

# **St. Louis County Citizen Access**

## **Residential Re-Occupancy**

This tutorial is organized into five sections:

1. Search Functions (pages 2-4)
2. User Registration (pages 5-7)
3. Creating a Residential Re-occupancy Application (pages 8-20)
4. Requesting a Follow-up Inspection (pages 21- 25)
5. Printing Your Certificate of Residential Re-occupancy (pages 26-27)

# 1. SEARCH FUNCTION pages 2-4:

ON-LINE SERVICES

Accela Citizen Access™ [Register for an Account](#) | [Login](#)

Home Residential Re-Occupancy Permit

**Welcome to the St. Louis County Residential Re-Occupancy Citizen Portal**

Citizens, businesses, and visitors now have continuous online access to their county government. We hope this efficient, convenient, and interactive link to valuable information and county services makes living and working in our community more enjoyable and productive.

**What would you like to do today?**

To get started, select one of the services listed below:

Research [Search Property](#)

Residential Re-Occupancy Permit [Search Applications](#)

ON-LINE SERVICES

Accela Citizen Access™ [Register for an Account](#) | [Login](#)

Home Residential Re-Occupancy Permit

**Look up Property Information**

Enter information below to look up property information from the County's database. Property information can be searched for by entering any of the following information:

- Address
- Parcel information
- Owner
- Permit Information

Use the dropdown menu to change the Search type.

**Look Up by Address** Look Up by Address

Street Number:  Direction:  Street Name:  Street Type:

(e.g.S) (e.g.Main)

City:  State:  Zip:

Look Up

Home

Residential Re-Occupancy Permit

### Look up Property Information

Enter information below to look up property information from the County's database. Property information can be searched for by entering any of the following information:

- Address
- Parcel information
- Owner
- Permit Information

Use the dropdown menu to change the Search type.

Look Up by Parcel Information

Look Up by Parcel Information

Parcel Number:

Example: 10G238910

Lot:

Block:

Subdivision:

00X000000 – no dashes

Look Up

Home

Residential Re-Occupancy Permit

### Look up Property Information

Enter information below to look up property information from the County's database. Property information can be searched for by entering any of the following information:

- Address
- Parcel information
- Owner
- Permit Information

Use the dropdown menu to change the Search type.

Look Up by Owner

Look Up by Owner

OwnerName:

(Must be entered exactly as on the record)

Address Line:

City:

State:

--select--

Zip:

Look Up

Home

Residential Re-Occupancy Permit

### Look up Property Information

Enter information below to look up property information from the County's database. Property information can be searched for by entering any of the following information:

- Address
- Parcel information
- Owner
- Permit Information

Use the dropdown menu to change the Search type.

**Look Up by Permit Information**

Look Up by Permit Information ▾

Permit Number:

Module:

Residential Re-Occupancy Permit ▾

Permit Type:

--select-- ▾

Project Name:

Example: 11NPR-03700

00XXX-00000 – include the dash

Start Date

07/19/2008



End Date:

04/15/2011



(mm/dd/yyyy)

(mm/dd/yyyy)

Look Up

## 2. USER REGISTRATION pages 5-7

ON-LINE SERVICES

Accela Citizen Access™ [Register for an Account](#) | [Login](#)

[Home](#) [Residential Re-Occupancy Permit](#)

### Account Registration

You will be asked to provide the following information to open an account:

- Choose a user name and password
- Personal and Contact Information
- License Numbers if you are registering as a licensed professional (optional)

Please review and accept the terms below to proceed.

#### General Disclaimer

Saint Louis County presents the information on this web site as a service to the public. We try to ensure that the information contained herein is accurate and reliable, but it is not guaranteed or warranted. Assessing accuracy and reliability of information is the responsibility of the user. The County shall not be liable for errors contained herein or for any damages in connection with the use of the information contained herein.

Web materials have been compiled from a variety of sources and are subject to

I have read and accepted the above terms.

[Continue Registration »](#)

HINT: Always scroll to the bottom of the page to click the "CONTINUE REGISTRATION" button.

### Account Registration Step 2: Enter Account Information

\* indicates a required field.

