



Department of Community Development  
 6801 Delmar Boulevard, University City, Missouri 63130  
 Phone: (314) 505-8500, Fax: (314) 862-3168

# COP

PROJECT NUMBER:

## COMMERCIAL OCCUPANCY PERMIT APPLICATION

### PROJECT NOTE

Application is hereby made for permission to engage in business, institutional or organizational use and to occupy the premises described herein in accordance with the information furnished below:

### PROJECT ADDRESS

Project  
 Address:

XXXX Street, Suite XXX

### OCCUPANCY USE

Provide a detailed description outlining the intended use of the space.

Is this property located in a private subdivision?  Yes  No  
 If yes, please consult with private subdivision trustees to ensure the use or activity is consistent with private subdivision indentures.

Does any other business or organization operate from the same unit?  
 Yes  No

Is this a home for disabled persons?  Yes  No

### GENERAL INFORMATION

Status:  Individual Owner *\*If corp. / LLC, a list of the names and addresses of all officers must be provided with this application.*  
 Partnership  
 Corporation / LLC\*  
 Other (Explain)

Is this a home occupation?  Yes  No

Number of people to work at this address? \_\_\_\_\_

Number of off-street parking spaces at site dedicated to your proposed business? \_\_\_\_\_

Total number of off-street parking spaces at the site? \_\_\_\_\_

What was the previous use of the space? \_\_\_\_\_

### APPLICANT INFORMATION

All fields must be completed unless noted. **PLEASE PRINT.**

First Name: \_\_\_\_\_  
*First Name*

Last Name: \_\_\_\_\_  
*Last Name*

Corporate or Fictitious name: \_\_\_\_\_  
*Name as Registered with the State of Missouri*

Business Name: \_\_\_\_\_  
*Full Business Name*

E-mail: \_\_\_\_\_  
*XXXXX@XXXX.XXX*

Phone Number: \_\_\_\_\_  
*(XXX) XXX-XXXX*

### MAILING ADDRESS

Mailing Address: \_\_\_\_\_  
*XXXX Street, Suite XXX*

City: \_\_\_\_\_  
*City*

State: \_\_\_\_\_  
*State*

Zip Code: \_\_\_\_\_  
*XXXXX*

**SEE REVERSE SIDE FOR ADDITIONAL INFORMATION**

**FLOOR AREA BY LOCATION**

Floor Area – Basement (in square feet)

\_\_\_\_\_ *XXX SF*

Floor Area – First Floor (in square feet)

\_\_\_\_\_ *XXX SF*

Floor Area – \_\_\_\_\_ Floor (in square feet)

\_\_\_\_\_ *XXX SF*

Floor Area – \_\_\_\_\_ Floor (in square feet)

\_\_\_\_\_ *XXX SF*

Floor Area – \_\_\_\_\_ Floor (in square feet)

*\*Additional pages can be attached for additional floors*

\_\_\_\_\_ *XXX SF*

Total Floor Area (in square feet)

\_\_\_\_\_ *XXX SF*

**FLOOR AREA BY USE**

Floor Area – Office Use (in square feet)

\_\_\_\_\_ *XXX SF*

Floor Area – Sales Use (in square feet)

\_\_\_\_\_ *XXX SF*

Floor Area – Storage Use (in square feet)

\_\_\_\_\_ *XXX SF*

Floor Area – Manufacturing or Repair Use (in square feet)

\_\_\_\_\_ *XXX SF*

Floor Area – Other Use (in square feet)

*Describe:*

\_\_\_\_\_ *XXX SF*

**Occupancy Considerations**

A commercial occupancy permit will only be issued if **one** of these additional requirements is met:

- A building permit for a tenant finished is approved and a final inspection is obtained
- A building permit for a change of use is approved and a final inspection is obtained
- The ownership of an existing business has changed and application for an amendment is requested (this form)

**FEES**

- Less than 1,000 square feet (\$30.00)
- 1,000 to 2,500 square feet (\$60.00)
- Over 2,500 square feet (\$120.00)
- Amend a Commercial Occupancy (change of owner) (\$30.00)

**NOTES:**

- **A business license is required to operate a business.** The license application can be obtained on the first floor of City Hall in Finance.
- A license is required to serve or sell alcohol. The license application can be obtained on the first floor of City Hall in Finance.
- Any business selling or handling food may be required to be licensed by the St. Louis County Health Department.

**APPLICANT ACKNOWLEDGEMENT AND SIGNATURE**

*By signing below, I state the information provided on this registration application is truthful to the best of my knowledge, and I have read and understand the terms of service documentation as it relates to this application. Further, I understand this is an application and not a permit. The business cannot be occupied until a permit is issued.*

\_\_\_\_\_  
*Name (Printed)*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*