



City of Ranson
Department of Community Development
312 S. Mildred Street
Ranson, WV 25438
(304) 725-1010 | www.cityofransonwv.net | email: permits@ransonwv.us

RENTAL DWELLING REGISTRATION

In 2000, the Ranson City Council Adopted the Rental Dwelling Unit Registration Ordinance No. 138 to promote health and safety standards for rental housing and to secure and preserve the integrity and character of residential districts within the city. These standards relate to the condition, maintenance and occupancy of rental dwelling units and are intended to ensure that rental housing is safe, sanitary and suitable in accordance with applicable provisions of the State building code and other regulations as adopted by the city. (Chapter 5, Article IX)

Sec. 5-203 An owner or operator shall not rent or offer for rent any dwelling unit for use in whole or in part for human habitation unless a written application for a certificate of use and occupancy has been filed for such dwelling unit or a valid certificate of use and occupancy has been issued for such dwelling unit by the code official indicating that inspection found the premises to be in substantial compliance with the state building code.

A Rental Dwelling Unit Registration Application is required for any dwelling unit which is offered in whole or part for residential purposes and for which remuneration is received. This shall not apply to owner occupied dwellings wherein roomers or boarders are maintained in common living areas, to hotels, motels, other transient residential occupancies. Buildings housing business or commercial uses in addition to rental dwelling units shall be subject to the provisions of the state building code, which apply to mixed uses.

A Rental Dwelling Registration Application must be completed by the property Owner and if applicable the Property Management Company. Applications must be completed to the best ability of the applicant. Once completed, an application is submitted to the Community Development Department for review. After the application is determined to be complete, an inspection will be scheduled with the Building Official.

Rental Property Inspections shall be scheduled Monday thru Friday 9:00 am to 3:00 pm. An owner representative is required to be present and will need to provide the Building Official access to all of the rental units and utility/mechanical rooms. Property owners missing a scheduled inspection shall be charged an additional re-inspection fee.

If, upon inspection, the rental dwelling unit is found to conform to the requirements of this article, the code official shall issue a certificate of use and occupancy within ten (10) days. This certificate is valid for two (2) years unless revoked by the Building Official. It is the responsibility of the owner to renew this permit prior to expiration.

The owner/agent shall post a copy of the certificate of use and occupancy in a conspicuous location in the interior of the premises or near the interior electrical fuse or circuit box of each dwelling unit. It is recommended that the owner/agent also provide a copy to the tenant.

Sec. 5-206 Fees and conditions

- (a) Each property owner shall be charged a compliance fee of \$20.00 per inspection unit. Such fee shall be reduced by 50 percent for the inspection of all units in excess of 11 contained within a single multi-family apartment building or located in separate buildings on the same lot*
- (b) Property owners missing scheduled inspections, and failing to provide 24 hours notice shall be charged an additional \$10.00 fee.*
- (c) All inspections shall be scheduled during regular business hours, unless otherwise approved by the code official.*
- (d) Court appearance fees of \$15.00 per hour or portion thereof shall be charged to the requesting party when scheduling is at least 24 hours in advance and \$30.00 per hour or portion thereof when appearances are scheduled within 24 hours of a hearing.*
- (e) Real estate pre-sale inspection fees of \$50.00 per man-hour with a one-hour minimum charge shall be assessed where an inspection is requested to determine if a rental property is in compliance with the state building code.*
- (f) Preparation and issuance of a duplicate certificate of use and occupancy shall require a \$1.00 service charge.*
- (g) Re-inspection fees of \$10.00 per unit shall be charged to the property owner for each inspection of property requiring more than two inspections for compliance.*
- (h) An application fee of \$30.00 shall be charged for board of appeals hearings.*



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Date Received Stamp

RANSON
AT THE CENTER OF OPPORTUNITY.