#### Login Information

\*User Name:  
  
(4-32 characters may contain letters, numbers, and the following four . @ \_ - special characters)

\*e-Mail Address:

\*Password:  
  
(8-20 characters)

\*Type Password Again:

\*Select a Security Question:  
  
(used for identification if you forget your login information)

\*Answer:  
  
(20 characters maximum)

The \* fields must always be entered to move to the next

## Contact Information

\*First:  Middle:  \*Last:

Name of Business:

\*Address Line 1:

\*City:

\*State:

\*Zip:

Home Phone:  Work Phone:  Mobile Phone:

Fax:  \*Preferred Method of Contact:

Name of Business is optional.

The default preferred method of contact is e-mail. Provide at least one phone number as a secondary

[Continue Registration »](#)

Home

Residential Re-Occupancy Permit



Your account has been successfully created. You will receive additional instructions by e-mail.

Congratulations! You have successfully created an account with St. Louis County. An e-mail has been sent to you with instructions for verifying your information. If you have registered as a licensed professional, additional activation by the County may be required. If activation is necessary, another e-mail will be sent notifying you when activation is complete.

Account Information

Home

Residential Re-Occupancy Permit

### Please Login

Many online services offered by the County require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

### New Users

If you are a new user you may [register](#) for a free Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

Register Now »

### Login

User Name or E-mail:

Password:

Login »

Remember me on this computer

[I've forgotten my password](#)  
[New Users: Register for an Account](#)

**IF YOU HAVE REGISTERED,  
ENTER YOUR USER NAME OR E-  
MAIL AND PASSWORD TO LOG**

### 3. CREATING AN APPLICATION pages 8-20

The screenshot displays the Accele Citizen Access web application interface. At the top, a blue header bar contains the text "ON-LINE SERVICES". Below this, the page title "Accele Citizen Access™" is visible on the left, and the user status "Logged in as: Test User" along with links for "Account Management" and "Logout" is on the right. A navigation menu at the top includes "Home" and "Residential Re-Occupancy Permit", with the latter being the active page. The main content area features a "Welcome Test User" message and a prompt "What would you like to do today?" with the instruction "To get started, select one of the services listed below:". Below this, there are two light blue boxes: "Research" with a link to "Search Property", and "Residential Re-Occupancy Permit" with links to "Create an Application" and "Search Applications".

ON-LINE SERVICES

Accele Citizen Access™

Logged in as: Test User | [Account Management](#) | [Logout](#)

Home Residential Re-Occupancy Permit

**Welcome Test User**  
You are now logged in.

**What would you like to do today?**  
To get started, select one of the services listed below:

**Research**  
[Search Property](#)

**Residential Re-Occupancy Permit**  
[Create an Application](#)  
[Search Applications](#)

[Home](#)

[Residential Re-Occupancy Permit](#)

[Create an Application](#) [Search Applications](#)

### Online Permit Application

Welcome to St. Louis County's Online Application System. Using this system you can submit an application, pay fees, request inspections, track the status of your application, and receive your certificate of occupancy by e-mail in a pdf format all from the convenience of your home or office, 24-hours a day.

**Please "Allow Pop-ups from This Site" before proceeding.** You must accept the General Disclaimer below before beginning your application.

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Web materials have been compiled from a variety of sources and are subject to

I have read and accepted the above terms.

[Continue Application »](#)

## Select a License

Accela Citizen Access™ Logged in as: **Test User** | [Account Management](#) | [Logout](#)

[Home](#) **Residential Re-Occupancy Permit**

[Create an Application](#) [Search Applications](#)

### Select a License

Select a License for this permit application from the list below.

1. If the only option is "NONE APPLICABLE", please select "NONE APPLICABLE" and then click Continue Application.
2. If you are applying for a unit inspection for a rental complex and using the rental complex's trust account for the payment method, select your license and then click Continue Application.

\*Licenses:

If you are paying by credit or debit card, select – NONE APPLICABLE.

### **ATTENTION: RENTAL COMPLEX MANAGERS**

**IF YOU ARE APPLYING FOR A UNIT IN A RENTAL COMPLEX WITH A TRUST ACCOUNT, THE DROP DOWN BOX WILL CONTAIN THE ASSOCIATED TRUST ACCOUNT. THIS WILL ALLOW YOU TO PAY BY TRUST ACCOUNT. IF YOUR ASSOCIATED TRUSTACCOUNT DOES NOT APPEAR, CONTACT 314-615-4142 or 314-615-7346.**

Step 1: APO – Property Information

**A = Address**  
**P = Parcel**  
**O = Owner**

NP Residential - Re-Occupancy

1 APO

2 APPLICANT

3 ASI

4 Review

5 Permit  
Issuance

Step 1 : APO > APO

This information is retrieved from  
the County's Real Estate records.

