

CITY OF DUNBAR  
P.O. BOX 483  
DUNBAR, WV. 25064

CITY B & O CURRENT YES (No)  
MUNICIPAL FEE CURRENT YES (No)

**RESIDENTIAL RENTAL LICENSING APPLICATION**

Property Address \_\_\_\_\_

If more than one unit on this parcel, the unit number \_\_\_\_\_

Tax District      Map      Parcel      Tax Account #     

Square footage      Number of room's      Number of bedrooms     

Heat source: gas      Electric      Water heater: gas      Electric     

Number of: Smoke Detectors:      Carbon Monoxide Detectors     

Ground Fault Breakers: Kitchen Y N Bathroom Y N Other Y N

Electric Service Panel: 60 amp      100amp      200amp     

Entrance/Exit Lights: Y N Number of Exits      Fire Escape: Y N

Type of Construction: Frame:      Masonry:      Number of Stories:     

Placement of Unit: Ground Floor      Second Floor      Third Floor      Other     

Parking: On Street      Off Street      If off street, number of spaces:     

Number of tenants permitted:      Presently Occupied: Y N

Date Purchased:      Date Property Became Rental:      Age of Unit     

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Property Owner(s): \_\_\_\_\_

Property Owner(s) Mailing Address \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone Numbers: Work: \_\_\_\_\_ Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Ownership: Sole Proprietorship:      Partnership:      Other: explain     

Signature of Owner or Authorized Agent: \_\_\_\_\_

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Official Use Only: Date Received     /    /     / Date Inspected:     /    /    

Passed:      Failed:      Corrected: Y N Certificate Renewal:     /    /

(b) Application & Fee Required. Not later than the thirtieth day following the Effective Date, and then not later than the expiration date each year of any existing Residential Rental License, it shall be the responsibility of an Owner of any Dwelling Unit(s) being, or intended to be, Rent or Let within the limits of the City, to complete and submit to the Code Official an application for each Dwelling Unit owned by the Owner seeking the issuance of a Residential Rental License for that Dwelling Unit, according to the terms of this Section 1101.03, and other such rules as may be established by the Code Official under the terms of this Article, for a Residential Rental License.

The Owner shall pay a \$50.00 fee to the City with any application required by this Article for a Residential Rental License, or the renewal thereof, for each Dwelling Unit, which fees shall be utilized by the City to offset the costs of the enforcement of this Article including the processing of applications, the inspection of property provided for under this Article and the enforcement of the Code.

*Provided that* due to the cost savings for the City when multiple Dwelling Units are owned by the same Owner and located on a single and separately numbered tax parcel, the fee charged in this Section 1101.03 shall, where there are six (6) or more Dwelling Units owned by the same Owner and located on a single and separately numbered tax parcel, be \$50.00 for the first Dwelling Unit application of the applicant Owner and \$20.00 for each additional Dwelling Unit application of the applicant Owner for Dwelling Units located on the same tax parcel.