

“What do I need to get a new Occupancy Permit?”

Bring your ID, the names, social security numbers (cards not needed), and date of birth for all occupants.

The cost is \$40.00 and we accept all forms of payment.

Please see appropriate box below for other important information.

Own

You will need your settlement statement or recorded deed.

The home needs to have passed the exterior inspection within 6 months.

Rent

Your landlord must:

- 1) Be current on the rental license (apartments are usually current)
- 2) Submit the Authorization to Occupy Form to the Public Works Office
- 3) Order and pass both the exterior and interior inspection.

These things must all be done before we can issue an occupancy permit.

“What do I need to make changes to my current Occupancy Permit?”

The Head of Household will bring his/her ID and there is no fee to make changes.

If you are renting and adding someone, the landlord will need to submit a new Authorization to Occupy Form with the names of all the occupants before changes can be made.

“What do I need to get a copy of my current Occupancy Permit?”

Any occupant that is at least 18 years old can bring their ID and get a copy of the current Occupancy Permit. The copy will show today’s date and can be used to register children for school. There is no fee for a copy.

“Where do I go?”

Public Works - Ferguson City Hall at 110 Church Street, Ferguson, MO 63135

New, changes, and copies of Occupancy Permits can only be done in person.