

**St. Louis County Department of Public Works**  
**Division of Code Enforcement**

## **Commercial Re-Occupancy Application Instructions**

A **Certificate of Use and Occupancy** (sometimes referred to as an Occupancy Permit) **is required prior to moving into a vacant tenant space or building and opening for business.** The re-occupancy application and inspection process may be used if your **proposed use of the space or building is the same as the previous use** and you plan on moving into the vacant tenant space or building in its existing condition without doing any renovations (other than painting, carpeting, and similar cosmetic work) to the space or building. You may not use this process if you are proposing a “Change in Occupancy” to a different use/occupancy group classification under the building code since a “Change of Occupancy” almost always requires renovation work to be done for code compliance (for additional information about “Change in Occupancy” please see our “Guide for Opening, Expanding, or Relocating a Business” found on the Business Assistance Center web page).

In addition, occupancies requiring specific code related upgrades may also require permit and plan submission even though there is no change in occupancy.

When filling out the application for re-occupancy, be sure to **complete all information** accurately. This will aid in avoiding unnecessary delays in processing your application.

Under section marked “Proposed Use” please be very specific in your description. **Example:** If the building or tenant space is to be used for a sales operation, will it be retail sales or wholesale sales? What types of merchandise or products will you be selling? Or, if you plan on using the building or tenant space for storage, what type of materials or products do you intend to store? (Furniture, clothing, paint, mechanical equipment, etc.)

Information such as locator number, type of construction, etc., can be obtained from the building owner. If you can supply a sketch showing the parking in relationship to the building, it would expedite the processing of your application.

If the structure is located in a **municipality** that contracts with St. Louis County for re-occupancy code enforcement, **you must obtain zoning approval from the municipality before** applying for the re-occupancy permit. Zoning approval must accompany your application.

Your check in the amount of \$126.00, made payable to the Treasurer – St. Louis County, must accompany your application. Re-occupancy application permit **fees are non-refundable.**

Should you have any questions regarding these instructions or the application, please contact our office at 314-615-7866.

For questions regarding the inspection contact commercial inspections at 314-615-7140 Monday thru Friday from 7:30 AM to 9:00 AM only. After you have applied for your permit, **you will need to contact the inspector directly to make an appointment for your inspection.**

**NOTE: It is the applicant’s responsibility to check with the fire protection district for their requirements which may include the issuance of a fire re-occupancy or a fire permit.**



DEPARTMENT of PUBLIC WORKS  
 41 S. CENTRAL AVENUE, FLOOR #6  
 CLAYTON, MISSOURI 63105

**COMMERCIAL APPLICATION FOR  
 RE-OCCUPANCY PERMIT**

DATE \_\_\_\_\_  
 LOCATOR # \_\_\_\_\_  
 PERMIT # \_\_\_\_\_  
 TOTAL \$ \_\_\_\_\_  
 FEES PAID \$ \_\_\_\_\_  
 RECEIVED BY \_\_\_\_\_

BUILDING ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_

FIRE DISTRICT \_\_\_\_\_ MUNICIPALITY \_\_\_\_\_

PROPOSED TENANT (Company Name) \_\_\_\_\_

PROPOSED TENANT (Individual Name) \_\_\_\_\_

PROPOSED USE \_\_\_\_\_ SQ/FT. TENANT SPACE \_\_\_\_\_  
 SQ/FT. BUILDING \_\_\_\_\_

PRIOR USE \_\_\_\_\_

BUILDING OWNER \_\_\_\_\_ OWNER PHONE # \_\_\_\_\_

BUILDING OWNER ADDRESS \_\_\_\_\_

NUMBER OF PARKING SPACES \_\_\_\_\_ IS PARKING LOT PAVED \_\_\_\_\_, or UNPAVED \_\_\_\_\_

**SIGNS – A PERMIT MUST BE OBTAINED FOR ALL CHANGES AND NEW SIGNAGE.**

The undersigned herewith applies for an occupancy permit for the above described premises under the terms of the St. Louis County Building Code. The permit fee must accompany this application. If the building is in a municipality, written approval must be obtained from that municipality prior to submitting application. (NOTE: Have the municipal official fill out and approve in Zoning Inspection portion). This application is not a permit and premises shall not be occupied until an inspection is made and all discrepancies (if any) are corrected. Application fee is not refundable.

APPLICANT'S SIGNATURE \_\_\_\_\_ TELEPHONE \_\_\_\_\_

I certify that I am the owner in fee or agent authorized to apply for this permit; that I am authorized to and do consent to entry onto the premises by St. Louis County employees for inspections of the premises.

APPLICANT'S ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ADDRESS **REQUIRED:** \_\_\_\_\_

**FOR OFFICE USE ONLY**

ZONING INSPECTION: \_\_\_\_\_

ZONED \_\_\_\_\_ APPROVED \_\_\_\_\_ NOT APPROVED \_\_\_\_\_ DATE \_\_\_\_\_

COMMENTS: \_\_\_\_\_

ZONING SIGNATURE: \_\_\_\_\_

**INSPECTOR:**

NUMBER OF OCCUPANTS \_\_\_\_\_ TYPE OF CONSTRUCTION \_\_\_\_\_ FLOORS \_\_\_\_\_

COMMENTS: \_\_\_\_\_

INSPECTOR ASSIGNED \_\_\_\_\_ INSPECTOR SIGNATURE \_\_\_\_\_

APPROVED: YES \_\_\_\_\_ NO \_\_\_\_\_ DATE \_\_\_\_\_ SUPERVISOR'S SIGNATURE \_\_\_\_\_

**NOTE: This is a re-occupancy permit through St. Louis County Department of Public Works. The applicant must also contact the fire protection district for a fire re-occupancy permit or fire permit.**