



City of Park City
6110 North Hydraulic
Park City, KS 67219-2499
316.744.2026 • fax 316.744.3865

APPLICATION FOR PARK CITY RENTAL HOUSING PERMIT

Property Address _____

Owner _____ Address _____

Home Phone _____ Business Phone _____ Cell _____

Local Agent _____ Same as above _____

Address _____

Business Phone _____ Home Phone _____ Cell _____

Date of Occupancy _____ New Construction _____

Email _____

Inspection record

Date of baseline inspection _____ Inspector _____

Permit Fee _____ Date paid _____

Permit expires _____ (one year)

Change of ownership

New owner _____

Address _____

Local Agent _____ Same as above _____

Business Phone _____ Home Phone _____ Cell _____

Transfer fee _____ Date paid _____

I hereby certify that the information in this application is true and correct.

Signature _____ Date _____

Office Use Only
Rental Property Permit Fee Paid \$15.00
Rental Property Inspection Fee Paid \$100.00
Date Paid Receipt #

Baseline Inspection Form

Address of Rental Property: _____
Name of Property Owner: _____ License Number: _____
Residing Address of Property: _____ City: _____ State: _____
Zip Code: _____ Phone Number: _____ Alternate Phone: _____
Cellular Phone: _____ Fax Number: _____ E-mail Address: _____

____ Completed Rental Application on file with Park City _____
Comments

____ Fees Paid _____
Comments

Minimum Standards for Basic Equipment and Facilities.

____ Smoke Detectors (Battery & Hardwired) _____
Comments

____ Means of Egress to a Public Street unobstructed _____
Comments

____ Bathroom Plumbing Fixtures
(Lavatory Basin, Tub/Shower, Toilet) _____
Comments

____ Kitchen Plumbing Fixtures _____
Comments

____ Appliance (Stove or Microwave) _____
Comments

____ Refrigerator
(If tenant is unable to provide their own) _____
Comments

____ Furnace, AC & Water Heater _____
Comments

____ Lock on Exterior Door _____
Comments

____ Trash Service _____
Comments

____ Exhaust fan or other Ventilation in Bathroom _____
Comments

____ Weather Tight Roof, Windows and Screens _____
Comments

____ Exterior Walls Weather tight _____
Comments

____ Interior Walls _____
Comments

____ Electrical _____
Comments

____ Laundry Area _____
Comments

Inspection Denied/ Pending/Accepted
(Circle One)

Inspector's Signature: _____ Date: _____

CHAPTER 7: RENTAL HOUSING LICENSING

7-101 PURPOSE. The governing body finds that the citizens of Park City, Kansas, will be served by the adoption of provisions that relate to the licensing and regulating of rental of residential dwellings within the City of Park City, Kansas.

7-102 DEFINITIONS. As used in this Chapter, the following terms shall have the meanings ascribed:

(a) "Baseline Inspection" means an inspection conducted to obtain an initial Rental Licensing Permit or renewal of a Rental Licensing Permit.

(b) "Certificate of Inspection" means an inspection certified on forms prepared and provided by the Director of Code Enforcement or designee.

(c) "City" means the City of Park City, Kansas.

(d) "City Clerk" means the Clerk of the City.

(e) "City Inspector" means an employee of the City who is approved and authorized by the Director of Code Enforcement or designee to conduct Baseline Inspections and Follow-up Inspections.

(f) "Director of Code Enforcement" means the Director of Code Enforcement of the City or designee.

(g) "Dwelling" means the definition of Dwelling as defined in the Structural Code; provided, however, that "mobile homes" are not included..

(h) "Dwelling Unit" means the definition of Dwelling Unit as defined in the Structural Code, provided, however, that "mobile homes" are not included.

(i) "Family" means either:

(1) an individual or two (2) or more persons related by blood, marriage, or adoption, living together as a single housekeeping unit in a Dwelling Unit; or,

(2) a group of not more than four (4) persons who need not be related by blood, marriage, or adoption, living together as a single, nonprofit housekeeping unit in a Dwelling Unit; plus, in either case, domestic servants. A Family may include any number of gratuitous guests or minor children not related by blood, marriage, or adoption. No more than two (2) boarders or roomers are permitted as part of a housekeeping unit.

