



RESIDENTIAL OCCUPANCY PERMIT PROCEDURE

The Application for a Residential Occupancy Permit must be completed by the **BUYER OR TENANT**.

APPLICATION

- **Required Information:**
 - Address of future residence, including apartment number if applicable.
 - Name of each occupant.
 - Birth Date of each occupant.
 - Relationship of each occupant to Applicant.
 - SSN of Applicant and each occupant.
 - Copy of Driver's License for all occupants 16 years of age and older.
 - Name, address and telephone number of the present owner, manager or landlord of property.
 - When purchasing property, the name, address and telephone number of the real estate agent.
 - Applicant's signature, current address and telephone number.

INSPECTION FEE

- A **Sixty-Five (\$65.00) Dollar** inspection fee is paid **at the time of application**. This fee covers the initial inspection and one (1) re-inspection.
- If additional inspections are required, there will be an additional charge of **Sixty-Five (\$65.00) Dollars**, per inspection.

INSPECTION

- The present **owner, manager or agent** must call the Department of Community Development at (314) 227-2930 to schedule an appointment for the Occupancy Inspection. If the applicant has a key and can meet the inspector at the appointed time, the applicant may schedule the appointment. *No appointment will be scheduled until a permit has been applied for and the **Sixty-Five (\$65.00) Dollar** inspection fee paid.*

PERMIT ISSUED

- After the property has passed inspection(s) with *all violations, if any, are corrected*, the applicant can obtain the final Occupancy Permit from the Department of Community Development. The permit fee of **Twenty-Five (\$25.00) Dollars** is paid at that time. The permit fee is non-transferable.

GENERAL INFORMATION:

- All utilities must be on at the time of the inspection.
- If the property does not pass the initial inspection, a letter listing the violations is sent to the owner/manager/agent and to the Applicant.
- When all violations have been corrected, a re-inspection must be scheduled.
- ***The Applicant and/or new occupants must not move into the premises until the final Occupancy Permit has been issued.***
- If an individual moves in or out of the residence, the applicant is required to complete an ***Amendment*** to the original occupancy permit.

AMENDMENT TO RESIDENTIAL OCCUPANCY PERMIT

The following situations require an Amendment to the original Occupancy Permit:

- An individual moves in that was not listed on the original Occupancy Permit.
- An individual on the original Occupancy Permit moves out.
- The birth or adoption of any children.
- The death of an occupant.

PROCEDURE FOR AMENDING AN OCCUPANCY PERMIT

- If you are the owner of the property, as the principal occupant on the permit, you must come in and fill out an "Amendment" form, listing new occupant(s), date of birth, Social Security Number and when applicable provide a copy of their Drivers License. The principal occupant is responsible for amending the Occupancy Permit when someone moves in or out of the residence.
- If you are a renter, you are still responsible for updating your permit. If you are amending the permit by adding an occupant, the owner/manager of the property must provide written permission for the addition(s).
- In some cases, it may be necessary to schedule an appointment for the inspector to measure the rooms in order to verify there is sufficient habitable space for the number of occupants.
- There is **NO CHARGE** to amend an Occupancy Permit.

COMMENTS OR QUESTIONS

- Should you have any comments or questions regarding the Residential Occupancy Permit process, please contact the Department of Community Development at (314) 227-2930 between 8:00 A.M. and 5:00 P.M. Monday through Friday.