

PROCESS TO OBTAIN A RESIDENTIAL OCCUPANCY PERMIT

1. **Submit completed Residential Occupancy Permit Application and \$60 inspection fee for an apartment/condo/duplex or \$80 for a single family home. Permits are required for rental properties only.**

We recommend submitting the application (<https://www.claytonmo.gov/home/showdocument?id=90>) 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 process applications. You cannot receive an inspection without your application being processed.

The City accepts applications by email (kaubuchon@claytonmo.gov), fax (314-863-0296), in person or mail.

If submitting by e-mail or fax, we accept Visa, MasterCard and Discover. Use our Credit Card Authorization Form, which can be found on the City's website, <https://www.claytonmo.gov/home/showdocument?id=32>

Other acceptable forms of payment are cash (in the exact amount) and checks payable to "City of Clayton".

2. **Schedule the inspection.**

It is the responsibility of the owner or managing agent to arrange an inspection appointment. Scheduling can be done either by email (inspectionsbd@claytonmo.gov), or by leaving a voicemail message at 314-290-8458. When scheduling an inspection, provide the address and unit number, your name, contact information and the date inspection is desired. Also indicate a preference for AM or PM.

ONLY INSPECTION REQUESTS MADE BEFORE 4:00 PM CAN BE PLACED ON THE SCHEDULE FOR THE NEXT BUSINESS DAY.

3. **Inspector performs inspection of unit.**

The unit must pass inspection ***BEFORE*** a tenant is permitted to move in. The fee for inspecting an occupied unit is \$120.

If the unit does not pass the initial inspection, schedule a re-inspection after all noted violations are corrected. Violation notices are e-mailed to the managing agent. You may have someone accompany the inspector 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. Otherwise the unit will require a new application and inspection.

4. **Tenant Names**

If not already included with the application, email tenant names to Kelly AuBuchon (kaubuchon@claytonmo.gov). Please provide the first and last names of all tenants, including children and unrelated residents prior to tenant(s) moving in. Also, please indicate the date of occupancy.

5. **Permit Issued**

Once the unit passes inspection and tenant names are provided, we will e-mail the issued permit to the managing agent and mail a copy to the tenant.

Tenants wanting their children to attend Clayton schools are required to provide a copy of their Occupancy Permit to register with the Clayton School District.

Any occupancy permit properly issued will terminate upon a tenant change, or five years after the original date of issuance. Such units will require a new permit and inspection.

If you have questions, please contact Kelly AuBuchon at 314-290-8452, or at kaubuchon@claytonmo.gov in the Planning and Development Services Department.