Work Location Lookup

\*Street No: 121 Direction: S \*Street Name: MERAMEC Street Type: AVE

Unit Type: APT Unit No: 1001

City: SAINT LOUIS State: MO \*Zip: 63105-

Search Clear

The information fills in automatically.  
If you selected the wrong property,  
clear all three sections before  
entering a new location address.

Gray shaded fields cannot be  
edited.

Zip is a required field. If you do not  
know the zip, go St. Louis County  
<http://revenue.stlouisco.com/IAS/>

**If the owner information is wrong, please verify that St. Louis County Real Estate Records <http://revenue.stlouisco.com/IAS/> is correct.**

**We are in the process of revising and improving the retrieval of property information records from the County's Real Estate records. Your understanding and patience is needed as we improve.**

## Step 2: Applicant Information

ON-LINE SERVICES

Accela Citizen Access™ Logged In as: Test User | [Account Management](#) | [Logout](#)

[Home](#) [Residential Re-Occupancy Permit](#)

[Create an Application](#) [Search Applications](#)

**NP Residential - Re-Occupancy**

1 [APO](#) → **2 [APPLICANT](#)** → 3 [ASI](#) → 4 [Review](#) → 5 [Permit Issuance](#)

**Step 2 : APPLICANT > APPLICANT**

\*indicates a required field.

**Applicant**

Auto-fill with Account Information

\*First:  Middle:  \*Last:

Name of Business:

\*Address Line 1:

City:

\*State: MO

\*Zip:

\*Home Phone:  Work Phone:  Mobile Phone:

e-Mail:

Auto-fill will enter the information that you provided for the registration.

## Licensed Professional

\*License Type: \*Trust Account Number:

--select--

First:  Last:

Name of Business:

Home Phone:  Mobile Phone:  Fax:

**Exception for Applicants – not associated with a rental complex – - LEAVE THIS SECTION as --select--. THE SYSTEM WILL ALLOW YOU TO MOVE TO THE NEXT PAGE WITHOUT ENTERING TEXT INTO THE \* FIELDS.**

### Step 3: ASI Application Specific Information

ON-LINE SERVICES

Accela Citizen Access™ Logged in as: Test User | [Account Management](#) | [Logout](#)

[Home](#) [Residential Re-Occupancy Permit](#)

[Create an Application](#) [Search Applications](#)

**NP Residential - Re-Occupancy**

1 [APO](#) → 2 [APPLICANT](#) → 3 **ASI** → 4 [Review](#) → 5 [Permit Issuance](#)

**Step 3 : ASI > Additional Information**

\*indicates a required field.

**Application Information** This information is optional.

**REASON FOR CHANGE OF OCCUPANCY**

Reason for change of Occupancy:  Rental Property  Yes  No

Waste District:  Occupancy Load:

**TYPE OF STRUCTURE**

\*Type Of Structure:  This information is required.

**TYPE OF WORK**

\*Type of Work:  This is information is pre-selected.

If you know your Waste District, enter the number. If you do not, please go to <http://revenue.stlouisco.com/IAS/>. Look for the property's Trash District No.

**Trash District No.**

**TYPE OF STRUCTURE**

\*Type Of Structure: Permit fee is based on structure type, per St. Louis County ordinance 1110.1065. The fee for Single Family, Duplex and Condominium structures is \$80.00. The fee for Three or More Multi Family is \$40.00 per unit. This fee includes an initial inspection and one follow-up inspection.

**TYPE OF WORK**

**The default amount is \$80.00. If you get to the payment page and did not select the \$40.00 category, you must exit and start a new application.**

### Step 3: ASI (Continued)

#### Comments for Inspector

Enter your comment or question:

Your entry will appear on the inspector's work order. If there is a lock box, enter the code in this area. This information is not visible to the public.

#### Occupant/Tenant Names

To add TENANTS,click Add row and fill out the form section that appears.You can repeat the process as many times as needed.

