

## Renting Out a Property?

Per code, University City **requires** rental agents / property owners to schedule occupancy inspections *before* allowing any new tenant occupancy, **regardless of tenure** of previous resident.

**NOTE:** Property Agents **must** be within **50** miles of the municipality and registered (\$30) as a Property Agent with University City. Registrations require annual renewals (\$15).

1. Refuse bills to be paid in full at time of request. Questions, please contact Finance Dept (314.505.8544).
2. Complete "*Occupancy Inspection Application*" available ONLINE (QR on front) or Dept. Lobby – choose "Rental" - \$60.00 (two inspections)
3. REQUIRED ITEMS:
  - Written permission from owner of property (if not owner) stating you as Rental Property Agent, acting on their behalf.
  - Current Photo ID (DL / Passport)
  - Form of Payment
4. Pay for inspections / schedule inspection. If emailing application, allow 48 business hours for review / you will be called for payment via CC.
5. Schedule follow-up inspection if needed. (Additional inspections each additional fee of \$35.) Inspector to email notice once inspection passes.



### City of University City Dept. of Planning & Development

City Hall – 4<sup>th</sup> Floor  
6801 Delmar Blvd.  
University City, MO 63130

**314.505.8500**

*email:* [inspections@ucitymo.org](mailto:inspections@ucitymo.org)

#### ACCEPTED FORMS OF PAYMENT:

**Cash / Check / Money Order /  
Visa or Mastercard**

*(Credit or Debit -3% fee)*



Scan QR Code above for  
**Planning & Development Website.**

## City of University City

### PLANNING & DEVELOPMENT

### RESIDENTIAL OCCUPANCY INSPECTIONS & PERMITS

Lobby Hours: Monday-Friday

8:00am – 4:45PM

*Scan QR Code below for  
Online Permit Applications.*



314.505.8500

## Selling a Home?

The City of University City strongly advises that homeowners request occupancy inspections before selling.

1. Trash bills to be paid in full at time of request. (Contact Finance Dept if fees owed at 314.505.8544. Owner deceased? Please call for more information on transferring occupancy permit.)
2. Complete "***Occupancy Inspection Application***" available ONLINE (QR on front) or Dept. Lobby. Choose "Owner-Occupied" - \$80.00.
3. REQUIRED ITEMS:
  - Current Photo ID (DL / Passport)
  - Form of Payment
4. Pay for inspections (two inspections included in cost) and schedule initial inspection. If emailing application, allow for 48 business hours for dept review. You will be called for payment over the phone (CC) and can schedule at time of payment.
5. Rectify any outstanding issues if needed and schedule follow-up inspection. (Any additional inspections after first two will result in additional fees.)
6. Once fully passed, the inspector will email notice (if on file) showing the pass. Please keep for your records, as buyers' agents may request a copy.

## Buying a Home?

Per code, the City of University **requires** all Residents to have an occupancy permit.

1. Contact Planning & Development to see if an occupancy inspection has been completed for the address. (If no inspection, occupancy inspection must be applied for first.) Owner deceased? Please call for more information on transferring occupancy permit.
2. Complete "***Residential Occupancy Permit Application***" available ONLINE (QR code on front) or Dept. Lobby. Under **Tenancy**, mark "Owner Occupied." (\$25 or \$35)
3. REQUIRED ITEMS:
  - Current Photo ID (DL / Passport)
  - Proof of Ownership if less than two (2) months. LLC / Corporations to show Articles of Organization with Point of Contact person listed as owner.
  - Form of Payment
4. Pay for permit. If emailing application, allow for 48 business hours for dept review / you will be called for payment over phone-CC.
5. Permit issued. Occupancy permits are good for the tenure of the resident – annual renewals not needed.
  - ADDITION / SUBTRACTION of names **requires** "Amendment" of occupancy permit. ("***Residential Occupancy Permit Application***") and \$10.

## Are you a New Tenant?

Per code, the City of University **requires** all Tenants to have an occupancy permit.

1. Contact Planning & Development to see if an occupancy inspection has been completed for the home's address. (If no inspection, occupancy inspection must be applied for first.)
2. Complete "***Residential Occupancy Permit Application***" available ONLINE (QR code on front) or Dept. Lobby. Under **Tenancy**, mark "Rental." (\$25 or \$35)
3. REQUIRED ITEMS:
  - Current Photo ID (DL / Passport)
  - Form of Payment
4. Pay for Permit. If emailing application, allow for 48 business hours for dept review / you will be called for payment over phone-CC.
5. Permit created. Occupancy permits are good for the tenure of the resident – annual renewals not needed.  
NOTE: If the inspection is considered CONDITIONAL, the permit is good for 60 days from date of issuance. Owner/Rental Agent is responsible for remediating failed items and rescheduling final inspection within the 60 days. Failure to schedule w/in 60 days results in violation of occupancy without current permit.
6. ADDITION / SUBTRACTION of names on permit **requires** "Amendment" of occupancy permit. ("***Residential Occupancy Permit Application***") and \$10.

