



Post Office Box 31338 St. Louis, MO 63131
314.993.1160 www.crystallakepark.org

Occupancy Permit Procedures

1. Sellers are required to have an occupancy inspection prior to the sale of the home. New residents are prohibited from moving in without an occupancy permit. Anytime there is a change of occupancy, a permit is required. This includes renters.
2. Seller fills out the Residential Occupancy Inspection Request Form. This form is in a Word document on the city's Web site. It will also be available at Frontenac City Hall. The city's Building Commissioner is Joseph Iliff. Mr. Iliff works for Frontenac as well as Crystal Lake Park. His phone number is (314) 994-3200.
3. Please fill out the application, submit the application with your \$100 fee at the Frontenac City Hall. You may schedule your inspection at the time of filing the application and paying the fee. ***The \$100 fee must be paid prior to the scheduling of the inspection.***
4. Total fee charge is \$100. This includes initial inspection, re-inspection (if needed), and permit fee. The fee is paid to the City Clerk of Crystal Lake Park.
5. Mr. Iliff will inspect the home for code violations. If he finds violations, the seller should make repairs and call Mr. Iliff for a re-inspection.
6. The inspection is good for 120 days.
7. When the dwelling complies with all codes, Mr. Joseph Iliff will send the City Clerk of Crystal Lake Park a Certificate of Compliance Form.
8. The buyer must fill out the Residential Occupancy Application Permit Form.
9. The City Clerk will then issue the occupancy permit to the buyer along with a copy of the Certificate of Compliance Form.
10. The buyer is also invited to fill out a New Resident Form to be included in the city directory and city newsletter. The resident will also be sent a welcome letter.

11. The application, Certificate of Compliance Form, and Occupancy Permit will be filed with the city. The City Clerk will attach the certificate to occupancy permit; and will file and mail to homeowner.
12. Temporary permits are available on a rare basis, such as when a seller sells a dwelling "as is." A buyer/tenant may accept responsibility to bring the structure into minimum code compliance upon execution of an affidavit stating such, and such buyer/seller will not occupy the structure until it has been re-inspected for minimum code compliance. An occupancy permit is required before the buyer/renter takes full occupancy of the structure. If work is required, an escrow deposit of 10 percent of total repair costs, or a minimum of \$100, is due before work can begin.

City Code: Section 515: Occupancy Permits

Building Code: Section 500.015 Section 107.5a