**TENANTS**

Add row

Continue Application »

ume later: 

**You do not need to enter the Occupant/Tenant name(s) when creating an application. Your application will process without this information. However, a CERTIFICATE OF RE-OCCUPANCY will not be issued until the Occupant/Tenant names are entered. You may log on and edit the application at any time after the initial creation and before the certificate is issued.**

### Step 4: Review

#### NP Residential - Re-Occupancy

1 APO → 2 APPLICANT → 3 ASI → 4 Review → 5 Permit Issuance

**Step 4 : Review**

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

## Step 5: Pay Fees

Accele Citizen Access™ Logged in as: Test User | [Account Management](#) | [Logout](#)

[Home](#) [Residential Re-Occupancy Permit](#)

[Create an Application](#) [Search Applications](#)

### NP Residential - Re-Occupancy

1 [2 APPLICANT](#) [3 ASI](#) [4 Review](#) **5 Pay Fees** [6 Permit Issuance](#)

#### Step 5 : Pay Fees


Listed is your application fee based upon the information you've entered. The following screen will display your total fees.

#### Application Fees

Fees	Qty.	Amount
PMZ Re-Occupancy Unincorporated Apartment (\$40.00)	1	\$40.00

**TOTAL FEES**  
Note: This does not include additional inspection fees which may be assessed later.

**\$40.00**

[Continue Application »](#) Save and resume later: 

The above fee consists of an initial inspection and one follow-up inspection. If an additional inspection is required, additional fees will apply. Third inspection cannot be applied for on-line nor requested on-line.

### Step 5 : Pay Fees

Please select a payment method and then fill in all required information.

The available payment methods are:

- Credit Card (A Visa/MC Bank Debit Card may be processed as a credit card)
- Trust Account

Use the dropdown menu to change the payment type.

**REFUNDS:** St. Louis County cannot refund directly to your credit card. If you need to request a refund, send submit a statement, including your application number, inspection address and stating why you are requesting a refund. Written statement can be submitted either by email to: [npreocwork@stlouisco.com](mailto:npreocwork@stlouisco.com); faxed to: 314-615-8421 or mailed to:

NP- Residential Re-occupancy  
121 S. Meramec, 6th Floor  
Clayton, MO 63105

A refund check may take up to six weeks for processing. Please review your application for completeness and accuracy to avoid the need for a refund. If you have any questions, call 314-615-4142.

This is your last opportunity to return to review to verify information.

Two payment methods:

A. Credit or Debit Card

\* indicates a required field.

**Pay with Credit Card** Pay with Credit Card ▼

Amount to be charged: \$40.00

**Credit Card Information:**

\*Card Type:  ▼      \*Card Number:       \*Security Code:   
[What is this?](#)

\*Name on Card:       \*Exp. Date:  ▼  ▼

Name on card must be exact.

**Credit Card Holder Information:**

Billing Information:

\*Street Address:

\*City:       \*State:  ▼      \*Zip:

\*Phone:

e-Mail:

     Save and resume later:

## B. Trust Account

If your User ID is associated with a Trust Account, the drop-down box will contain your account ID number. If you have an established Trust Account, contact either 314-615-4142 or 314-615-7346 for assistance. If your rental complex does not have an established Trust Account and you wish to establish an account, contact either 314-615-4142 or 314-615-7346 for information.

\* indicates a required field.

**Pay with Trust Account** Pay with Trust Account ▾

Amount to be charged: \$40.00

\*Licenses:  ▾      \*Trust Account Name  ▾

Save and resume later:

Step 6: Permit Issued – This means that your application was processed. When the inspection is completed and approved, a residential re-occupancy certificate will be issued.

Accele Citizen Access™ Logged in as: Test User | [Account Management](#) | [Logout](#)

[Home](#) **Residential Re-Occupancy Permit**

[Create an Application](#) [Search Applications](#)

**NP Residential - Re-Occupancy**

1 2 APPLICANT 3 ASI 4 Review 5 Pay Fees 6 **Permit Issuance**

**Step 6 : Permit Issuance**

**Your application has been successfully submitted.**  
Please print your application and retain a copy for your records.

Thank you for using our online services.  
**Your Permit Number is 11NPR-04166.**

You will need this number to:

- \* check the status of your application and/or
- \* request a follow-up inspection and/or
- \* check the results of inspections.

Please print a copy of your application and keep it for reference.

A Neighborhood Preservation Inspector will call you to confirm your application.

If the property fails the initial inspection, a follow-up inspection will be required once the deficiencies are corrected. "View Permit Details" to request inspections, check status or make other updates.

