



PLANNING & DEVELOPMENT SERVICES DEPARTMENT
10 North Bemiston Avenue, Clayton, Missouri 63105
(314) 290-8452 / (314) 290-8453

REQUEST FOR VERIFICATION

Zoning – Occupancy – Building Code

Applicant's Name _____

Firm _____

Address _____

City _____ State _____ Zip _____

Applicant's Phone (____) _____ Applicants Fax (____) _____

Location/Property of Request

NO. _____ Street _____

St. Louis County Locator Number _____

This space is RESIDENTIAL COMMERCIAL

Access to public records shall be provided within three business days following request – except if additional time is needed. If a request for access is denied, the City Clerk shall provide, upon request, a written statement of the grounds for such denial.

PLEASE SELECT BELOW THE TYPE OF VERIFICATION WHICH YOU ARE REQUESTING BY
PLACING AN "X" IN THE BOX

SEPARATE FEES APPLY FOR EACH REQUEST

REQUEST FOR VERIFICATION OF ZONING

\$25.00 Application Fee

Zoning Verification letters issued by the City of Clayton typically include:

- Zoning district designation for the subject property
- List of permitted and conditional uses

Special requests for additional information may be accommodated, if available. An additional fee of \$25.00 will apply.

Request for additional information _____

REQUEST FOR VERIFICATION OF OCCUPANCY

\$25.00 Application Fee

FOR THIS REQUEST YOU MUST SUBMIT A COPY OF THE CURRENT TENANT LIST INCLUDING UNIT/SUITE NUMBER

Occupancy Permits are not required by the City of Clayton for Single Family Residence and Condominium Units

RESIDENTIAL REQUESTS

112.1 Occupancy Permits and Transfer of Ownership: It shall be unlawful for any owner or operator of a multifamily rental building containing three (3) or more units to let to another for occupancy, or for any person to occupy any dwelling unit subject to the Occupancy Permit Program unless the exterior, common areas and dwelling unit of the building have been inspected by the Code Official and it has been determined that it is in compliance with all the provisions of this Code, and a permit has been issued to said owner or operator for the dwelling unit which will allow the prospective tenant family to legally occupy said dwelling unit. No tenant shall move in or occupy any

dwelling unit without the knowledge or approval of the owner and the receipt of an Occupancy Permit for the unit. Occupancy permits shall remain valid until the occupancy of the unit(s) changes or the permit otherwise expires.

Any occupancy permit properly issued will terminate:

1. Upon vacation of the dwelling unit by a tenant.
2. After five (5) years from the date of issuance of an occupancy permit, at which time the unit must be reinspected and deficiencies corrected.

112.2 Conditions for Issuance of Occupancy Permit:

1. Upon request of the owner or operator of a building subject to the Occupancy Permit Program and payment of the inspection fee, the Code Official shall inspect the exterior, common areas and dwelling unit(s) at a time agreed upon between the Code Official and the owner or operator.
If such inspection establishes that the building and dwelling unit(s) is in compliance with the Code, the Code Official shall authorize the issuance of an Occupancy permit.
2. If the exterior, common areas and dwelling unit(s) are not in full compliance with this Code, the Code Official shall furnish the owner/operator with a written list of violations that must be corrected before an Occupancy permit can be issued and the dwelling unit occupied. When advised by the owner/operator that the violations are corrected and upon payment of any required reinspection fee, the exterior, common areas and dwelling unit(s) shall be reinspected by the Code Official and if found to be in full compliance with this Code, the Occupancy permit shall be issued and the unit may be occupied.
3. Occupancy permit application and inspection fee: \$60.00
First and Second Reinspection NO COST
Subsequent Reinspections \$35.00
4. If the unit is illegally occupied prior to issuance of the subject occupancy permit, the application and inspection fee will be \$120.00.
Occupancy Permit application and inspection fee: \$120.00
First and Second Reinspection NO COST
Subsequent Reinspections \$ 35.00

The provision for a higher fee does not release the owner from responsibility to follow all the provisions of the Code for compliance related to the issuance of an Occupancy Permit.

COMMERCIAL REQUESTS

112.3 Occupancy Permits, Non-Residential Structures: It shall be unlawful for any person, owner or operator to occupy or use or to permit occupancy or use of any premises for any purpose until a Certificate of Occupancy has been issued by the Code Official.

