



# City of Johnston

## Residential Rental Property Registration

Community Development / Building Department

PO Box 410 • 6221 Merle Hay Road • Johnston, Iowa 50131

Phone: 515-727-7778 • Fax: 515-278-2033 • buildingdepartment@cityofjohnston.com

**Residential Rental Property Address:** \_\_\_\_\_

(separate registrations are required for each Residential Rental Property)

Applicant is the:  Property Owner  Management Company  Other \_\_\_\_\_

**APPLICANT**

Name / Company \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail \_\_\_\_\_ Phone # \_\_\_\_\_

**PROPERTY OWNER**

Same As Applicant

Name / Company \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

E-mail \_\_\_\_\_ Phone # \_\_\_\_\_

**PROPERTY OWNER'S DESIGNEE**

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Name \_\_\_\_\_ Phone # \_\_\_\_\_

Property Type

Single Family Home / Single Townhome Unit ..... \$40.00 / dwelling unit

Condos / Apartments / Townhomes (1 owner building) ..... \$40.00 per structure plus \$17.50 / dwelling unit

Number of Dwelling Units: \_\_\_\_\_

Individually Owned Condo Units ..... \$50.00/ dwelling unit

Congregate Residential ..... \$50.00 / building plus \$4.00 / sleeping room

Number of Sleeping Units: \_\_\_\_\_

New Rental Dwelling Property Initial Inspection Fees

Registered Nov. 15 to June 1 ..... \$40/structure plus \$17.50 dwelling unit

Registered June 2to Nov. 14 ..... \$20/structure plus \$8.75 dwelling unit

**TOTAL FEES \$** \_\_\_\_\_

**NOTICE**

It is the applicants responsibility to be familiar with the applicable provisions of the Johnston Code of Ordinances governing rental housing as covered by this application. The undersigned warrants that they have reviewed the necessary ordinances, specifications, provisions, zoning requirements, building, and fire codes applicable to this application for permit and will defend, indemnify, protect, and hold harmless the City of Johnston, its employees from any and all liability, from any claim, cause, or action which a person may have or claim to have by reason of any actual or alleged failure on the part of the undersigned to comply with the terms and conditions thereof.

I hereby certify that I have read and examined this application and any attachments and know the same to be complete, accurate, true and correct. All provisions of laws and ordinances governing this type of permit will be complied with whether specified herein or not. I agree to adhere to the specification as applicable and will provide notification to City Staff of any change therein. The granting of a permit does not presume to give authority to violate or cancel any provision of any state or local law regulating use of or occupancy of a rental dwelling unit.

**Signature of Applicant** \_\_\_\_\_ **Date** \_\_\_\_\_

Annual Registrations are required to be submitted to the Building Department by January 15th of each year.

**OFFICE USE ONLY**

**Permit No.**

**Date Received**

**Receipt No.**

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