[View Permit Details »](#)

(You must post the permit in the work area)

Print a copy of this screen and retain for your records.

Click View Permit Details to review the application.

Disregard posting the permit in the work area.

**CONGRATULATIONS ON SUCCESSFULLY CREATING AN APPLICATION**

**AN INSPECTOR WILL CONTACT YOU TO SET UP AN APPOINTMENT FOR AN INITIAL INSPECTION.**

## 4. REQUEST A FOLLOW-UP INSPECTION pages 21-25

After you log in, click search applications. Locate and click on the Permit Number (application).

Home Residential Re-Occupancy Permit

[Create an Application](#) [Search Applications](#)

**Permits**

Showing 1-10 of 200

Date	Permit Number	Permit Type	Description	Project Name	Expiration Date	Status
04/21/2011	<a href="#">11NPR-04166</a>	NP Residential - Re-Occupancy				Approved

### Click on Inspections

**Permit 11NPR-04166:**  
**NP Residential - Re-Occupancy**

**Permit Details**

**Applicant:**  
Test User  
121 S Meramec  
Clayton, MO, 63105  
Home Phone: 111-111-1111  
Work Phone: 222-222-2222  
Mobile Phone: 333-333-3333  
lmather@stlouisco.com

**Work Location:**  
121 S MERAMEC AVE  
APT 1001  
SAINT LOUIS MO 63105

**Owner:**  
ST LOUIS COUNTY  
41 S CENTRAL AVE SAINT LOUIS MO 63105

▶ **More Details**

- ▶ Fees
- ▶ **Inspections**

▼ Inspections

Showing 1-3 of 3

Insp. Type	Status	Date	Inspector	
Re-Occ Initial	Scheduled	04/22/2011	TBD	<a href="#">Reschedule</a> <a href="#">Cancel</a>
Re-Occ Follow-Up	Optional	TBD	TBD	<a href="#">Schedule</a>
Re-Occ Third				

“Scheduled” means that the inspection has been requested. An inspector will receive a work order and will contact you to set the appointment.

“Date” is the date that the inspector should receive the work order.

**IT IS NOT THE DATE OF YOUR INSPECTION.**

▼ Inspections

Showing 1-3 of 3

Insp. Type	Status	Date	Inspector	
Re-Occ Initial	Fail	04/22/2011	LM	<a href="#">Schedule</a>
Re-Occ Follow-Up	Optional	TBD	TBD	<a href="#">Schedule</a>
Re-Occ Third	Optional	TBD	TBD	<a href="#">Schedule</a>

If your Re-Occ Initial inspection status is “Fail”, then you may request (schedule) your Re-Occ Follow-up inspection on-line.

**CLICK Schedule**



## Request an Inspection

You are requesting the following inspection:

Re-Occ Follow-Up

Application Number: 11NPR-04166

121 S MERAMEC AVE

APT 1001

SAINT LOUIS MO 63105

Select date by clicking a day on the calendar below:

Apr 2011							May 2011							Jun 2011							Jul 2011							
Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	Su	Mo	Tu	We	Th	Fr	Sa	
					1	2	1	<a href="#">2</a>	<a href="#">3</a>	<a href="#">4</a>	<a href="#">5</a>	<a href="#">6</a>	7				<a href="#">1</a>	<a href="#">2</a>	<a href="#">3</a>	4						<a href="#">1</a>	2	
3	4	5	6	7	8	9	8	<a href="#">9</a>	<a href="#">10</a>	<a href="#">11</a>	<a href="#">12</a>	<a href="#">13</a>	14	5	<a href="#">6</a>	<a href="#">7</a>	<a href="#">8</a>	<a href="#">9</a>	<a href="#">10</a>	11	3	<a href="#">4</a>	<a href="#">5</a>	<a href="#">6</a>	<a href="#">7</a>	<a href="#">8</a>	9	
10	11	12	13	14	<a href="#">15</a>	<a href="#">16</a>	15	<a href="#">16</a>	<a href="#">17</a>	<a href="#">18</a>	<a href="#">19</a>	<a href="#">20</a>	21	12	<a href="#">13</a>	<a href="#">14</a>	<a href="#">15</a>	<a href="#">16</a>	<a href="#">17</a>	18	10	<a href="#">11</a>	<a href="#">12</a>	<a href="#">13</a>	<a href="#">14</a>	<a href="#">15</a>	16	
17	18	19	20	<a href="#">21</a>	<a href="#">22</a>	23	22	<a href="#">23</a>	<a href="#">24</a>	<a href="#">25</a>	<a href="#">26</a>	<a href="#">27</a>	28	19	<a href="#">20</a>	<a href="#">21</a>	<a href="#">22</a>	<a href="#">23</a>	<a href="#">24</a>	25	17	<a href="#">18</a>	<a href="#">19</a>	<a href="#">20</a>	<a href="#">21</a>	<a href="#">22</a>	23	
24	<a href="#">25</a>	<a href="#">26</a>	<a href="#">27</a>	<a href="#">28</a>	<a href="#">29</a>	30	29	<a href="#">30</a>	<a href="#">31</a>					26	<a href="#">27</a>	<a href="#">28</a>	<a href="#">29</a>	<a href="#">30</a>			24	<a href="#">25</a>	<a href="#">26</a>	<a href="#">27</a>	<a href="#">28</a>	<a href="#">29</a>	30	
																						31						

