

# The City of Green Park



Application Date: \_\_\_\_\_

Application No.: \_\_\_\_\_

Fee: **\$75.00**

## -- COMMERCIAL OCCUPANCY / RE-OCCUPANCY APPLICATION --

Business Name: *(Under which business will operate)*

\_\_\_\_\_

Address of Property \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

( ) \_\_\_\_\_ ( ) \_\_\_\_\_

Phone Number

Fax Number

Internet or Email Address

*Mailing Address (If different than above)*

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

( ) \_\_\_\_\_ ( ) \_\_\_\_\_

Phone Number

Fax Number

Email Address

Legal Name of Business: \_\_\_\_\_

*(Provide full legal name of business)*

If Corporation/Legal Entity – Charter Number: \_\_\_\_\_ State of Incorporation: \_\_\_\_\_

Contact Person / Officer \_\_\_\_\_ Title \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

( ) \_\_\_\_\_ ( ) \_\_\_\_\_

Phone Number

Fax Number

Email Address

Name of Property Owner: \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

( ) \_\_\_\_\_ ( ) \_\_\_\_\_

Phone Number

Fax Number

Email Address

Lot locator number: \_\_\_\_\_ Zoning: \_\_\_\_\_

Type of occupancy: New Construction  Purchase  Rental/Leasing

Will new or revised signage be installed? Yes  No  *(If yes, a Sign Permit will be required)*

Will there be any remodeling or tenant finishing? Yes  No  *(If yes, a Building Permit maybe required)*

What are the proposed business hours of operation?

Mon – Fri: \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m. & Sat & Sun: \_\_\_\_\_ a.m./p.m. to \_\_\_\_\_ a.m./p.m.

Telephone Service Provider: \_\_\_\_\_

Detailed description of nature of business, organization or trade: *(Attach additional sheets if more space is needed)*

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**Representation Concerning Authority & Compliance with Laws:**

I am authorized by the Applicant to sign on his/her/its behalf and have read this application in its entirety. The information contained herein is true, and correct and complete to the best of my knowledge, information, and belief.

Applicant hereby represents that the business conducted by Applicant does not and will not violate any ordinance of the City of Green Park and now complies and will continue to comply fully with the laws of the State of Missouri. Applicant acknowledges that failure to truthfully complete this application or failure to comply with all laws may result in revocation of this permit.

\_\_\_\_\_  
Signature of Principal Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

***City Use Only***

Occupancy/Re-Occupancy:  Approved  Conditionally Approved  Disapproved

Comments/Conditions:

An Occupancy Permit is required from St. Louis County.

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\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

St. Louis County Permit Number: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Green Park Permit Number: \_\_\_\_\_

Date Issued: \_\_\_\_\_

**-- MUNICIPAL ZONING APPROVAL FOR PERMIT APPLICATION --**

**To:** Department of Public Works  
Code Enforcement Division  
St. Louis County Government Center  
41 South Central Avenue  
Clayton, MO 63105

**From:** *City of Green Park*  
11100 Mueller Road, Suite 6  
Green Park, MO 63123-6945  
314-894-7336

Green Park Application No.: \_\_\_\_\_

**Project Information:**

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

\_\_\_\_\_  
Address of Property City State Zip Code  
( ) ( ) \_\_\_\_\_  
Phone Number Fax Number Lot Locator Number

**Name of Business Owner and/or Name and Title of Company Officer for above business:**

\_\_\_\_\_  
Name Title  
\_\_\_\_\_  
Address City State Zip Code

**Name of Property Owner:** \_\_\_\_\_

\_\_\_\_\_  
Address City State Zip Code

**Description of Business:** \_\_\_\_\_  
\_\_\_\_\_

**Zoning Approval:**

City of Green Park Zoning: \_\_\_\_\_ Project Located in a Flood Plain: Yes  No

\*Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
Title: \_\_\_\_\_

\*For Municipalities that also contract for Land Disturbance Code enforcement, Zoning Approval includes municipal approvals for municipal and private roadways (proposed and existing), flood plain management regulations, applicable private storm conveyance and/or control system regulations, collection and administration of site development escrows, and other applicable municipal laws and regulations.

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**Note:** Applicants for building and/or land disturbance permits must submit this form together with four (4) copies of the site plan approved, signed and dated by the Municipal Official to St. Louis County, Department of Public Works in order to obtain the permit. Applicants may file their application for permit with the county to start the County's review process while they finalize obtaining their Municipal Zoning Approval; however, the permit will not be issued until the Zoning Approval is received. Applicants should verify that the use and building/parking lot configuration on the site is approvable by the Municipality before submitting to the County.

