

# PROCESS TO OBTAIN A RESIDENTIAL OCCUPANCY PERMIT

## 1. Submit completed Residential Occupancy Permit Application and \$60 inspection fee.

We recommend submitting the application and fee as soon as you receive notice that a unit will become vacant. You may submit applications without tenant information. Permit applications at this stage do not expire. The City requires at least 24 hours to enter applications into the system and to generate a permit number. You cannot receive an inspection without your application being processed.

The City accepts applications via

1. E-mail to [jegel@claytonmo.gov](mailto:jegel@claytonmo.gov)
2. Fax to 314-863-0296
3. In person
4. US Mail

If submitting via e-mail or fax, we accept Visa, MasterCard and Discover Cards via payment authorization form, which can be found on the City's website at [www.claytonmo.gov](http://www.claytonmo.gov)  
Other acceptable forms of payment are cash (in the exact amount) and checks payable to "City of Clayton".

## 2. Contact your inspector to schedule the unit inspection.

It is the responsibility of the owner or managing agent to contact the Building Inspector to arrange an appointment for the necessary inspection. When calling to schedule an occupancy inspection, you must provide the location and unit number, your name, contact information and the date and time the inspection is desired.

INSPECTION REQUESTS MUST BE MADE BEFORE 4 P.M. THE BUSINESS DAY PRIOR TO THE DAY THE INSPECTION IS DESIRED. MESSAGES OR REQUESTS MADE AFTER 4 P.M. WILL BE RETRIEVED THE NEXT BUSINESS DAY AND THE INSPECTION WON'T BE PLACED ON THE SCHEDULE UNTIL THE SUBSEQUENT DAY.

You may obtain the name and contact information for your inspector when you submit your application.

## 3. Inspector performs inspection of unit.

This inspection must be approved (pass inspection) ***BEFORE*** a tenant is permitted to move into a unit.

If the unit does not pass upon initial inspection, you must contact the inspector for a re-inspection, once all noted violations are corrected. Violation notices are mailed to the managing agent. You may also wish to have someone accompany the inspector during the inspection to take note of any violations.

Inspection approvals are valid for 90 days from the date of the approved inspection. You must obtain a tenant within this time frame, or the unit will be subject to re-inspection and additional fees.

## 4. If not already done on the application, inform John Egel, in writing ([jegel@claytonmo.gov](mailto:jegel@claytonmo.gov)) of tenant names.

Please provide first and last name off all tenants, including children and unrelated residents prior to tenant(s) moving in.

## 5. The City will complete processing all provided information and will mail a copy of the issued Occupancy Permit to both the managing agent and tenant.

Tenants with school ages children are required to provide a copy of their Occupancy Permit to register their children in the Clayton School District.

Any occupancy permit properly issued will terminate:

1. Upon vacation of the dwelling unit by a tenant
2. After five years from the date of issuance of an occupancy permit, at which time the unit must be re-inspected and deficiencies corrected.

*If at any time there are questions please do not hesitate to contact John Egel 314-290-8463 [jegel@claytonmo.gov](mailto:jegel@claytonmo.gov) in the Planning and Development Services Department.*