RENTAL DWELLING REGISTRATION

Permit #
Associated Permit #

SECTION I. Rental Location/Owner Information/Management Company

Rental Address Number	Rental Street Name	Zoning District	Tax Map & Parcel	Lot & Block	Is Property in Floodplain? <input type="checkbox"/> Yes <input type="checkbox"/> No
Property Owner's Last Name and or Business Name		First Name & Middle Initial	Complete Address (If Different Than Above)		
Property Owner's Email Address		Property Owner's Cell Phone No.	Property Owner's Home Phone No.		
Business License Number if Applicable					
Management or Rental Company (If Applicable)					
Management Company	Applicant's Name		Complete Address (If Different Than Above)		
Applicant's Email Address		Applicant's Cell Phone No.	Applicant's Office Phone No.		

SECTION II. Rental Property/Dwelling Unit Information complete all information below, and inspector will verify

TYPE OF DWELLING	DWELLING INFORMATION	SMOKE DETECTORS
<input type="checkbox"/> SINGLE FAMILY <input type="checkbox"/> DUPLEX <input type="checkbox"/> APARTMENT <input type="checkbox"/> ACCESSORY DWELLING UNIT <input type="checkbox"/> OTHER _____	_____ NUMBER OF UNITS _____ NUMBER OF FLOORS _____ NUMBER OF PARKING SPACES <input type="checkbox"/> BASEMENT <input type="checkbox"/> ACCESSORY DWELLING UNIT	_____ TOTAL NUMBER <input type="checkbox"/> BATTERY <input type="checkbox"/> HARDWIRED <input type="checkbox"/> HARDWIRED & BACKED UP <input type="checkbox"/> INTERCONNECTED
HEATING SYSTEM	AIR CONDITIONING/COOLING	HOT WATER
<input type="checkbox"/> ELECTRIC <input type="checkbox"/> OIL <input type="checkbox"/> PROPANE <input type="checkbox"/> OTHER _____	<input type="checkbox"/> WINDOW UNIT <input type="checkbox"/> CENTRAL AIR <input type="checkbox"/> WINDOW SCREENS <input type="checkbox"/> OTHER _____	<input type="checkbox"/> GAS <input type="checkbox"/> ELECTRIC <input type="checkbox"/> SOLAR <input type="checkbox"/> OTHER _____
WATER	SEWER	TRASH
<input type="checkbox"/> WELL / CONDITION _____ <input type="checkbox"/> PUBLIC PROVIDER _____	<input type="checkbox"/> SEPTIC / CONDITION _____ <input type="checkbox"/> PUBLIC PROVIDER _____	<input type="checkbox"/> CURB PICK UP <input type="checkbox"/> BULK PICK UP / DUMPSTER PROVIDER _____ PICK UP DAY(S) _____

SECTION III. LEAD POISONING

<p>WAS THIS PROPERTY BUILT BEFORE JANUARY 1, 1978</p>	<input type="checkbox"/> NO <input type="checkbox"/> YES * If YES please complete all of Section III
<p>HAS THE LANDLORD PROVIDED ALL OF THE PROPERTY'S TENANTS THE FOLLOWING FEDERALLY REQUIRED INFORMATION PRIOR TO SIGNING A LEASE?</p>	
<p>An EPA-approved information pamphlet on identifying and controlling lead-based paint hazards, Protect Your Family From Lead In Your Home (PDF).</p>	<input type="checkbox"/> NO <input type="checkbox"/> YES
<p>Any known information concerning the presence of lead-based paint or lead-based paint hazards in the home or building. For multi-unit buildings, this requirement includes records and reports concerning common areas and other units when such information was obtained as a result of a building-wide evaluation.</p>	<input type="checkbox"/> NO <input type="checkbox"/> YES
<p>An attachment to the contract, or language inserted in the contract, that includes a "Lead Warning Statement" and confirms that the seller has complied with all notification requirements.</p>	<input type="checkbox"/> NO <input type="checkbox"/> YES

SECTION IV. Application Certification:

I hereby certify that I am the owner of record of the named property, or authorized by the owner of record to act in their behalf as the owner's agent to make this application. I hereby covenant and agree to comply with all Federal, State and Local laws in particular the State of West Virginia and the ordinances of the City of Ranson, and certify that the information and statements given on this application, are to the best of my knowledge true and correct. In signing I acknowledge having read and fully understanding and agreeing to the Permit Conditions in this document and also receipt of the information handout advising me of other duties, policies and responsibilities that may be required. If signed by anyone other than the owner, a Notarized OWNER/AGENT CERTIFICATION OF AND ACKNOWLEDGEMENT OF RESPONSIBILITY affidavit shall be required.