(j) "Follow-up Inspection" means all inspections required to be made by this ordinance except for Baseline Inspections.

(k) "Owner" means the definition of Owner as defined in the Structural Code.

(5) The Owner intends to reoccupy the Dwelling upon termination of the temporary rental.

(c) Dwellings that operate as commercial hotels and/or motels which offer lodging accommodations primarily for periods of time less than thirty (30) days; bed and breakfast facilities are excluded from rental licensing requirements.

(d) Common areas and elements of buildings containing attached but individually owned Dwellings.

7-105 LOCAL AGENT REQUIRED. Whenever any Dwelling is required to be licensed under this ordinance, and neither the Owner nor the operator is a natural person domiciled within a fifty (50) mile radius from City Hall, 6110 North Hydraulic, Park City, Kansas ("City Hall"), the Owner shall appoint an agent who is a natural person and who is domiciled within a fifty (50) mile radius from City Hall to serve as the local agent of the Owner for service of notices under this ordinance or notices of violations of this ordinance. Service upon an agent shall constitute service upon the Owner in situations where the Owner has appointed an agent under this ordinance. An Owner shall notify the City Clerk in writing within five (5) days upon the Owner becoming domiciled outside of a fifty (50) mile radius from City Hall, and the Owner shall notify the City Clerk within fifteen (15) days of a change of the designation of an agent. Owners who are domiciled outside of a fifty (50) mile radius from City Hall or who are not natural persons shall designate an agent at the time they make an application for a Rental Licensing Permit.

7-106 RENTAL LICENSING APPLICATION PROCEDURE. Every Owner who makes application for an initial Rental Licensing Permit or a renewal of a Rental Licensing Permit shall comply with the following:

(a) Provide a written application for a Rental Licensing Permit on official City forms provided for that purpose prior to the rental of the Dwelling or upon re-inspection at least thirty (30) days prior to a fifth year anniversary date;

(b) Pay fees prescribed by Section 11 herein at the time of submittal of the Rental Licensing Permit application;

(c) Request an inspection of the Dwelling to be made by a City Inspector by paying the inspection fee as set out in Section 11 herein or by causing an inspection of the Dwelling to be made by a Rental Housing Inspector. The purpose of such inspections is to determine whether the Dwelling is in compliance with the Structural Code. If the inspection confirms such compliance, a completed Certificate of Inspection will be issued by the City Inspector or the Rental Housing Inspector.

(1) Inspections to determine compliance under this ordinance are not required prior to the issuance of a first Rental Licensing Permit for newly constructed rental property if a Rental Licensing Permit application is submitted

reasonably necessary, not to exceed twelve (12) months, to make the needed repairs to bring the Dwelling into compliance with the Structural Code. Upon submission to the Director of Code Enforcement or his or her designee by the Owner of a Certificate of Inspection, performed by a Rental Housing Inspector or by the City Inspector, showing that the violations of the Structural Code have been corrected, and upon payment of an additional Rental Licensing Permit fee, the Director of Code Enforcement or his or her designee shall issue the Rental Licensing Permit.

7-110 REDUCED TERM RENTAL LICENSING PERMIT. The Director of Code Enforcement shall issue a Reduced Term Rental Licensing Permit:

(a) When the Director of Code Enforcement determines that a violation or violations of the Structural Code are occurring in a Dwelling that holds a current Rental Licensing Permit, and such violations do not make the Dwelling Unfit for Human Habitation;

(b) For violations of the Structural Code, the Rental Licensing Permit shall be reduced to a period reasonably necessary, not to exceed twelve (12) months, to make the needed repairs to bring the Dwelling into compliance with the Structural Code. Upon submission by the Owner to the Director of Code Enforcement or designee of a Certificate of Inspection performed by a Rental Housing Inspector or a City Inspector, showing that the violations of the Structural Code have been corrected and upon payment of the additional Rental Licensing Permit fee, the Director of Code Enforcement or designee shall issue the Rental Licensing Permit; or

