



COMMERCIAL OCCUPANCY PERMIT PROCEDURES

1. All businesses within the City of Crestwood are required to submit for approval, (a) a City of Crestwood Commercial Occupancy Permit application and (b) a St. Louis County Re-Occupancy Permit application to St. Louis County Department of Public Works.
2. The application for occupancy will not be accepted or processed unless it is completed in its entirety. **The “Property Owner or Authorized Agent” must sign the application.** A fee in the amount of \$ 150.00 shall be paid to the City of Crestwood when the application is submitted.
3. A City of Crestwood Business License is required for anyone applying for a Commercial Occupancy Permit. These forms may be obtained in the City Clerk’s office, located in the Crestwood Government Center.
4. The application will be reviewed by the City Planner and Project Manager.
5. Two different fire services protect the City, the Crestwood Department of Fire Services, and the Affton Fire Protection District. If the address is located in the Crestwood Department of Fire Services, the application will be forwarded to Crestwood’s Fire Marshall for review.
6. After the application has been approved, the applicant will be notified that their permit is ready for pick-up.
7. The applicant will take the City of Crestwood Commercial Occupancy Permit to St. Louis County and apply for the “St. Louis Re-Occupancy Permit”.
8. Addresses within the Crestwood Department of Fire Services area will be inspected by both the Crestwood Fire Marshall and St. Louis County Inspector.
9. Once the inspections have passed, a Certificate of Occupancy will be mailed to the business address.
10. Crestwood’s Commercial Occupancy Permit must be prominently displayed at the business site.



DEPARTMENT OF PUBLIC SERVICES

One Detjen Drive | Crestwood, MO 63126

Commercial Occupancy Permit Application

Application Fee \$150.00 (Cash or check due at time of application-non-refundable) Application Date: _____

Applicant Name: _____ Applicant Phone: _____

PROPOSED ADDRESS: _____

Business Name: _____

Business Phone: _____ Business Email: _____

Business Contact Name: _____ Contact Phone: _____

Description of Business Activity: _____

Number of Employees: _____ Sq. Ft. Tenant Space: _____ Opening Date: _____

Property Owner's Name and Address: _____

Property Owner's Email: _____ Phone: _____

Prop Owner or Authorized Signature: _____ Date: _____

PLEASE NOTE:

All businesses within the City of Crestwood are required to submit for approval, (a) a City of Crestwood Occupancy Permit application; (b) a City of Crestwood business license; and (c) a St. Louis County Re-Occupancy Permit application to St. Louis County Department of Public Works.

The undersigned herewith applies for an Occupancy Permit for the above described premises under the terms of the City of Crestwood Municipal Code. The non-refundable review fee must accompany this application. This application is not a permit and the premises shall not be occupied until an inspection is made and all discrepancies (if any) are corrected. Completed form must be returned to the City of Crestwood Department of Public Works.

Applicant/Tenant Signature: _____ Date: _____

OFFICE USE ONLY

Permit #: _____ Approved By: _____
Approval Date: _____ Title: _____

NAICS#: _____
Crestwood Code#: _____
Description: _____
City Planner Initials & Date: _____
Fire Marshal Initials & Date: _____

ZONING SECTION:

Municipal Zoning District: _____
Located in Flood Plain: Yes _____ No _____
Fire District: Crestwood _____ Affton _____

Payment Section

Date Paid: _____ Payment Amount: _____
Payment: Cash _____ Check _____
Received By: _____