

### Introduction

In an effort to ensure that all residential rental dwelling units within the city limits of Cape Girardeau are safe, sanitary, and fit for human occupancy, the City Council approved the Residential Rental Licensing Ordinance.

The ordinance established basic requirements and procedures in regards to residential rentals in the following areas:

- Licensing & Registration,
- Occupant Responsibilities,
- Owner Responsibilities,
- Enforcement/Inspection,
- Filing of Complaints, and
- Violations & Penalties.

### Licensing & Registration

All owners or operators of residential rental dwelling units operating within the city limits of Cape Girardeau are required to complete a Residential Rental License Registration Application. The application may be picked up at the Community Development Department or downloaded from the city's website.

The completed application and applicable fees should be submitted to the Community Development Department. After the application is processed, your rental license will be mailed to you.

Rental licenses must be renewed annually on the anniversary date of the license. To renew your rental license, submit applicable fees with any contact or rental property changes to the Community Development Department prior to the anniversary date of your license. A new application is not required if there are no changes since your last application was submitted. Submit a new application if any information has changed since your last application was submitted (contacts, rental property addresses, etc.)

### Occupant Responsibilities

- Maintain the rented dwelling unit in a clean and sanitary condition.
- Exercise reasonable care and proper use of appliances, fixtures, and facilities provided with the dwelling unit.
- If responsible, maintain water, electric, and gas utilities in the dwelling unit connected and in working order.

### Owner/Operator Responsibilities

- Do not rent or lease to another any dwelling or dwelling unit unless the unit and premises are safe, sanitary, and comply with all applicable legal requirements of the state and city.
- Not allow a tenant or tenants to occupy a dwelling unit without water, electric, and gas (if applicable) utilities connected and maintained in working order.
- Maintain shared or public areas in a clean and sanitary condition.
- Provide pest extermination for the dwelling unit on a regular basis.
- Provide an approved and safe source of heat for the dwelling unit that is capable of maintaining a temperature of at least 68 degrees Fahrenheit. Cooking appliances, unvented fuel-burning space heaters, and electric space heaters may not be used to meet the heating requirements.
- Provide and maintain effective illumination at entrances, exits, hallways, and other common areas of the dwelling unit.
- Provide a food preparation / kitchen area within the dwelling unit with a kitchen sink in good working condition, with hot and cold running water, and connected to an approved and proper functioning water and sewer system.

The kitchen area shall include cabinets and shelves for the storage of eating, drinking, and cooking equipment and utensils. Appliances are not required but adequate space and hook-ups shall be provided in the kitchen area for a refrigerator and cook stove.

- Provide private toilet facilities within the dwelling unit that include a flush toilet, lavatory, and bathtub or shower. All plumbing systems and fixtures must be in good working condition, with hot and cold running water as applicable, and connected to an approved and proper functioning water and sewer system.
- Provide structurally sound handrails on any stairways with four or more risers. The handrails shall be installed a minimum of 34 inches and a maximum of 38 inches above the tread of the stairs.
- Provide structurally sound guards on any porch, deck, and/or balcony more than 30 inches above ground level and on stairwells or window wells more than 30 inches below ground level. Guards shall be a minimum of 36 inches high for residential dwellings and 42 inches high for apartment houses. The spacing between the vertical balusters on guards shall be no more than six (6) inches on existing guards and four (4) inches on new guards.
- Provide private access to and egress from each dwelling or dwelling unit.
- Provide proper functioning windows, doors, and exterior door locks for each dwelling or dwelling unit.
- Provide window sash locks on operable windows located less than six (6) feet above ground level or walking surface.

- Provide adequate and approved ventilation for bathrooms, dryers, range hoods, and fuel burning devices such as furnaces, water heaters, gas logs, fire places, etc.
- Provide an adequately sized, safe, and proper functioning electrical system (service, circuits, wiring, j-boxes, receptacles, switches, lights, etc.) for the dwelling unit that is in compliance with City Ordinance and the International Property Maintenance Code.
- Proper functioning smoke alarm installed outside of the sleeping area(s) in the immediate vicinity of bedrooms, in each room used for sleeping purposes, and in each story within a dwelling or dwelling unit including basements and cellars but not including crawlspaces and uninhabitable attics.
- Ensure that bedroom egress door and/or window openings meet the minimum clear net area of 5.7 square feet , 24 inch height, and 20 inch width. Window sills with a height or window wells with a depth greater than 44 inches shall be equipped with permanently affixed steps or a ladder.
- Ensure that every bedroom occupied for sleeping purposes has a minimum floor area of 70 square feet and that areas in unfinished basements are not used as bedrooms. Missouri statute specifies two-persons per bedroom as reasonable. The International Property Maintenance Code specifies each bedroom occupied by more than one-person shall contain not less than 50 square feet per occupant.
- Ensure that the foundation, exterior & interior walls, roof, ceilings, floors, windows, and doors of the dwelling unit are structurally sound and maintained in good repair.
- Occupancy shall comply with City Ordinance and the International Property Maintenance Code.

#### Enforcement / Inspection

- Code Officials from the Community Development Department are authorized to enforce the provisions of this ordinance and make inspections to verify compliance with this ordinance.
- Code Officials may be granted inspection access to the dwelling or dwelling unit by the renter, owner, operator, or by court order if voluntary access is not granted.

#### Filing of Complaint

- The Community Development Department should be contacted to file a complaint that a dwelling or dwelling unit may be in violation of the Residential Rental Licensing ordinance.
- Complaints may be made in writing, e-mail, by telephone, or in person.
- Complaint forms are available at the Community Development Department or online at:  
[www.cityofcapegirardeau.org/development](http://www.cityofcapegirardeau.org/development)

#### Violations & Penalties

- The occupant, owner, and/or operator will be notified in writing if it is determined that a dwelling or dwelling unit is in violation of this ordinance.
- The notification will include the alleged violations, corrective action required, a specific amount of time in which to correct the violations, and possible penalties that may be imposed if the violations are not corrected within the time specified.
- Penalties for failure to correct violations may include but are not limited to suspension or revocation of rental license or occupancy permit and fines as permitted by State Statute and City Ordinance.

**CITY of CAPE  
GIRARDEAU**

COMMUNITY DEVELOPMENT

# *Residential Rental Licensing*

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#### **NOTE**

*This brochure is provided for general information purposes only and is not intended to be used as a substitute for actual language found in the Residential Rental Licensing ordinance.*

[www.cityofcapegirardeau.org/development](http://www.cityofcapegirardeau.org/development)