

ST LOUIS COUNTY DEPARTMENT OF PUBLIC WORKS  
DIVISION OF CODE ENFORCEMENT

APPLICATION FOR A RESIDENTIAL TEMPORARY OCCUPANCY PERMIT

Building Permit # \_\_\_\_\_ Permittee \_\_\_\_\_

Subdivision Name \_\_\_\_\_ Lot # \_\_\_\_\_

As Owners/Tenant on the property located at \_\_\_\_\_  
Hereby apply for a TEMPORARY OCCUPANCY PERMIT as required by the St. Louis  
County Building Code.

Occupancy inspection requested as of: DATE \_\_\_\_\_

Occupancy is necessary before completion of the building because: \_\_\_\_\_  
\_\_\_\_\_

The unfinished work will be completed by: Date: \_\_\_\_\_

Any interim requirements will be provided and any restrictions imposed will be honored as a  
condition of the issuance of this permit.

\_\_\_\_\_  
Signature, Owner/Tenant Date Telephone #

\_\_\_\_\_  
Address City State Zip Code  
(Where Temporary Occupancy Permit is to be mailed)

Application Fee \$79.00

How do I submit the information?

a. **US Mail or drop off:** Payment for the Residential Temporary Occupancy Permit shall be included with the application when US mailed to our office or submitted to this office at the street level drop-off bin. All checks shall be made payable to Treasurer- St. Louis County.

**US Mail:** St. Louis County Department of Public Works  
41 South Central Avenue, 6<sup>th</sup> floor  
Clayton MO 63015

**Attention:** Residential Temporary Occupancy Permits

**Street Level drop-off bin (the bin is labeled the Department of Public Works)** is located inside the east entrance of the Lawrence K Roos (Administration) Building of St. Louis County Government, 41 S. Central Avenue, Clayton MO 63105

**b. Online: One may submit the application to residential@stlouisco.com. You will be contacted and given information on how to make a credit card payment by telephone.**

**For questions regarding the above requirements, please call Residential Building Inspections at (314) 615-3721.**

**\*\*OFFICE USE ONLY\*\***

**PAYMENT REC'D DATE\_\_\_\_\_**

**BY\_\_\_\_\_**