



PLANNING & DEVELOPMENT SERVICES DEPARTMENT
 10 North Bemiston Avenue, Clayton, Missouri 63105
 (314) 290-8452 • FAX (314) 863-0296 • kaubuchon@claytonmo.gov



APPLICATION FOR COMMERCIAL OCCUPANCY PERMIT

Revised June 8, 2018

Permit# CO _____

STANDARD OCCUPANCY -- \$120.00

UNIT OCCUPIED PRIOR TO INSPECTION -- \$210.00

TEMPORARY OCCUPANCY -- \$240.00 (Includes Temporary and Final Inspections)

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 _____

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 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 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: 314-290-8452**