



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



## 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](mailto:codequestionsbd@claytonmo.gov)  
 Applications with payment authorization may be submitted to [applicationsbd@claytonmo.gov](mailto:applicationsbd@claytonmo.gov)  
 (Payment authorization forms are available on the City of Clayton Website [www.claytonmo.gov](http://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](mailto:inspectionsbd@claytonmo.gov) or 314-290-8458**