

## **RENTAL HOUSING PERMIT**

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**Apply to:** Housing & Community Development Department

Registration of rental property is required annually. An annual fee is established by the City Council.

- Inspections will be made on a time available basis. An inspection will be prearranged with the property owner in order to properly notify the occupants of the rental unit of the time and date of the inspection.
- Inspections are made when a complaint is received about a non-compliant condition. The inspection is generally focused on the specific complaint condition.
- Appeals and request for variances may be submitted to the Housing Appeals Board according to Section 15.5-21 of the Marshalltown Code of Ordinances.

This guide is designed to serve as a reference for development and permit procedures for residents, builders, contractors, developers and other individuals interested in Marshalltown. The requirements of the City Code and other regulations have been summarized in order to provide basic information. Specific questions and requests regarding the information provided should be directed to the appropriate department.

The City will not be financially liable for mistakes made in the development/construction process. City employees perform only limited roles in these matters and do not work directly for the developer, owner, lender, or contractor. Be certain to obtain competent expert advice from consulting engineers, planners, lawyers, and surveyors.