Highlights of Rental Permit Program

A rental permit is **REQUIRED** in order to rent or lease any single household dwelling within the City.

Rental permits must be renewed annually **AND** at every change of tenancy. The cost of the Rental Permit fee is $50.

Within 14 days of a change in tenancy, a new rental permit application must be filed with the Building Department. **Failure to comply WILL invalidate the rental permit.**

Within two weeks (14 days) after the tenant takes occupancy, the owner must provide the Building Department with the tenant(s) name and contact information. **Failure to comply WILL invalidate the rental permit.**

When an application for a rental permit is received, the Building Department will request an inspection of the property. If the request for inspection is refused, the Building Department **MAY** seek an “Administrative Search Warrant” to gain access to the property and conduct the inspection. The purpose of the inspection is to promote safe and sanitary conditions for residents and to protect the value of the owners property, the neighborhood, and the City. A list of the items inspected can be obtained from the Building Department.

There are maximum occupancy limits for **ALL** dwellings within the City. For information on the limits contact the Building Department.

The entire Rental Permit program may be viewed on the City’s website at [www.springdale.org](http://www.springdale.org) by clicking on the “Building Department” tab, then the “rental permit” tab, and then the “view code” tab.