



Village of Pasadena Park



PO Box 210357

St. Louis, Missouri 63121

Phone: 314-383-0010

Email: voppvillageclerk@gmail.com

Residential Occupancy Application – Fee: \$25.00

I hereby submit an application on behalf of those named below for the occupancy of the following residence:

APPLICANT INFORMATION:

NAME: _____ DATE OF BIRTH: _____

PHONE NUMBER: _____ ADDITIONAL PHONE NUMBER: _____

EMAIL ADDRESS: _____

DATE OF PROPOSED OCCUPANCY: _____

PROPERTY ADDRESS: _____

I WILL OWN THE PROPERTY:

I WILL RENT THE PROPERTY:

MAILING ADDRESS (If different than the property address): _____

OTHER PERSONS: (Including children who will occupy the dwelling unit):

	First & Last Name	Relationship	Date of Birth	Phone Number
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____
4.	_____	_____	_____	_____
5.	_____	_____	_____	_____

TOTAL NUMBER OF OCCUPANTS: _____

ACKNOWLEDGEMENTS

I understand that it is unlawful to occupy these premises without first receiving a Certificate of Occupancy and that it is unlawful to allow any person to occupy these premises who is not named above. I certify that the answers contained herein are true and accurate in all respects to the best of my knowledge and belief. I further understand that no part of these premises shall be used for business purposes.

I understand that the inspection related to this occupancy permit application will be limited to the evaluation of the requirements of the Pasadena Park Municipal Code, its Minimum Housing Code, and the International Building & Property Maintenance Codes.

SIGNATURE OF APPLICANT: _____

DATE: _____

Check the box to receive informational emails from the Village ☐

Property Owner (If Renting)

Property Owner _____

Address _____

City, State, Zip _____

Phone Number _____

Email: _____

NOTICE

A Temporarily/Conditionally issued Certificate of Occupancy becomes void if the terms of the conditions are not met. Once its terms are fully met and verified via inspection, the Temporary/Conditional status of a Certificate of Occupancy is removed.