



Understanding Ordinance 915

Part 5: Class I and Class II Licenses

Code Enforcement & Neighborhood Conservation

Class I and Class II Licenses are issued to owner-occupied properties. It may be that you have roomer (or two) in your single-family home. Or, it may be that your half of the duplex has roomer you rent the other side. Either way, if you live and rent at the same address, you will be issued I or CLASS II license.

Class I licenses are renewed once every three years. These licenses are issued to owner-occupied rentals which have occupancy of one person (roomer).

Class II licenses are renewed once every two years. These licenses are issued to owner-occupied single family rentals which have occupancy of two or more persons (roomers).

How do you know which license you have? The classification is written on the license. Also, the classification depends on how many roomers you are licensed to have.

1 roomer = Class I	More than 1 roomer = Class II
Renew every 3 years.	Renew every 2 years.
Inspect once every 3 years.	Inspect once every 2 years.

What will happen this year?

On July 1, 1998, your license will change to reflect your new renewal dates. If you have not received new license by July 10, 1998, please call the office to find out why. Your inspection will take place 10 days prior to renewal of the license. Please see the charts on the back and keep them as reference when you are to renew the license.

What if I rent both sides of my duplex?

If you rent both sides of your duplex, you will be issued a Class I or Class II for the side you live (owner-occupied) and a Class III or Class IV for the other side (non owner-occupied). You will have two licenses on the property and each license will show the address and classification for that address.

A Class III or Class IV will be inspected every year and renewed every year.

The Class I or II license will be inspected and renewed on a different schedule.

Class I Licenses

RENEWAL DATES TO REMEMBER FOR CLASS I LICENSES
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License renews Jan 31, 2001 Application due Sept 30, 2000 Inspection in November, 2000	License renews May 31, 2001 Application due Jan 31, 2001 Inspection in March, 2001	License renews Sept 30, Application due May 31, Inspection in July, 2001*
License renews Feb 28, 2001 Application due Oct 31, 2000 Inspection in December, 2000	License renews June 30, 2001 Application due Feb 28, 2001 Inspection in April, 2001	License renews Oct 31, 2 Application due June 30, Inspection in August, 200
License renews Mar 31, 2001 Application due Nov 30, 2000 Inspection in January, 2001	License renews July 31, 2001 Application due Mar 31, 2001 Inspection in May, 2001	License renews Nov 30, Application due July 31, : Inspection in September,
License renews Apr 30, 2001 Application due Dec 31, 2000 Inspection in February, 2001	License renews Aug 31, 2001 Application due April 30, 2001 Inspection in June, 2001	License renews Dec 31, Application due August 3 Inspection in October, 20

*Any Class I License which is to be inspected in July or August 1998 will still be inspected with license to be issued to the year 2001.

Class II Licenses

RENEWAL DATES TO REMEMBER FOR CLASS II LICENSES		
License renews Jan 31, 2000 Application due Sept 30, 1999 Inspection in November, 1999	License renews May 31, 2000 Application due Jan 31, 2000 Inspection in March, 2000	License renews Sept 30, Application due May 31, Inspection in July, 2000*
License renews Feb 28, 2000 Application due Oct 31, 1999 Inspection in December, 1999	License renews June 30, 2000 Application due Feb 28, 2000 Inspection in April, 2000	License renews Oct 31, 2 Application due June 30, Inspection in August, 200
License renews Mar 31, 2000 Application due Nov 30, 1999 Inspection in January, 2000	License renews July 31, 2000 Application due Mar 31, 2000 Inspection in May, 2000	License renews Nov 30, Application due July 31, ' Inspection in September,

License renews Apr 30, 2000	License renews Aug 31, 2000	License renews Dec 31,
Application due Dec 31, 1999	Application due April 30, 2000	Application due August 3
Inspection in February, 2000	Inspection in June, 2000	Inspection in October, 19

**Any Class II License which is to be inspected in July or August of 1998 will still be inspected & license to be issued to the year 2000.