

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

1. Bring Photo ID for the head-of-household and names of all occupants.
2. \$40.00 (we accept all forms of payment)

Own

Rent

1. Settlement Statement/Recorded Deed
2. Home must pass exterior inspection within 6 months of application

Your Landlord Must:

1. Be current on the rental license
2. Submit the “Authorization to Occupy Form” to the Public Works Office
3. Order and pass both exterior and interior inspection

THESE THINGS MUST BE DONE BEFORE WE CAN ISSUE AN OCCUPANCY PERMIT

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

1. The head-of-household will bring their ID - there is no fee to make changes.
2. 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?”

1. 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 for Occupancy Permit?”

1. Public Works Window
Ferguson City Hall (110 Church Street, Ferguson, MO 63135)
for new, changes to, and copies of Occupancy Permits – can only be done in person



Occupancy Inspection Application

City of Ferguson
Public Works Department

OFFICE USE

Permit Number

Inspection Address:			
Type of inspection:			
<input type="checkbox"/> Exterior Inspection	Valid for 6 months		\$40.00
<input type="checkbox"/> Interior Inspection	Valid for 1 year		\$75.00
Initial and one re-inspection are included			
<input type="checkbox"/> Additional Inspections			\$25.00
Check all that apply:			
<input type="checkbox"/> The property is occupied <input type="checkbox"/> There are animals <input type="checkbox"/> Change in ownership <input type="checkbox"/> Change of occupants			

Owner/Property Manager Name:			
Email Address:		Phone:	
Property Owner Address:			
Method of Payment:	<input type="checkbox"/> Credit Card by Phone <input type="checkbox"/> Mailing a Check <input type="checkbox"/> In Person		

Upon receipt of this application and a copy of the owner/property manager's picture ID, Public Works will call for payment (if indicated) and to schedule the inspections.

Fee is NON-REFUNDABLE and includes initial and one follow up inspection.

Once the inspection(s) pass, the tenant will need to come to City Hall to obtain an Occupancy Permit.

By signing this application, I confirm that the information I provided is accurate and I will comply with the Ordinances of the City of Ferguson, including the above-mentioned items.

Signature of Applicant:		Date:	
Print Name:		Phone:	
Home Address:			

Submit complete application to publicworks@fergusoncity.com