Name Owner or Agent (Please Print) _____ (Complete if Other Than Owner) Address (Please Print) _____ Email _____ Phone No. _____ () - _____

Applicant's Signature _____ Date _____

DATED this _____ day of _____, 20____

Subscribed and sworn to before me, this _____ day _____, 20____

My Commission Expires: _____

Notary Public _____

OFFICIAL USE ONLY *Do not write below this line*

<p>Complete If In Flood Plain:</p>					<p>Permissible Lot Coverage Applied _____%</p>	
Map Number:	Date:	Zone:	Base Flood Level:	Lowest Floor Level:	Existing	sq. ft. Total sq. ft.

<p>Permit Fee \$ _____</p>			<p>Receipt No: _____</p> <p><input type="checkbox"/> Cash <input type="checkbox"/> Credit Card <input type="checkbox"/> Check # _____</p>			
<p>Approvals:</p>	<p>Approved</p>	<p>Denied</p>	<p>Name</p>	<p>Date:</p>		
<p>Permitting</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>_____</p>	<p>_____</p>		
<p>Licensing</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>_____</p>	<p>_____</p>		
<p>Finance</p>	<input type="checkbox"/>	<input type="checkbox"/>	<p>_____</p>	<p>_____</p>		

**OWNER/AGENT CERTIFICATION
AND
ACKNOWLEDGEMENT OF RESPONSIBILITY:**

I, (We), the Owner or Agent of the property on which the intended leased property/real estate hereby certify and ensure that this intended use complies with all restrictive covenants of this property/real estate. And, I, (We), agree, understand and acknowledge that I, (We), assume full responsibility for compliance with any such private land use covenants and restrictions, and that a violation thereof may result in legal sanctions by court injunction, fines and civil damages, irrespective of the satisfactory completion of this inspection by The City of Ranson.

I, (We), further acknowledge and understand that:

- It is all parties involved: property owner(s), contractor(s), lessee(s) and agent’s responsibility to comply with all federal, state, and regulatory agency laws pertinent to this work.
- An owner or operator shall not rent or offer for rent any dwelling unit for use in whole or in part for human habitation unless a written application for a certificate of use and occupancy has been filed for such dwelling unit or a valid certificate of use and occupancy has been issued for such dwelling unit by the code official indicating that inspection found the premises to be in substantial compliance with the state building code.
- By signing this application it is understood that employees, representatives and/or agents of the City of Ranson are authorized to enter in and/or upon the property for the purposes of performing site plan and building code compliance inspections and to check for code violations related to the property, site work and /or building activities identified on this rental dwelling registration.
- The Property Owner and/or Agent is responsible for providing employees, representatives, and/or agents of the City of Ranson safe and open access to the site and all building components when conducting inspections. Any inspection not performed due to unsafe or un-accessible conditions or rejected for any reason shall be subject to the re-inspection fee.
- Any known information concerning the presence of lead-based paint or lead-based paint hazards in the home or building. For multi-unit buildings, this requirement includes records and reports concerning common areas and other units when such information was obtained as a result of a building-wide evaluation must be disclosed to the City of Ranson.

I, (We), state that this application is true and accurate to the best of my (our) knowledge and agree to abide by all conditions set forth herein and by all application applicable building codes, ordinances and regulations.

Property Owner(s): Signature: _____ Date: _____ Title: _____	Agent(s): _____ _____ _____
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DATED this _____ day of _____, 20 ____

Subscribed and sworn to before me, this _____ day _____, 20 ____

My Commission Expires:

Notary Public	
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Sign and return this page along with permit application.