



# CITY OF TWIN OAKS

1393 Big Bend Road, Suite F • Twin Oaks, MO 63021  
 (636) 225-7873 • fax (636) 225-6547 • [www.villageoftwinoaks.org](http://www.villageoftwinoaks.org)

## 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 \$150.00 should have been paid to the City of Twin Oaks and an inspection of the premises should have been completed. If not, these items need to be completed first.**

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**

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