

# City Hall/Police Lobby Is Temporarily CLOSED

**The city is temporarily suspending all Non-Critical functions of the city until further notice.** Steps are being taken immediately to mitigate impacts in the effort to protect the citizens of St. Ann, as well as our staff.

The following list is not inclusive, however a guide and is subject to change:

## **City Hall Lobby/Police Lobby**

The lobby will be **CLOSED** until further notice to protect the residents and staff.

**City Hall** –City Hall will remain open. Hours are Monday thru Friday 8:00 a.m. to 4:00 p.m. to answer calls and process applications that have been submitted.

**Animal Licenses** – The due date for renewing animal licenses this year only (2020) has been extended until August 31<sup>st</sup>. See below information.

**Business Licenses** – Applications are being accepted and processed at this time. Currently No home based business inspections will be performed.

## **NON-CONTACT PERMITTING/LICENSING PROCEDURE:**

**We are requiring ALL applications be submitted by one of the following means:**

~**MAIL IN** with application completely filled out along with the appropriate fee.

~**USE THE DROP BOX** located outside City Hall/Police Dept. door and include all supporting documentation and appropriate fees.

~Some applications can be sent **ELECTRONICALLY**, contact City Hall (314) 427-8009 to verify if the application you are wanting to apply for can be accepted electronically.

~Some cases, an **APPOINTMENT** may be required. Contact City Hall (314) 427-8009 to arrange an appointment.

## **Occupancy Inspections**

Inspection applications are required to be filled out in its entirety and fee to be paid prior to tenant moving in.

~Include with application, fee of **\$50.00 check or money order**. Fee increases to **\$75.00**, if occupied prior to inspection and may be subject to a summons. It is illegal to move someone in without obtaining a proper permit.

~Inspections will be scheduled **via zoom**. **Contact City Hall for further information.**

**Property Owners/Property Managers:** – Inspection applications will be required to be filled out and fee to be paid prior to tenant moving in.

## **Occupancy Permits**

All occupancy permits are required to have the application filled out in its entirety. All permits are required to have the following:

~Include Valid copy of Photo ID's of all occupants 16 years of age and older along with listing any children.

~Include payment for occupancy permit of **\$30.00 check or money order**. Fee increases to **\$45.00**, if occupied prior to obtaining occupancy permit.

~Occupancy permits will be e-mailed to the e-mail address given on application. Please print legibly.

**Building Permits:** Applications for both residential and commercial properties and must be filled out in its entirety.

~Please submit two (2) copies of a scaled site plan and construction drawings indicating the location of the proposed project.

~Additional permits must be obtained from St. Louis County for electrical, mechanical and plumbing work.

~All commercial building permits must be stamped by the respective Fire District.

**Each building permit inspection will be on a case by case basis on the requirements. (i.e. some projects a submittal of a picture would satisfy, others may need additional information).**

## **Animal Licenses**

**Please provide a self-addressed stamped envelope** along with the following:

~A copy of the "**Rabies Certificate**" from the veterinarian. Do not include the receipt.

~Fee is \$10.00 for spayed/neutered animal and \$50.00 for an unaltered animal.

~Applications received without a **self-addressed stamped envelope** will not be mailed.

## **Garage Sales**

Citywide garage sale is scheduled for September 26<sup>th</sup>. Applications are required and the fee is waived for this day only. You can either email to [cityhall@stanmo.org](mailto:cityhall@stanmo.org) or place in the drop box. A list will be compiled of all the addresses and placed on the city website.

~Residents are allowed two (2) garage sales a year in addition to the citywide.

~Fee for each garage sale is **\$5.00** a day.

## **DELIVERIES ONLY**

**PLEASE PUSH THE BUTTON ON THE WALL AND SOMEONE WILL RESPOND FOR PICKUP.**

**For further assistance, please contact City Hall (314) 427-8009  
Monday-Friday 8:00 a.m. – 4:00 p.m.**