[« Prev](#) [Next »](#)

### Available Times for Friday, Apr 29 2011

- Morning (08:00 AM - 12:00 PM)
- Afternoon (01:00 PM - 04:00 PM)

[Continue »](#)

[Return to Permit Details »](#)

Select the best time for the inspector to contact you.

You may add comments or instructions for your Inspector.

Accela Citizen Access

Home Residential Re-Occupancy Permit

[Create an Application](#) [Search Applications](#)

### Requested Inspection

You are requesting the following inspection:

<b>Re-Occ Follow-Up</b>	<b>121 S MERAMEC AVE</b>	<b>on Date/Time:</b>
Application Number: 11NPR-04166	APT 1001	Friday, Apr 29 2011
	SAINT LOUIS MO 63105	Afternoon (01:00 PM - 04:00 PM)

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**Optional Comments or Instructions for your Inspector:**

(Please include an alternate phone number if different from the contact information provided in your application that you can be reached between 7:00AM and 8:30AM on the day of the inspection. If applicable, please include the lock box code)

[Schedule Inspection »](#)

[Return to Permit Details »](#)

Accela Citizen Access™

Logged in as: Test User | [Account Management](#) | [Logout](#)

Home Residential Re-Occupancy Permit

[Create an Application](#) [Search Applications](#)

Your follow-up inspection request has been received. You will be contacted by phone by an inspector to schedule your follow-up inspection. Please allow two business days for the inspector to contact you and confirm your follow-up appointment. To cancel or change this appointment, return to the permit record and click the Reschedule or Cancel link.

### Request Inspection

<b>Re-Occ Follow-Up</b>	<b>121 S MERAMEC AVE</b>	<b>on Date/Time:</b>
Application Number: 11NPR-04166	APT 1001	Friday, Apr 29 2011
	SAINT LOUIS MO 63105	Afternoon (01:00 PM - 04:00 PM)

