

Re-Occupancy Permits

Dear Owner/Landlord:

Please do not fail to apply for re-occupancy permits whenever you have a change in occupants in Unincorporated St. Louis County.

St. Louis County is striving to preserve its neighborhoods and you can help with your continued cooperation.

Failure to comply with the re-occupancy program could result in a summons to municipal court.

See inside for more details.

Thank You!

“The general welfare and security of the Nation and the health and living standards of its people require...the realization of the goal of a decent home and a suitable living environment for every American Family.”
(Housing Act of 1949)



NEIGHBORHOOD
PRESERVATION

Re-Occupancy Permits



S T . L O U I S C O U N T Y
N E I G H B O R H O O D
P R E S E R V A T I O N

North County Govt. Center
715 Northwest Plaza Drive
St. Ann, MO. 63074
Phone: 314-615-4100

South County Govt. Center
4556 Lemay Ferry Road,
ST Louis, MO 62125
Phone: 314-615-4100

Revised 9/13/2017

NORTH County Office:
715 Northwest Plaza Drive
SOUTH County Office:
4556 Lemay Ferry Rd.

S T . L O U I S C O U N T Y
N E I G H B O R H O O D
P R E S E R V A T I O N

Re-Occupancy Permits

OVERVIEW

Q: WHERE DO I NEED A RE-OCCUPANCY PERMIT?

A: Throughout Unincorporated St. Louis County whenever a new occupant is involved in a rental or sale.

Q: WHEN DO I NEED A RE-OCCUPANCY PERMIT?

A: Whenever a property has a new occupant.

Q: HOW DO I PREPARE MY UNITS?

A: Review the detailed listing of code requirements, available from Neighborhood Preservation staff or from the Property and Roads, Neighborhood Services website at stlouisco.com You'll find photos, a checklist and detailed information.

Q: HOW DO I GET A RE-OCCUPANCY PERMIT?

A: **Step 1:** When your property is ready to be inspected, apply online at stlouisco.com. Under On-line Services, go to Re-Occupancy Permits. In person, apply at either the North County Government Center at 715 Northwest Plaza, near the intersection of North Lindbergh & St. Charles Rock Rd or the South County Center, 4556 Lemay Ferry Road, south of Lindbergh & I-255.

NOTE: **You cannot apply over the telephone**

Step 2: The applicant will be contacted by phone within 48 hours of the application to schedule an appointment for the inspection.

Step 3: The inspector meets the applicant at the property and conducts an interior and exterior inspection.

Step 4: If the property passes on the first inspection, an occupancy permit is generated within 48 hours and mailed to the applicant. If the applicant wants to pick up the permit, they must call the morning after the inspection and request it.

A final inspection must be performed and occupants' names submitted for a Certificate of Occupancy to be issued. Occupants' names must be submitted to our office within 120 days after final inspection to complete the application. After 120 days without names, the permit will be cancelled. A new application will be needed for occupancy.

Q: WHAT ARE THE COSTS?

A: An inspection, re-inspection, and permit for an **apartment unit** will cost **\$40**.

A **single-family house or condo unit** will cost **\$80** for the initial inspection, a re-inspection and certificate. There is a \$40 charge for a third inspection.

Q: WHAT EXACTLY DO THE INSPECTORS LOOK FOR?

A: County re-occupancy inspections are based upon the International Property Maintenance Code governing the maintenance of existing buildings.

An inspector will examine the interior and exterior of the property for structural soundness as well as safety issues. Examples of what might be required include:

- Elimination of overloaded wiring
- Repair of leaking plumbing
- Maintenance of heating equipment in good condition with proper ventilation
- Repair of deteriorated walls and ceilings
- Provision of safe emergency exits and smoke detectors
- Repair of deteriorated roofs

- Repair of deteriorated steps or porches
- Repair of excessive peeling, flaking and chipped paint
- Removal of weeds, vermin and debris outside of the unit
- Maximum number of allowable occupants based upon bedroom size and total living area

Newly constructed buildings may be **exempt** from a re-occupancy inspection for a period of five (5) years upon receipt of a new construction occupancy permit.

APARTMENT COMPLEXES

Apartment complexes throughout St. Louis County are subject to the same provisions of the re-occupancy program as any other rental property. However, there is an **exemption** from inspection that is available to complexes with over nine (9) units.

If a complex or development passes ten inspections in a row on the first inspection within a 36 month period, the inspector may **exempt** randomly two-thirds of the units within that complex from the normally required on-site inspections.

The application is still required, however, and the \$40 per unit fee still applies.

In addition to inspections of individual units, the exterior and common areas of complexes must be inspected once every two years to obtain a **pre-occupancy permit**. Costs are as follows:

3 to 50 units	\$75.00
51 to 100 units	\$125.00
101 to 200 units	\$200.00
Over 200 units	\$1.00 per unit