

## Re-Occupancy Permits



Dear Landlord, home buyer or seller:

Please do not fail to apply for re-occupancy permits whenever you have a change in occupancy 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)

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 Gov. Center—21 Village Square,  
Hazelwood, MO. 63042 Phone: 314-615-7346  
South County Gov. Center—4558 Lemay Ferry Road,  
63125 Phone: 314-615-4142

Email: [JO'Connell@stlouisco.com](mailto:JO'Connell@stlouisco.com)

NEIGHBORHOOD  
PRESERVATION

## Re-Occupancy Permits



**NORTH County Office: 21  
Village Square, Hazelwood  
SOUTH County Office: 4558  
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 rental unit is involved. Also, **effective July 1, 2007**, any single-family home, duplex or condo that is sold to a new occupant.

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

A: Whenever a new occupant moves in.

### Q: HOW DO I PREPARE MY UNITS?

A: Review the detailed listing of code requirements, available from Neighborhood Preservation staff, or from the Public Works Dept, Re-occupancy Permit website at [stlouisco.com](http://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 units are ready to be inspected, apply online at [stlouisco.com](http://stlouisco.com), go to County Government dropdown link/Public Works site, then select the Re-occupancy Permit System option.

Or in person at either the North County Government Center (for properties north of Highway 40/I-64) at 21 Village Square, near the intersection of Lindbergh & I-270.

Or the South County Center, 4558 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.

### Q: WHAT ARE THE COSTS?

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

A **single-family home, duplex or condo unit** will cost **\$80** for the initial inspection, a re-inspection, and permit. There is a \$40 charge if a third inspection is required.

### Q: WHAT EXACTLY DO THE INSPECTORS LOOK FOR?

A: County re-occupancy inspections are based upon the International Property Maintenance Codes 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.

## APARTMENT COMPLEXES

Apartment complexes throughout St. Louis County are subject to the same provisions of the re-occupancy program as any other rental unit. However, there is an **exemption** from inspection that is available to developments 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.*

Newly constructed units may be **exempt** from a re-occupancy inspection for a period of five (5) years upon receipt of a **new construction** occupancy permit if it is obtained after October 1, 2005.

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 |