

**CITY OF HUNTLEIGH
ST. LOUIS COUNTY, MISSOURI
APPLICATION FOR TENTATIVE CERTIFICATE OF OCCUPANCY**

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TO THE CLERK OF THE CITY OF HUNTLEIGH, MISSOURI:

Application is hereby made for a Tentative Certificate of Occupancy for the purpose as follows:

- The erection of a new building: _____
- Structural alteration of existing building _____
- Other (Explain) _____

to be used for the purpose of Single Family Residential Use located on a _____ acre tract of land situated within the City of Huntleigh, Missouri, known and numbered as _____.

Applicant agrees to assume full personal responsibility and liability for all damage to publicly and privately owned real and personal property within the City of Huntleigh, Missouri, resulting from the acts or omissions of the applicant, his agents, servants and employees, the applicant's contractors and their sub-contractors, agents, servants and employees, and all persons engaged in carrying out the purposes for which a certificate of occupancy shall issue as the result of this application therefore.

Applicant acknowledges that accuracy of all plans and plats submitted and of the completed work remains the responsibility of Applicant and issuance of a Tentative Certificate of Occupancy does not waive same.

Applicant acknowledges that submission of inaccurate plans and/or plats which are not in accordance with the provisions of The Municipal Code of The City of Huntleigh, Title IV, Chapter 405 or work done which does not conform to the provisions of The Municipal Code of The City of Huntleigh, Title IV, Chapter 405 may result in rescission of the requested Tentative Certificate of Occupancy, and require removal of structures as erected or altered, and result in fines for violation of said Municipal Code.

Dated: _____

Signature of Contractor
Contractor: _____
Address: _____
Phone Number: _____
Cell Number: _____
Email: _____

Signature of Owner
Property Owner: _____
Address: _____
Phone Number: _____
Cell Number: _____
Email: _____

IMPORTANT, READ BEFORE FILING APPLICATION

Application for Tentative Certificate of Occupancy must be filed with the City Clerk and Tentative Certificate of Occupancy must have been issued before construction shall begin.

Application for Tentative Certificate of Occupancy must be accompanied by a drawing or plat, (six copies), showing the lot plan and showing the 50 foot side and back lines and the 75 foot front line; the location of the building on the lot; accurate dimensions of building and lot; architectural plans and specifications; and such other information as may be necessary to provide for the enforcement of the Zoning Regulations of the City of Huntleigh, Missouri.

A \$500.00 Fee is required to be submitted with this Application.

Submit or mail Application to: Peter von Gontard, City Attorney/Clerk
City of Huntleigh
120 S. Central Ave., Ste. 1420
Clayton, MO 63101
314-446-4248