2349) or Building Inspector John Neff (636-221-4876) with any questions that you may have. This information is also on the City website, www.newhavenmo.org.

City Staff is committed to working with property owners as best we can to administer this program smoothly. Thank you in advance for your cooperation.

Thank you,



Steve Roth
City Administrator