(c) For repeated violations of any provision of the city's codes relating to the habitability of the licensed Dwelling whereby action against the Owner has been taken either judicially or administratively on three (3) or more violations in any twelve (12) month period. In such case, the Rental Licensing Permit shall be suspended or shall be reduced to one-half (1/2) of the original Term, with the following conditions:

- (1) a satisfactory safety inspection is performed forthwith; and
- (2) no additional judicial or administrative actions are taken during the remainder of the Term of the license.

7-111 TEMPORARY TERMINATION OF A LICENSE. A Rental Licensing Permit, a Temporary Rental Licensing Permit, or a Reduced Term Rental Licensing Permit may be terminated by the Director of Code Enforcement or his or her designee at any time the Director of Code Enforcement or his or her designee determines that a violation or violations of the Structural Code are occurring and the Dwelling is Unfit for Human Habitation. Such termination shall remain in effect until the Dwelling is brought into compliance with the Structural Code. A Dwelling shall be deemed to be in compliance with the Structural Code when a completed Certificate of Inspection is submitted by a Rental Housing Inspector or City Inspector that shows no Structural Code violations.

the summons cannot be served upon the Owner or agent despite reasonable efforts to do so, or, having been served, the Owner or agent has failed to satisfy the judgment of the court or any condition of a deferred judgment.

(c) The Director of Code Enforcement or his or her designee may order a Dwelling or Dwelling Unit to be vacated if it is found that the Dwelling or Dwelling Unit is Unfit for Human Habitation.

(d) No person shall occupy a Dwelling for a period of time in excess of thirty (30) days after receiving actual or constructive notice from the Director of Code Enforcement or his or her designee that the Dwelling is to be vacated; provided, however, this time period is subject to a lesser period of time to be set by the Director of Code Enforcement or his or her designee if the Dwelling is Unfit for Human Habitation. Such notice shall be deemed to be served if it is hand-delivered to such person or if it is sent by certified mail, postage prepaid, to the address of the Dwelling or Dwelling Unit the person occupies.

7-118 NOTICES. Any notice required by this Chapter to be given to an Owner shall be deemed to be served if it is hand-delivered to the Owner or to the Owner's local Agent, if one has been designated by the Owner or if the notice is sent by certified mail, postage prepaid, to the Owner or the local Agent if one has been designated at the address shown on the Rental Licensing Permit. It shall be the owner's responsibility to notify tenants for any appointments or inspections required under this Chapter.

7-119 APPEALS. (a) Any adverse action taken by the Director of Code Enforcement or his or her designee under this Chapter may be appealed to the Board of Housing Standards and Appeals by the filing of a notice of appeal with the City Clerk within twenty (20) calendar days of the date the adverse action is taken by the Director of Code Enforcement or his or her designee. Such appeal shall be in writing and shall be on a form available from the City Clerk with pertinent information filled in.

(b) The hearing shall be held within thirty (30) days of the filing of the notice of appeal, unless the Owner filing the notice of appeal consents to a continuance. The decision of the Board of Housing Standards and Appeals shall be a final decision.

7-120 VIOLATIONS; PENALTIES. Any person, including but not limited to Owners and agents, who lease, sublease, rent or allow the occupancy of a Dwelling in violation of this Chapter, and any person who occupies a Dwelling after receiving actual or constructive notice that the Dwelling has been ordered to be vacated under Section 7-116, shall be deemed guilty of a misdemeanor, and upon conviction thereof shall be punished by a fine not to exceed One Thousand Dollars (\$1,000.00) or by imprisonment for not more than six (6) months, or by both such fine and imprisonment.

7-121 SEVERABILITY. Should any court of law declare any section, clause or provision of this Chapter to be invalid for any reason, such decision shall affect only such section, clause or provision so declared invalid, and shall not affect any other section, clause or provision.