

Rental Dwelling License

- Attached you will find an application for licensing rental property in the City of Newport. If you have any questions about the form or the process, you should contact the License Division at 859.292.3660.

Robert J Bramel, License Administrator / Finance & Administration
rbramel@newportky.gov

- The Planning & Zoning Office will review the application for the number of units allowed by City ordinance. If you have any questions about this section of the application, you should contact the Planning & Zoning Office at 859.292.3637.

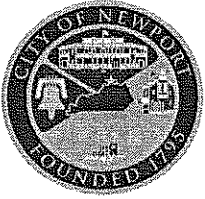
Greg Tulley, Zoning Administrator / Development Services
gtulley@newportky.gov

- A representative from the Code Enforcement Division will be contacting you about a rental license inspection of the property. If the property has been inspected recently and meets the requirements of the 2003 IPMC (Int'l Property Maintenance Code), this inspection may not be needed. If you have any questions or concerns about this inspection, you should contact the Code Enforcement Division at 859.292.3637.

Brian Steffen, Director / Code Enforcement Division
bsteffen@newportky.gov

- If the building you are licensing has 3 units or more, a representative of the Newport Fire Department will be inspecting the property for code compliance in regards to the NFPA (National Fire Protection Assoc.) in addition to the Code Enforcement Division. If you have any questions or concerns about the fire department portion of the inspection, you should contact the Office of Fire Prevention at 859.292.3612.

Randy Childress, Captain / Fire Prevention Office
rchildress@newportky.gov



**CITY OF NEWPORT
DEPARTMENT OF FINANCE & ADMINISTRATION
LICENSE DIVISION
(859) 292-3660**

**APPLICATION FOR RENTAL DWELLING LICENSE
ALL FEES ARE PAYABLE AT THE TIME OF APPLICATION**

CN-25

APPLICATION INFORMATION

NAME OF APPLICANT _____

TRADE NAME OR DBA _____

MAILING ADDRESS (IF ANY UNITS IN THE BUILDING(S) ARE OCCUPIED BY OWNER, PLEASE LIST ON BACK OF FORM)

STREET _____ CITY _____ STATE _____ ZIP _____

CHECK TYPE OF OWNERSHIP SOLE OWNER CORPORATION PARTNERSHIP

CORPORATE INFORMATION

If owner is a corporation, please list corporate name exactly as it appears on your state and federal tax return.

Corporate Name _____ Date and State of Incorporation _____

OWNER(S) OF BUSINESS

If an individual, provide full name, residence address and telephone number.

If a partnership, provide name, residence address and telephone number of each partner.

If a corporation, provide name, address and telephone number of the chief operating officer.

NAME/ADDRESS	TITLE	TELE. NO.

IF CORPORATION, NAME AND ADDRESS OF AGENT FOR SERVICE OF PROCESS

NAME	ADDRESS

P.O. BOX OR COMMERCIAL MAILING ADDRESSES ARE NOT ACCEPTABLE

MANAGEMENT OF THE PREMISES

List duly authorized representative who is responsible for operating and managing the property in the City: IF OWNER, WRITE SAME

Name _____ Title _____ Email _____

Residence Address _____

Telephone # _____ Emergency # _____

Signed _____

Sworn and subscribed to me this _____ day of _____ 20_____

_____ Notary Public State of _____

My commission expires _____

Items of interest to be aware of prior to the your inspection date:

- Check operation of *smoke detectors* whether they are electric with battery backup or battery only. Detectors should be located in the basement, common areas, hallways and stairwells (one per level), in each bedroom/ sleeping room and in the vicinity outside of the bedroom/ sleeping room.
- There should be at least a *3 ft. clearance* around furnaces, hot water tanks, electric panels and gas/electric meter(s).
- Check overall *sanitary and general condition* of the *interior* in the unit(s). Walls, ceilings, doors and trim should be clean or repainted. All doors need to have properly working hardware (i.e. hinges and knobs in addition to door closures if required by code). The floor coverings should be in good shape, free of tears and clean. In particular, carpets should be cleaned or replaced if in poor shape (i.e. worn or heavily soiled).
- All bedrooms should have windows in good working order for *emergency escape* in case of fire. One window is required for each bedroom/ sleeping room. In order for a room to be used as a bedroom a minimum of 70 sq./ft. is required for one occupant and plus 50 sq./ft. for each additional person thereafter.
- Every unit(s) needs to have its own *cooking facilities*. It is not a requirement that the owner(s) furnish appliances but if they are supplied the owner(s) is responsible for their operation.
- All unit(s) are required to have adequate *toilet and bathing facilities*. All bathing rooms need to have an operable window or exhaust fan.
- Make sure all *heating appliances* including air-conditioning units are maintained, serviced and functioning properly. The owner(s) if so desired can perform general cleaning of the furnace(s). Note: *portable heating units* are not considered a permanent source of heat.
- If there is a *washer and dryer* being used at the unit(s), the appliances should be hooked up properly especially pertaining to water and electric. All dryer exhaust needs to terminate to the exterior of the building.
- *All electrical* outlets, lighting fixtures, switches and cover plates need to be in good working order. All outlets and switches cannot be painted over. They should be cleaned if possible or replaced.
- Owner(s) of rental property are *not permitted* to do any electrical, plumbing or heating and air/conditioning work. All work has to be performed by contractor(s) holding a Kentucky Masters License. All permits and occupational licenses need to be obtained from the City of Newport prior to starting any work.
- The *exterior of the property* needs to be in good order. This includes the landscaping (if any), grass, trees, shrubs, overall cleanliness, garbage cans with tight fitting lids, parking areas, outside pet areas, fencing, house numbers (4" high with .5 min. stroke) and overall conditions of the body of building.
- *By City of Newport Ordinance(s)*, there are only 3 dogs allowed at anyone's residence. Only one of these *canines* can be a Pitbull or mix of that breed. Pitbulls are required to be muzzled and have a maximum 6ft. lead while on the public street or in the private yard. Pitbulls have to be kept in a 5-sided locked cage installed on a concrete pad. All Pitbulls are required to be *microchipped* and be insured under a *\$100,000 liability policy*.