



**RESIDENTIAL OCCUPANCY APPLICATION**  
139 S. Kirkwood Rd., Kirkwood, MO 63122 | (314) 822-5823

To submit your application via email, please visit [our webpage](#) for a list of current Permit Clerk & Permit Technician email addresses. You will be contacted for payment once approved. Applications can also be submitted by mail or in-person, Monday – Friday 8 am – 5 pm.

The purpose of the occupancy inspection is to determine if the premises is in compliance with the City's Property Maintenance Code and ordinances and is required upon the change of occupants due to sale, lease, or for new construction. A complete inspection of the structure by a licensed inspection service is recommended. The scope of the Occupancy Inspection is limited to observations readily visible without moving or removing any item causing visual obstruction. Neither this inspection nor the inspection report constitutes a guarantee or warranty expressed or implied regarding the present or future condition or use of these premises. The inspection does not replace the purchaser's/occupant's own obligation to be satisfied with the premises and to undertake private inspections. The City shall not be held liable for any deficiencies or defects on the premises. It is recommended that purchasers have a private inspection to address the specific interests and to render an opinion on the condition of the premises. In accordance with Missouri Law, the inspection report will become public record and will be provided to the public upon request.

<b>Address to be Inspected:</b> _____	
<b>Type of Premises:</b>	<input type="checkbox"/> Existing <input type="checkbox"/> New Construction <input type="checkbox"/> Other _____
<b>Type of Structure:</b>	<input type="checkbox"/> Single or Two-Family (\$75.00) <input type="checkbox"/> Multi-Family Apt/Condo (\$40.00)
<b>I hereby certify that all the information provided is true and accurate to the best of my knowledge and belief. I acknowledge I have obtained the Property Owner's permission for this inspection.</b>	
<b>Applicant Information:</b> <input type="checkbox"/> Property Owner <input type="checkbox"/> Occupant <input type="checkbox"/> Realtor <input type="checkbox"/> Other _____	
Name _____	Phone _____
Address _____	
City/State/Zip _____	E-mail _____
Applicant's Signature _____	Date _____
<b>Property Owner Information (if different from above):</b>	
Name _____	Phone _____
Address _____	
City/State/Zip _____	E-mail _____
Owner's Signature _____	Date _____

<i>City Use Only</i>	<i>Date Stamp</i>
Permit #: _____	
Most Recent CO Date: _____ <small>(investigate if &lt; 30 days)</small>	
Verified By: _____	
Approved For CO On: _____	

*Step 1 of 2*