

Submit a Title Company Research Application in the Permitting Portal

1 Access the Permitting Portal

Visit <https://aca.stlouisco.com/CitizenAccess/Default.aspx>

2 Log In

Select Login if you have an existing account or Register to create one. If you are creating a new account, ensure you select **Applicant** as the contact type in step 2 of the account creation process.



3 Title Company Research Application

Once you are logged in, hover over Apply and click Apply for a Title Company Research

SAINT LOUIS COUNTY
Missouri

PERMITTING AND CONTRACTOR LICENSING PORTAL

Welcome
test09

Home **Apply** Search/Pay/Help Logout Manage Account

- Apply for a License
- Apply for a Water/Sewer Application
- Apply for an Occupancy Inspection
- Apply for a Construction Permit
- Apply for a Transportation Permit
- Apply for Health Review
- Apply for a Title Company Research**

SEARCH EXISTING PERMITS

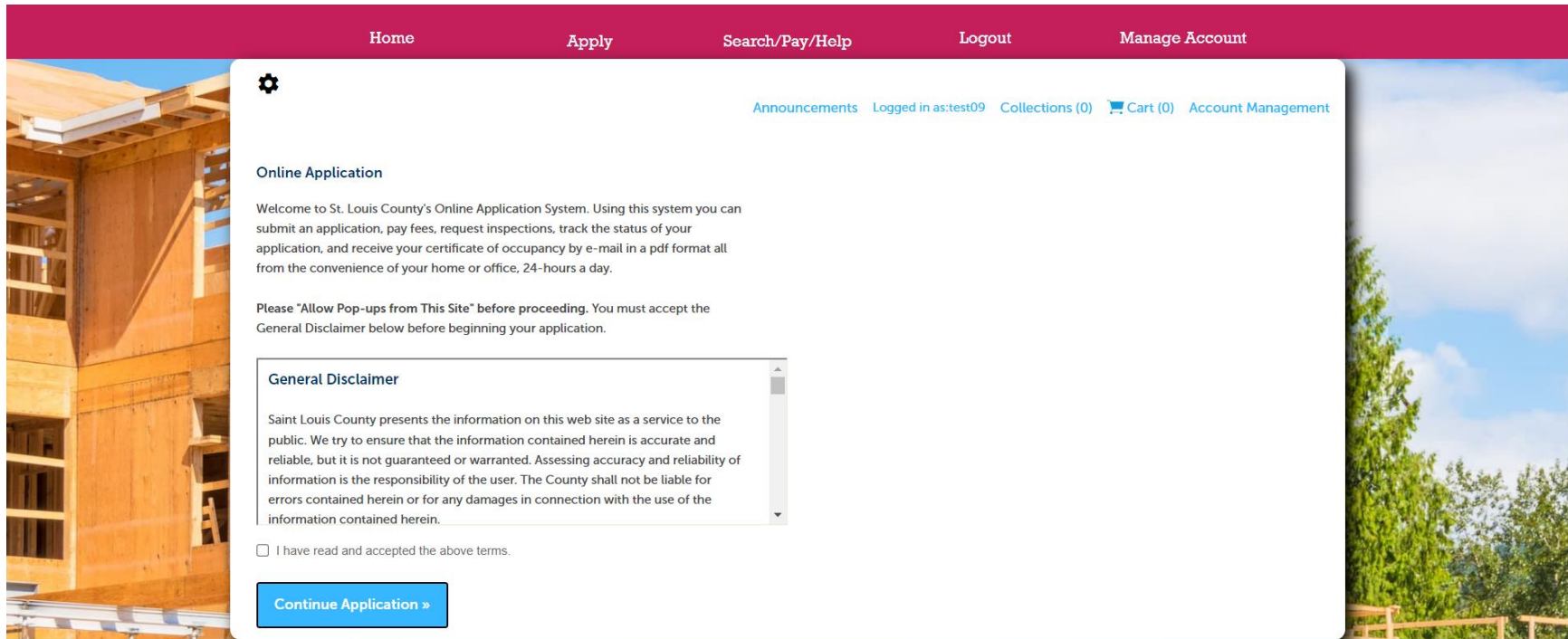
START A NEW APPLICATION INTERACTIVE WIZARD

MY PERMIT STATUS

PAY FEES

4 General Disclaimer

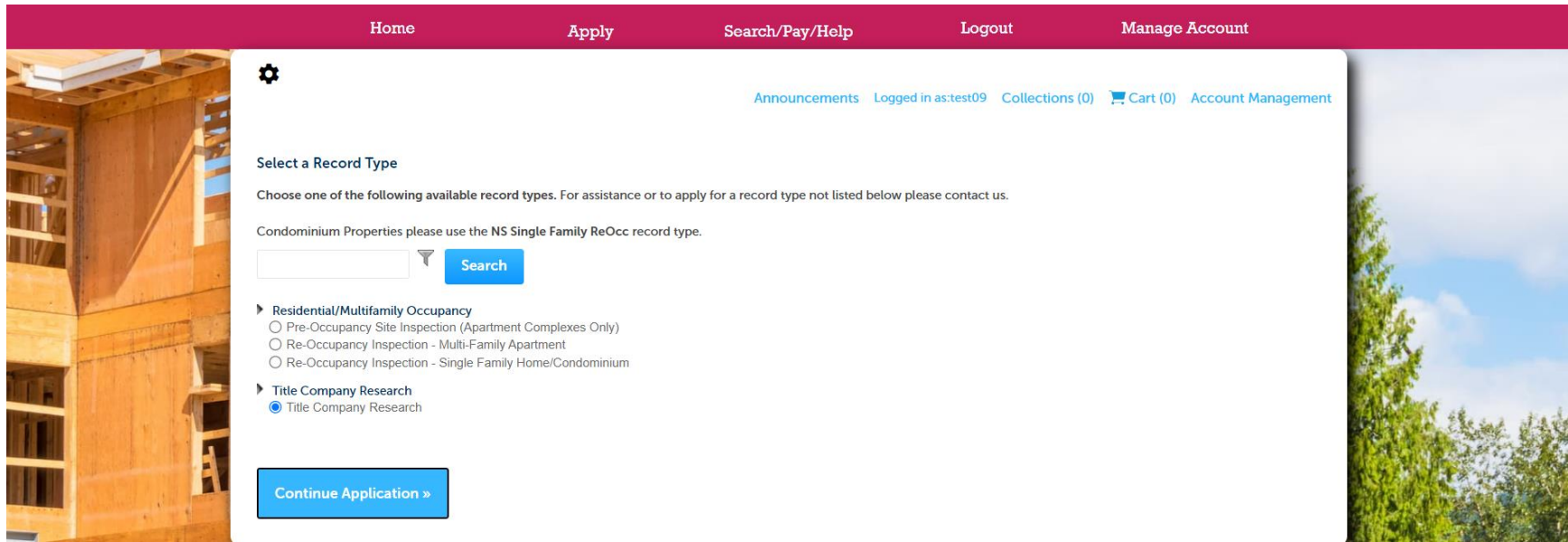
Check the box to indicate that the General Disclaimer has been read and accepted. Then click Continue Application



The screenshot shows a web application interface with a dark red header. The header contains navigation links: Home, Apply, Search/Pay/Help, Logout, and Manage Account. Below the header, there is a white content area. On the left side of the content area, there is a gear icon and a list of links: Announcements, Logged in as: test09, Collections (0), Cart (0), and Account Management. The main content area is titled "Online Application" and contains a welcome message: "Welcome to St. Louis County's Online Application System. Using this system you can submit an application, pay fees, request inspections, track the status of your application, and receive your certificate of occupancy by e-mail in a pdf format all from the convenience of your home or office, 24-hours a day." Below this, there is a instruction: "Please 'Allow Pop-ups from This Site' before proceeding. You must accept the General Disclaimer below before beginning your application." A scrollable box titled "General Disclaimer" contains the following text: "Saint Louis County presents the information on this web site as a service to the public. We try to ensure that the information contained herein is accurate and reliable, but it is not guaranteed or warranted. Assessing accuracy and reliability of information is the responsibility of the user. The County shall not be liable for errors contained herein or for any damages in connection with the use of the information contained herein." Below the disclaimer box, there is a checkbox labeled "I have read and accepted the above terms." and a blue button labeled "Continue Application >".

