



Occupancy Permit Program

Application for Rental Property Registration and Inspection

One Unit Per Application

Date: _____

Property to be Inspected

Please ensure property is ready for inspection before scheduling an inspection. Copies of the inspection criteria are available at City Hall, as well as on our web site: www.stclairmo.com
Fees are due at the time of application. Inspections will be scheduled within 7 days of paid application. To schedule an inspection please call (636) 629-0333 ex. 100 or 106 or stop by City Hall, located at 1 Paul Parks Dr.

Purpose of Application (Select all that apply)

Initial Rental Property Registration (\$5) Inspection (\$25) Tenant Registration (\$5)

Property Information

Street Address: _____ Unit: _____ St Clair, MO 63077

Type of Rental: House Duplex Mobile Home Apartment Condo

Residence is currently: Vacant Occupied

Tenant Information

Adult Tenant Name(s): _____

Phone: _____ Alternate Phone: _____

Number of Tenants: _____ Adults _____ Children Lease Start Date: _____

Driver's License #: _____ State: _____ \$5 Fee Paid

Please provide photo copy if possible

Property Owner Information

Name: _____

Address: _____ City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____ E-Mail: _____

Property Manager Information (If applicable)

Name: _____ Phone: _____

E-Mail: _____

I, the undersigned, do hereby certify that I am authorized to submit an application for the Occupancy Permit Program. I am responsible for ensuring the unit is available with all utilities turned on for inspection and that all fees are paid and tenant information provided. The City of St Clair and its representatives are not responsible for unseen conditions (mold, water damage, etc.) A fee of \$25 will be assessed for missed inspection appointments without prior notice. One (1) inspection and one (1) re-inspection are included in the first \$25 inspection fee, all subsequent inspections will be assessed a re-inspection fee of \$25 each, payable prior to re-inspection. I am responsible for having any violations corrected to obtain an Occupancy Permit and meet the minimum requirements within thirty (30) days from the date of initial inspection. Furthermore, I am aware that **if a tenant occupies a residence for a period greater than three (3) days without an Occupancy Permit, I may be fined \$100 per day thereafter until an Occupancy Permit is obtained. Failure to comply with any of the above referenced requirements may result in a civil citation and/or fines with the St Clair Municipal Court.**

Printed Name

Owner or Authorized Signature

OFFICE USE ONLY

Inspection Information

Scheduled date: _____ Time: _____ \$25 Fee Paid

Re-Inspection date (If applicable): _____ Time: _____

Subsequent Inspections:

Scheduled date: _____ Time: _____ \$25 Fee Paid

Scheduled date: _____ Time: _____ \$25 Fee Paid