---

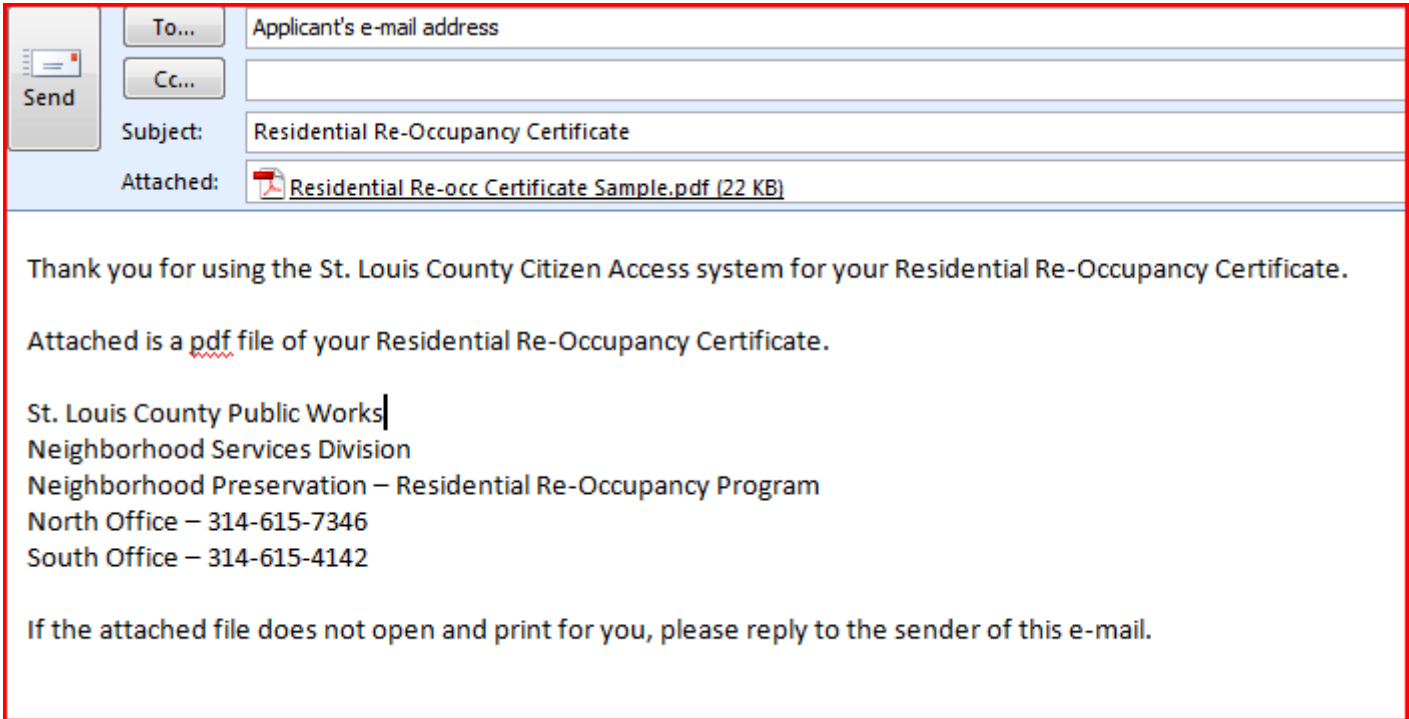
[Return to Permit Details »](#)

Print this page:

Print this page as a reminder that an inspector will be contacting you during this date and time.

## 5. Printing Your Certificate of Residential Re-occupancy (pages 26-X)

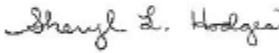
Once your property receives the “Pass” status from the inspector and this information is entered into the County system, the applicant will receive an e-mail. E-mail example below:



If you are the seller of a property, you may forward the e-mail to agents or buyers.

A valid e-mail address is required. If your e-mail address is in error, you may contact either office to pick-up your certificate or provide a mailing address for the certificate to be mailed.

Below is an example of the Residential Re-occupancy Certificate:

	St. Louis County, Missouri Department of Public Works		
<b>CERTIFICATE OF USE AND OCCUPANCY</b>			
Permit No.: 11NPR-04166	Application Date: 04/21/2011 Parcel/Locator No.: 19K632441		
This certificate is issued pursuant to the requirements of the adopted property maintenance and building codes, certifying that at the time of issuance this property was in compliance with the various ordinances of the St. Louis County regulating property maintenance and code requirements.			
MAILING ADDRESS: ST LOUIS COUNTY 41 S CENTRAL AVE SAINT LOUIS, MO 63105			
THE PREMISES: 121 S MERAMEC AVE APT 1001 SAINT LOUIS, MO 63105	IS SUITABLE FOR USE AND OCCUPANCY FIRE DISTRICT: CLAYTON		
AS DESCRIBED BELOW: MUNICIPALITY: CLAYTON WORK TYPE: OCCUPANCY TENANT NAME: NONE PROVIDED APPLICANT:	MAX NO OF OCCUPANTS: Occupancy OCCUPANTS: NONE LISTED		
	DATE: 4/21/2011		
APPROVED BY: DIRECTOR OF PUBLIC WORKS, ST. LOUIS COUNTY, MISSOURI Keep and retain this permit with your permanent records for display upon request. If a change of occupancy occurs, a new permit is required before they may reside at the premises.			
Permit No.: 11NPR-04166	Application Date: 04/21/2011 Parcel/Locator No.: 19K632441		
FEE PAID: \$ 40.00	ISSUED DATE: 04/21/2011	ISSUED BY: Lora Mather	FINAL INSPECTION DATE: 04/21/2011
Applicant E-Mail: <a href="mailto:lmather@stlouisco.com">lmather@stlouisco.com</a> Applicant Primary #: 111-111-1111			