

Occupancy Permit Overview

Occupancy Permit Checklist

City Permit Application (MyGov)

Visit web.mygov.us and login with your Collaborator account. When you are making your new request, select "Residential Occupancy Permit" under Occupancy Permits.

Schedule Inspections

While you are on MyGov, you will be able to schedule City inspections. Please call Rock Community Fire District at (636) 296-2211 ext. 0 to schedule your required fire inspection.

Addressing Inspection Results

Make any changes or updates required by the City of Arnold and Rock Community Fire District. Once deficiencies are addressed, your occupancy permit will be issued.

FAQs

What is MyGov and how do I use it?

MyGov is a web-based City Hall—where you can visit to make permit applications, request information, make reports, and more. Please see the blue "MyGov" brochure for more information.

How much are the inspection fees?

Change of Ownership:

\$50 for City

\$70 for Fire District

Change of Occupant/Renter:

\$50 for City

\$40 for Fire District

For more information:

Community Development Department
Arnold City Hall
2101 Jeffco Blvd.
Arnold, MO 63010

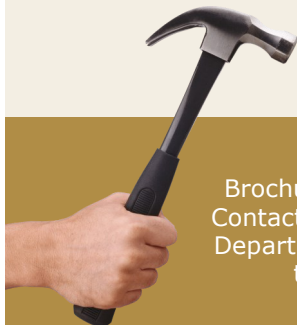
(636) 282-2378
www.arnoldmo.org

Office Hours:
Monday - Friday, 8:00am to 4:30pm



This series is published by The City of Arnold, Missouri, Community Development Department, as part of a public information service.

These brochures have no legal status and cannot be used as an official interpretation of the various codes, regulations, and ordinances currently in effect. This is not intended to be an all exhaustive source of information on the subject matter. The City of Arnold accepts no responsibility to persons relying solely on this information.



Brochures are updated periodically. Contact the Community Development Department to determine if you have the most recent edition.

Building Department

Residential Occupancy Permits



What you need to know.



2024-01



Dept. of Community Development
(636) 282-2378
www.arnoldmo.org

The City of Arnold Community Development Department and the Rock Community Fire District requires all residential property to be inspected before issuing an Occupancy Permit. These property inspections are for the health, safety, and welfare of homeowners and renters.

We look forward to helping you!

Do I need an Occupancy Permit?

It is illegal to occupy a residence for any purpose until an Occupancy Permit has been issued by the City.

How do I get an Occupancy Permit?

You may apply for an Occupancy Permit after a property maintenance inspection has been conducted on the property.

A property maintenance inspection is required by both the City and Fire District when there is a change of ownership and/or a change of occupant in a rental property. *This must be done prior to the sale of the home.*

It is easy to apply for both inspections by contacting the City of Arnold Community Development Department or the Rock Community Fire District Marshal's office. When you submit the application, a day and time will be scheduled for the two inspections.

**City of Arnold Community
Development Department
(636) 282-2378**

**Rock Community Fire District
Fire Marshal's Office
(636) 296-2211 ext. 0**

What do the inspectors look for?

The entire property is inspected for code violations. The following is a non-exclusive list of what inspectors will be looking at:

- Exteriors—motor vehicles, accessory structures, stairs, decks, walls, roofs, windows, and cleanliness of the property
- Interiors—every level, unit, room, hall, and stairwell
- Fire safety systems—fire suppression, smoke detectors, etc.
- Light, ventilation, and occupancy limitations
- Plumbing facilities and fixtures
- Mechanical and electrical system—electrical panels, gas and electric meters, gas appliance shutoffs, GFI devices, etc.

Do I have to be there for the inspection?

The owner, real estate agent, or any other invested party should be present for the inspection, but it is not required. Inspectors will not enter premises where unaccompanied minors are present.

When the inspection is complete, the property will either pass or you will be provided with a list of violations on MyGov that you must repair. The inspector may return to the office prior to passing the property or submitting the list of violations.

How much time do I have to make repairs?

If you have been given a list of violations after your inspection, you are expected to complete the repairs within 30 days. Safety system (i.e., smoke detectors) and nuisance violations will require immediate correction. Be sure to acquire the proper permits with the City for any work you must complete.

The property must be re-inspected following repairs. Extensions may be granted if it is shown that progress of correcting violations is being made. If the progress is not shown or insufficient, legal action may be taken.

How long is the inspection good for?

As long as the occupant does not change, the property does not need to be re-inspected.

However, if the property was inspected and it is still vacant 6 months later, you will be required to schedule new property maintenance inspections with the City and Fire District before an Occupancy Permit can be issued.

What if I want to move in before I make repairs or I'm selling my house as-is?

As-is sales are permitted, but "as-is" does not change the fact that property maintenance inspections are required and any violations must be brought into compliance before an Occupancy Permit is issued. However, escrows for the cost of repairs may allow for conditional occupancy. Please call (636) 282-2378 for more information.