5 Select a Record Type

Click Title Company Research then Continue Application.



The screenshot shows a web application interface with a dark red navigation bar at the top containing the links: Home, Apply, Search/Pay/Help, Logout, and Manage Account. Below the navigation bar, there is a settings gear icon and a user status area displaying: Announcements, Logged in as: test09, Collections (0), Cart (0), and Account Management. The main content area is titled "Select a Record Type" and includes the instruction: "Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us." Below this, a note states: "Condominium Properties please use the NS Single Family ReOcc record type." There is a search input field with a dropdown arrow and a blue "Search" button. The record type options are listed under two expandable sections:

- ▶ Residential/Multifamily Occupancy
 - Pre-Occupancy Site Inspection (Apartment Complexes Only)
 - Re-Occupancy Inspection - Multi-Family Apartment
 - Re-Occupancy Inspection - Single Family Home/Condominium
- ▶ Title Company Research
 - Title Company Research

At the bottom of the main content area, there is a blue button labeled "Continue Application »". The page is decorated with a wooden building on the left and a green tree on the right.

6 Application: Applicant

Under Applicant, click Select from Account then choose which contact to attach to this application.

Title Company Research

1 Title Company Research	2 Review	3 Pay Fees	4 Record Issuance
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Step 1: Title Company Research > Application

Enter information for all required fields related to this application. A copy of the Title Research Company report will be emailed to the Applicant's email address.

* indicates a required field.

Applicant

ATTENTION: Only use the Select from Account option to provide Applicant Information in this section. Applicant information is required.

Select from Account

Add New

Look Up

7 Application: Licensed Professional

If there is a trust account attached to your Permitting Portal Account, click Select from Account then select the correct trust account. Otherwise leave this field blank.

Licensed Professional

ATTENTION ALL APPLICANTS! Please **do not** use the "Look Up" or "add New" buttons to search for or add contractor(s) information to your application.

If you want to use a trust account and have not yet set one please call (314) 615-4100.

If you plan on using a credit card, and you do not have a license with us, leave this section blank and click on 'Continue Application.'

Select from Account

Add New

Look Up

8 Application: Address and Parcel

Enter the Street number and Street name then click Search. Select the correct address when the pop-up appears. Once selected, the remaining information will be automatically filled in the Address and Parcel sections. Verify the information then click Continue Application at the bottom of the screen.

Note: The Address must be in an Unincorporated Municipality in order to submit this application.

Address

Enter the Street No. and Street Name then click Search.

* Street No.: * Street Name: Street Type:

Unit Type: Unit No.:

Parcel

9 Application: Review

Verify the information is correct, check the box to agree to the certification, then click Continue Application

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

Date:

Save and resume later

Continue Application »

10 Checkout

Review the application fee then click Check Out

Step 3: Pay Fees

Listed is your application fee based upon the information you've entered. The following screen will display your total fees.

Application Fees

Fees	Qty.	Amount
Title Company Research Fee	1	\$5.00

TOTAL FEES: \$5.00

Note: This does not include additional inspection fees which may be assessed later.

Check Out »

11 Checkout (cont)

Select pay with Credit Card or Trust Account and enter the relevant information. Once the fees are paid, an email will be sent to the Applicant's email address with the Title Company Research report.

Step 2: Payment information

Please select a payment method and then fill in all required information.
The available payment methods are:

- Credit Card
- Trust Account

Use the dropdown menu to change the payment type.

* indicates a required field.

Payment Options

Amount to be charged: \$5.00

- Pay with Credit Card
 Pay with Trust Account