APPLICATION FOR COMMERCIAL OCCUPANCY PERMIT

Permit# CO ____________________

STANDARD OCCUPANCY -- $120.00 ☐ UNIT OCCUPIED PRIOR TO INSPECTION -- $210.00 ☐
TEMPORARY OCCUPANCY -- $240.00 (Includes Temporary and Final Inspections) ☐

Code Questions/Clarifications – codequestionsbd@claytonmo.gov
Applications with payment authorization may be submitted to applicationsbd@claytonmo.gov
(Payment authorization forms are available on the City of Clayton Website www.claytonmo.gov)

Section 113.3 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.

Applicant Name ______________________________________________________________________________________________________
Applicant Phone (_____)________________________ E-Mail ______________________________________________________________
Name of Proposed Business ______________________________________________________________________________________________
Nature of Proposed Business _____________________________________________________________________________________________
Date of proposed occupancy _________________________________________________

LOCATION:
Street # ____________ Street Name __________________________________________ Suite/Unit _____________ Floor/Level _____________
Description of Space __________________________________________________________________________
Total Square Footage ____________________________________ # of Bathrooms _______________________
Describe Additional Space That This Occupancy Includes (basement, storage areas, IT rooms, etc.)____________________________
_____________________________________________________________________________________________________________
Does This Space Contain: Sprinkler System ( ) Yes ( ) No Fire Alarm System ( ) Yes ( ) No
Is Employee Parking Provided? ( ) Yes Number of spaces______________ ( ) No
Has Owner Approval For This Occupancy Been Obtained? ( ) Yes ( ) No
Previous Use of Space ___________________________________________________________________________

Building/Property Owner Name __________________________________________________________________________________________
Building/Property Owner Address __________________________________________________________________________________________
• For any alterations, tenant finish work, installing or removing walls or partitions, additions or changes in plumbing, electrical, or mechanical facilities, additional permits are 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 St. Louis County Health Department in conjunction with this application.
• For information concerning Business Licenses please contact the City of Clayton Finance Department at 314-290-8442.

I HEREBY CERTIFY THE ABOVE INFORMATION IS CORRECT
Applicant Signature ________________________________________________________________________________  Date _________________

Please Print Name ________________________________________________________________________________

IT IS THE RESPONSIBILITY OF THE APPLICANT TO ARRANGE FOR THE NECESSARY INSPECTIONS
WITH THE BUILDING DEPARTMENT inspectionsbd@claytonmo.gov or 314-290-8458

(Updated November 20, 2019)