



CITY OF TWIN OAKS

1381 Big Bend Road • Twin Oaks, MO 63021
(636) 225-7873 • fax (636) 225-6547 • www.cityoftwinoaks.com

RESIDENTIAL OCCUPANCY PERMIT APPLICATION

***** THIS IS NOT A PERMIT! *****

DO NOT OCCUPY THE PREMISES UNTIL A PERMIT IS ISSUED.

All questions must be answered. (Enter N/A if not applicable)

NOTE: Before occupancy can be approved, a non-refundable fee of \$95.50 must be paid to the City of Twin Oaks and an occupancy inspection of the premises must be completed and passed.

Today's Date: _____

I, _____, request authorization to occupy _____ in the
(Applicant Name) (Street Address)

City of Twin Oaks, Missouri _____ as a dwelling on or about _____.
(Zip Code) (Date)

PRIMARY HEAD OF HOUSEHOLD INFORMATION:

Name:		Home Phone:	
Current Address:		Cell Phone:	
City/State/Zip:		* Email Address:	
Driver's License #:		State Issued:	
Employer:		Occupation:	
** Spouse:		Cell Phone:	
		* Email Address:	
Driver's License #:		State Issued:	
Employer:		Occupation:	

** Please provide email address(es) to receive vital updates and notifications from the Village Office.*

*** If occupying dwelling unit*

ADDITIONAL HOUSEHOLD MEMBERS:

Please list **ALL** persons (including children and/or unrelated persons) who will occupy the dwelling unit.

Name:	Age:	Relationship to Head of Household:	DL #:	Employer:

Total Persons in Household: _____

Total Children in Household: _____

AUTOMOBILES/VEHICLES:

Make/Model:		License Plate #:	
Make/Model:		License Plate #:	
Make/Model:		License Plate #:	

Will you be operating a business from your home? ☐ Yes ☐ No

If you answered "yes", please provide name and/or description of your business: _____

Type of Structure: ☐ Single Family ☐ Two Family ☐ Multi-Family

Do you rent or own? (Please check one) ☐ Rent ☐ Own

**I CERTIFY THAT I AM THE PROPOSED OCCUPANT AND THAT THE
ANSWERS CONTAINED HEREIN ARE TRUE AND ACCURATE IN ALL
RESPECTS TO THE BEST OF MY KNOWLEDGE AND BELIEF:**

Signature of Applicant(s): _____ Date: _____

Signature of Applicant(s): _____ Date: _____

**ALL PERSONS AGE 18 AND OVER INTENDING TO OCCUPY THESE
PREMESIS MUST SIGN THIS APPLICATION**
