



# OTTUMWA BUILDING AND CODE ENFORCEMENT DEPARTMENT APPLICATION FOR RENTAL PERMIT

Ottumwa Municipal  
Code Chapter 20

Address of Rental Property \_\_\_\_\_

Owner's Name \_\_\_\_\_

Owner's Mailing Address \_\_\_\_\_

Owner's Email Address \_\_\_\_\_

Owner's Phone Number(s) \_\_\_\_\_

Number of Units \_\_\_\_\_

Date Paid: \_\_\_\_\_

Date Billed: \_\_\_\_\_

Check Amount \_\_\_\_\_ Check Number \_\_\_\_\_ Cash \_\_\_\_\_

Make checks payable to City of Ottumwa, 105 E 3<sup>rd</sup> St, Room, 203, Ottumwa IA 52501

Inspection schedule for \_\_\_\_\_ at \_\_\_\_\_  
Date time

1. A fee is due for each unit. This fee is for registering the property as a rental and the first rental inspection. An invoice will be mailed/emailed to you once the info is entered in the system.
2. Call our office at 641-683-0650 or 641-683-0610 to schedule an inspection.
3. This application can be mailed to the office or emailed to [johnsonk@ottumwa.us](mailto:johnsonk@ottumwa.us) or [shepherd@ottumwa.us](mailto:shepherd@ottumwa.us)
4. Our department works four 10 hour days. Someone is available Monday – Friday 7 am – 5:30 pm unless it is a holiday week. Then our hours are 8 AM – 4:30.