- No such certificate shall be issued unless said premises has been inspected by the Code Official and the premises is in compliance with this Code and all zoning regulations.
- Certificates of occupancy for those tenants who obtained occupancy prior to 1994 are not on file with this office. The absence of a certificate of occupancy for those tenants will not give rise to any enforcement action.
- Commercial Occupancy Permit applications for tenants who do not have valid permits need to be completed and submitted with a \$210.00 application fee.
- Those tenants who have obtained occupancy prior to 1994 must submit a completed application and provide verification of tenancy prior to 1994.
- New tenant permit and application fee \$120.00.

□ REQUEST FOR VERIFICATION OF BUILDING/PROPERTY MAINTENANCE CODE COMPLIANCE \$25.00 Application Fee

Building/Property Maintenance Code compliance letters issued by the City of Clayton typically include:

- List of open permits
- List of current violations
- Statement of conformance to current building and property maintenance codes

Special requests for additional information may be accommodated, if available. An additional fee of \$25.00 will apply.

Request for additional information _____

PLEASE USE THE SPACE PROVIDED FOR ADDITIONAL NOTES

Applicant Signature _____ **Date** _____

FOR OFFICE USE ONLY

- Zoning Request Completed By** _____ **Date** _____
- Occupancy Request Completed By** _____ **Date** _____
- Building Request Completed By** _____ **Date** _____

Amount Paid: _____ **Cash/Check #** _____ **/Charge** _____ **Receipt Issued: Yes/No**

Date Mailed: _____ **Date Picked Up:** _____ **Date Faxed:** _____



PLANNING & DEVELOPMENT SERVICES DEPARTMENT
 10 North Bemiston Avenue, Clayton, Missouri 63105
 (314) 290-8452



APPLICATION FOR COMMERCIAL OCCUPANCY PERMIT

Permit# CO _____

**PERMIT and INSPECTION FEE - \$90.00 / FIRE DEPARTMENT INSPECTION - \$30.00
 TOTAL FEE DUE \$120.00**

IF OCCUPIED PRIOR TO INSPECTION APPROVAL - \$210.00
 (\$180 Permit/Inspection \$30 Fire Inspection)

Section 112.3 of the Property Maintenance Code, as amended, adopted by the City of Clayton requires the issuance of an occupancy permit prior to the occupancy of any non-residential building and provides penalties for non-compliance. - Section 105.3.3 of the International Fire Code, as amended, adopted by the City of Clayton requires that a building, structure or portion thereof, shall not be used or occupied in whole or in part until all fire protection devices and equipment protecting the building, structure or portion to be occupied, have been approved by the code official.

Applicants Name _____

Applicants Phone (____) _____ E-Mail _____ @ _____

Name of Proposed Business _____

Nature of Proposed Business _____

Date of proposed occupancy _____
 (Required)

**IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONTACT THE BUILDING INSPECTOR AND FIRE DEPARTMENT TO ARRANGE AN APPOINTMENT FOR THE NECESSARY INSPECTIONS
 BUILDING INSPECTOR 314-290-8452 / FIRE MARSHAL 314-290-8485**

Location of Proposed Business:

NO. _____ Street _____ Suite/Unit _____

Description of Space _____

Total Square Footage _____ # of Bathrooms _____

Describe Additional Space That This Occupancy Includes (basement, storage areas, etc.) _____

Does This Space Contain: **Sprinkler System** () Yes () No **Fire Alarm System** () Yes () No

Has Owner Approval For This Occupancy Been Obtained? () Yes () No

Building/Property Owner Name _____

Building/Property Owner Phone _____

- For any alterations, tenant finish work, installing or removing walls or partitions, additions or changes in plumbing, electrical, or mechanical facilities, additional permits and plans may be required.
- Any occupancy involving the preparation or dispensing of food must be approved by the St. Louis County Health Department. Plans must be submitted to the Health Department in conjunction with this application.
- For information concerning Business Licenses please contact the City of Clayton Finance office at 314-290-8442.

I HEREBY CERTIFY THE ABOVE INFORMATION IS CORRECT

Applicants Signature _____ Date _____

Please Print Name _____

FOR OFFICE USE ONLY

PAYMENT: Amount Paid: _____ **Cash / Check #** _____ **/ Charge** 10R00002600000 \$ _____ 10R00002630000 \$ _____

Copy forwarded to Fire Department () Yes () No BY _____ DATE _____

Copy forwarded to Planning Department () Yes () No BY _____ DATE _____

Zoning Review Approved () Yes () No BY _____ DATE _____

Fire Department Approved () Yes () No BY _____ DATE _____

Building Division Approval – Issue Permit () Yes () No BY _____ DATE _____

Temporary Occupancy Approved () Yes () No BY _____ DATE _____