



SAINT LOUIS COUNTY
Transportation and Public Works

For Office Use Only

DATE	____/____/____
LOCATOR #	_____
PERMIT #	_____
FEE PAID \$	_____
REC'D BY	_____

**APPLICATION FOR
SINGLE FAMILY, TWO-FAMILY and TOWNHOUSE
OCCUPANCY PERMIT IN UNINCORPORATED ST
LOUIS COUNTY**

RESIDENTIAL OCCUPANCY INSPECTIONS
US MAIL:
715 NORTHWEST PLAZA 63074- NORTH
4556 LEMAY FERRY RD 63129 – SOUTH
PHONE #: 314-615-4100

Under normal circumstances, all dwelling units are inspected when vacant. Please inquire if you have special circumstances.

PROPERTY ADDRESS _____ ZIP _____

APPLICANT NAME _____ PHONE () _____

APPLICANT ADDRESS _____
STREET ADDRESS CITY, STATE ZIP

EMAIL ADDRESS _____

Inspections are performed between the hours of 8:30 am and 2:00 pm Monday thru Friday. Please allow a two (2) hour time period for the inspection to be made. YOU WILL BE CONTACTED WITHIN 48 HOURS TO SCHEDULE AN INSPECTION DATE AND TIME. THESE CALLS ARE MADE BETWEEN 7:00 AM AND 8:30 AM.

CONTACT PERSON FOR SCHEDULING INSPECTIONS: _____
NAME PHONE #

REASON FOR CHANGE OF OCCUPANCY: SALE RENTAL

MAIL CERTIFICATE TO: _____
NAME / COMPANY NAME
STREET ADDRESS, CITY, STATE ZIP

FTHB PROGRAM: _____

The undersigned herewith applies for an occupancy inspection for the above described premises under the terms of the St. Louis County Property Maintenance Code. The inspection fee must accompany this application.

This application is not a permit and the premises shall not be occupied until an occupancy permit is issued.

The inspection fee is non refundable. Failure to correct deficiencies noted on inspection report within 90 days shall cause the application to lapse and a new application and fee must be filed.

Names must be provided within 120 days of the approved inspection date. Failure to provide names within 120 days shall cause the application to lapse and a new application and fee must be filed.

APPLICANT'S SIGNATURE _____

PRINTED NAME _____

THE NAMES OF **ALL** OCCUPANTS MUST BE PROVIDED PRIOR TO THE ISSUANCE OF AN OCCUPANCY PERMIT:

NAMES OF TENANTS OR BUYERS:

The occupancy is required, by St. Louis County Ordinance to be available for inspection at the residence and therefore, will be released to the new occupant when all deficiencies have been corrected.