



CITY OF NORMANDY

7700 NATURAL BRIDGE ROAD
NORMANDY, MISSOURI 63121

(314) 385-3300
FAX: (314) 385-1054

NORMANDY HOUSING INSPECTION PROCEDURE

ALL RENTAL PROPERTY IN NORMANDY MUST BE INSPECTED; AND SINGLE FAMILY OWNER OCCUPIED HOMES MUST BE INSPECTED WHEN THERE IS A CHANGE OF OWNERSHIP OR OCCUPANCY. Every occupant must have an occupancy permit, which is issued after the home/apartment has passed inspection. It is the responsibility of the rental property owner/manager to inform their tenants BEFORE they move in, that they must apply for (and obtain) an occupancy permit, which there is a charge of \$25. Birth certificates are required for children under the age of eighteen (18) and attending school. The owner is responsible to arrange the inspection, and paying for the inspection when the application is filled out. An application will be mailed or faxed, if requested, and may be mailed back to the City (with payment enclosed) if desired.

The City of Normandy uses the BOCA National Property Maintenance Code, and checks each property for health and safety conditions, as well as appearance. Safety considerations include, but are not limited to, such things as smoke detectors, electrical outlets, shut-off valves on water and gas lines, doors with thumb-latch type dead bolt (if applicable), and operable windows with screens. If you need specifics, please feel free to call the Building Inspector or City Clerk.

The fee for housing inspections is \$75 per residence and includes one (1) re-inspection. Fees for the third (3rd) or more re-inspections on all properties is \$75. If you require a Compliance Certificate, there is a \$10 fee for this. Occupancy Permits are \$25.

If your property needs maintenance/repair to comply with the codes, be advised that you may need a permit for some projects. **IF IN DOUBT, CALL US.**

PLEASE BE AWARE... ANY PLUMBING OR ELECTRICAL WORK MUST BE DONE BY PERSONS LICENSED TO DO THAT WORK, AND MUST BE PERMITTED AND INSPECTED BY ST. LOUIS COUNTY.

If you would like more detailed information, please call City Hall at
(314) 385-3300 between the hours of 9:00 AM and 5:00 PM.