



## Town of Montreat

P.O. Box 423, Montreat, North Carolina 28757

Phone: (828) 669-8002 • Fax: (828) 669-3810

### **Applying for a Fire and Safety Code Compliance Certificate For Rental Housing**

The most current up-to-date information and all forms are available on the Town of Montreat website:

[www.townofmontreat.org](http://www.townofmontreat.org)

Information and forms can also be obtained at the Town Services building, 96 Rainbow Terrace or by calling (828) 669-8002.

#### **How to get a Fire and Safety Code Compliance Certificate**

1. Obtain a fire and safety code compliance certificate application packet by opening and printing all relevant forms off of the Town of Montreat web site, or by calling or coming into the town services office.
2. Schedule an appointment for inspections with the Town of Black Mountain Fire Department by calling (828) 669-8074 or by emailing: [craig.bannerman@townofblackmountain.org](mailto:craig.bannerman@townofblackmountain.org)
3. Complete the application and attach the certificate fee of \$100.00 for property intended to sleep no more than 15 occupants and \$300.00 for property intended to sleep 16 or more. Checks should be made out to the Town of Montreat.
4. After the inspections are complete use the attached check list to ensure all items are included with the application. Make copies of all forms for your records.
5. Submit all forms together as a complete package. Incomplete packets will be returned to the applicant. Mail or drop off all required items (application, fee and signed inspection compliance verification forms) to:

Town of Montreat  
c/o Rental Housing Fire and Safety Program  
P.O. Box 423  
Montreat, NC 28757

6. A copy of the fire and safety code compliance certificate will be mailed to you. Certificates are valid for three years.

**TOWN OF MONTREAT**  
**FIRE AND SAFETY CODE COMPLIANCE CERTIFICATE APPLICATION**  
**(Please submit fee with application)**

Rental Property Address

Street Name

Apt./Unit#

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

A dwelling unit is rooms connected together with bathroom and kitchen facilities.

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

A rooming unit is a room for a roomer, arranged sleeping and study, that may include a private bath but does not include a sink or any cooking devices.

This rental property is intended to sleep no more than \_\_\_\_\_ occupants.

**Property Owner:**

First Name

Middle Initial

Last Name

Street Address or Post Office Box Number

E-Mail Address

City

State

Zip Code

Home Telephone Number

Work Telephone Number

**Local Agent:**

First Name

Middle Initial

Last Name

Street Address or Post Office Box Number

E-Mail Address

City

State

Zip Code

Home Telephone Number

Work Telephone Number

Correspondence concerning this property should be sent to: Owner  Agent

I, the Owner/Agent for the above property, do hereby affirm that the above information is correct.

Signature

Date

**Town of Montreat**  
**Fire and Safety Code Compliance Certificate Checklist**

Use this checklist to ensure your application is complete.

Please ensure that all information is complete and legible. Incomplete applications will not be issued a fire and safety code compliance certificate.

Single dwelling units may be single family homes, duplexes townhomes or condominiums. The term “Multi-unit building” applies to buildings with three or more units where all units are under single ownership.

\_\_\_\_\_ **Rental license fee payable to Town of Montreat**

License fee is \$100.00 for property intended to sleep no more than 15 occupants.  
License fee is \$300.00 for property intended to sleep 16 or more occupants.

\_\_\_\_\_ **Completed Rental Housing License Application**

Complete one application per single dwelling unit or one form per each multi-unit building.

In case of emergency, please appoint a local agent who we may contact.

\_\_\_\_\_ **Completed Fire Safety Inspection Report**

Completed and signed by the Fire Inspector from the Town of Black Mountain.

\_\_\_\_\_ **Obtained Information Brochure**

The information brochure contains essential and emergency information and should be prominently posted in the rental property.