

## 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 \$160.00 shall be paid to the City of Crestwood when the application is submitted.
3. The application will be reviewed by the City Planner, Code Enforcement Officer and Project Manager. 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 additionally to Crestwood’s Fire Marshall for review.
4. After the application has been approved, the proper Public Works personnel will sign off on the application and a “Crestwood Commercial Occupancy Permit” will be issued. The applicant will be notified that their permit is ready for pick-up.
5. Once the applicant has the approved Commercial Occupancy in hand, two things should take place:
  - a) The applicant should apply for the “Crestwood Business License” with the City Clerk’s office at the Government Center.
  - b) They must then take their approved “Crestwood Commercial Occupancy Permit” to St. Louis County to apply for the “St. Louis Re-Occupancy Permit”.
6. Once the “St. Louis Re-Occupancy Permit” is issued and all inspections have passed, Crestwood will be notified by St. Louis County and Crestwood will issue a “Certificate of Occupancy” which will be mailed to the business address.
7. Crestwood’s “Certificate of Occupancy” must be prominently displayed at the business site.



DEPARTMENT OF PUBLIC SERVICES  
One Detjen Drive | Crestwood, MO 63126

### Commercial Occupancy Application

Application Fee \$160.00 (Cash or check due at time of application-**non-refundable**) Application Date: \_\_\_\_\_

PROPOSED ADDRESS: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Applicant Phone: \_\_\_\_\_

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: \_\_\_\_\_

Do you plan on making any changes to the building or land? \_\_\_\_\_

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: \_\_\_\_\_

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**OFFICE USE ONLY**

<b>ZONING SECTION:</b>	<b>NAICS#</b> _____
Municipal Zoning District: _____	Crestwood Code #: _____
Located in Flood Plain: Yes _____ No _____	Description: _____
Fire District: Crestwood _____ Affton _____	_____
<b>City Planner and Date:</b> _____	_____

**Final Inspection approval:** \_\_\_\_\_ **Date:** \_\_\_\_\_