

Existing Residential Occupancy frequently asked questions

1. Please fill out the second box of the application with the current owner's information. The phone number listed there is what will be used to call and schedule your appointment.
2. The email given is where the Inspection Report will be sent to. It is suggested whoever is addressing the violations receives the report **directly**. More than one email may be given.
Ex: Homeowner, and Real Estate Agent
3. **An Inspection is MANDATORY before closing on a house regardless of if it is a traditional sale or an As-Is sale.**
4. If a Traditional sale, the Seller will complete and submit the application with payment to our office. Once processed, you will be contacted by phone to make an appointment for your initial inspection. You may also apply in person. Our office is at 3749 Telegraph Rd in Arnold MO.
5. If an AS-IS sale, the Buyer or Seller will complete and submit the application with payment to our office. We will need the current Owners information as well as the Buyers information. The Seller, or a representative of the Seller, must be there at the time of the Inspection if they still occupy the home. This is not necessary if the home is completely vacant of any personal items.
6. When scheduling, please keep in mind that although we try to have a quick turnaround, it is not uncommon for us to schedule a week or more out. This includes any reinspection that may be needed. PLEASE KEEP THIS IN MIND WHEN SCHEDULING YOUR CLOSING DATE. WE ARE NOT RESPONSIBLE IF YOU HAVE TO MOVE YOUR CLOSING.
7. In order to close on a house, you will need one of two things from our office:
 1. A passing Inspection report
 2. A Buyers/Sellers agreement signed and submitted to our office
8. If you are selling AS-IS and the Buyers will be addressing all violations, a Buyers/Sellers agreement must be filled out and submitted to our office BEFORE your closing date. This will allow you to close and give the Buyer a 30-day temporary occupancy permit. It is then the Buyers responsibility to have all violations addressed and a reinspection performed within 30 days of the closing date.
9. All inspection reports will be sent to the emails given on the application within 24 hours.

ANY OTHER QUESTIONS, PLEASE CALL 636-296-2211

Rock Community Fire Protection District
3749 Telegraph Rd Arnold MO, 63010
Fire Marshal's Office 636-296-2211 x700



Email: permits@rockfire-rescue.org

www.rockfire-rescue.org

Inspection Address

Address: _____

City, State, Zip: _____

Subdivision: _____

Present Owner's Information

Owner's Name: _____

Current Address: _____

City, State, Zip: _____

Phone Number: _____ Email: _____

Listing Agent: _____ Company: _____

Agent's Phone: _____ Email: _____

Buyer's Information (For AS-IS sales)

Buyer's Name: _____

Phone Number: _____ Email: _____

Buyer's Agent's Name: _____ Company Name: _____

Phone number: _____ Agent's Email : _____

NOTE: If this is an AS-IS purchase or Foreclosure, the buyer must sign an affidavit, and submit it to our office before closing, making them responsible for the repair of any violations within 30 days of closing date.

Type of Residence

Rental Property? Yes _____ No _____

Single Family: _____ Mobile Home: _____ Apartment: _____ Condo: _____ Duplex/Tri: _____

Failure to comply with any ordinance or Rock Community Fire Protection Dist. May cause Occupancy to be revoked until the violations have been corrected and approved by the Fire Marshal.

Applicants Signature: _____ **Date:** _____

Office use only: Permit # _____ Date: _____

Application Received by: _____

FEES: Sale of Home \$70: Rental Property change of occupancy \$40: Mobile Home sale or change of occupancy: \$40 In-home day care: \$35