***St. Louis County Permit Application Number (if known):*** \_\_\_\_\_

**-- RETURN COMPLETED FORM TO THE CITY OF GREEN PARK --**



DATE \_\_\_\_\_  
LOCATOR # \_\_\_\_\_  
PERMIT # \_\_\_\_\_  
TOTAL \$ \_\_\_\_\_  
FEES PAID \$ \_\_\_\_\_  
RECEIVED BY \_\_\_\_\_

**APPLICATION FOR RE-OCCUPANCY PERMIT**

BUILDING ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_

FIRE DISTRICT \_\_\_\_\_ MUNICIPALITY \_\_\_\_\_

PROPOSED TENANT (Company Name) \_\_\_\_\_

PROPOSED TENANT (Individual Name) \_\_\_\_\_

PROPOSED USE \_\_\_\_\_ SQ/FT. TENANT SPACE \_\_\_\_\_

SQ/FT. BUILDING \_\_\_\_\_

PRIOR USE \_\_\_\_\_

BUILDING OWNER \_\_\_\_\_ OWNER PHONE # \_\_\_\_\_

BUILDING OWNER ADDRESS \_\_\_\_\_

NUMBER OF PARKING SPACES \_\_\_\_\_ IS PARKING LOT PAVED \_\_\_\_\_, or UNPAVED \_\_\_\_\_

**SIGNS – A PERMIT MUST BE OBTAINED FOR ALL CHANGES AND NEW SIGNAGE.**

The undersigned herewith applies for an occupancy permit for the above described premises under the terms of the St. Louis County Building Code. The permit fee must accompany this application. If the building is in a municipality, written approval must be obtained from that municipality prior to submitting application. (NOTE: Have the municipal official fill out and approve in Zoning Inspection portion). This application is not a permit and premises shall not be occupied until an inspection is made and all discrepancies (if any) are corrected. Application fee is not refundable.

APPLICANT'S SIGNATURE \_\_\_\_\_ TELEPHONE \_\_\_\_\_

I certify that I am the owner in fee or agent authorized to apply for this permit; that I am authorized to and do consent to entry onto the premises by St. Louis County employees for inspections of the premises.

APPLICANT'S ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_

EMAIL ADDRESS REQUIRED: \_\_\_\_\_

**FOR OFFICE USE ONLY**

ZONING INSPECTION: \_\_\_\_\_

ZONED \_\_\_\_\_ APPROVED \_\_\_\_\_ NOT APPROVED \_\_\_\_\_ DATE \_\_\_\_\_

COMMENTS: \_\_\_\_\_

ZONING SIGNATURE: \_\_\_\_\_

**INSPECTOR:**

NUMBER OF OCCUPANTS \_\_\_\_\_ TYPE OF CONSTRUCTION \_\_\_\_\_ FLOORS \_\_\_\_\_

COMMENTS: \_\_\_\_\_

INSPECTOR ASSIGNED \_\_\_\_\_ INSPECTOR SIGNATURE \_\_\_\_\_

APPROVED: YES \_\_\_\_\_ NO \_\_\_\_\_ DATE \_\_\_\_\_ SUPERVISOR'S SIGNATURE \_\_\_\_\_

**St. Louis County Department of Public Works  
Division of Code Enforcement**

**Re-Occupancy Application Instructions**

A **Certificate of Use and Occupancy** (sometimes referred to as an Occupancy Permit) is required prior to moving into a vacant tenant space or building and opening for business. The re-occupancy application and inspection process may be used if your proposed use of the space or building is the same as the previous use and you plan on moving into the vacant tenant space or building in its existing condition without doing any renovations (other than painting, carpeting, and similar cosmetic work) to the space or building. You may not use this process if you are proposing a "Change in Occupancy" to a different use/occupancy group classification under the building code since a "Change of Occupancy" almost always requires renovation work to be done for code compliance (for additional information about "Change in Occupancy" please see our "Guide for Opening, Expanding, or Relocating a Business" found on the Business Assistance Center web page).

When filling out the application for re-occupancy, be sure to **complete all information** accurately. This will aid in avoiding unnecessary delays in processing your application.

Under section marked "Proposed Use" please be very specific in your description. **Example:** If the building or tenant space is to be used for a sales operation, will it be retail sales or wholesale sales? What types of merchandise or products will you be selling? Or, if you plan on using the building or tenant space for storage, what type of materials or products do you intend to store? (Furniture, clothing, paint, mechanical equipment, etc.)

Information such as locator number, type of construction, etc., can be obtained from the building owner. If you can supply a sketch showing the parking in relationship to the building, it would expedite the processing of your application.

If the structure is located in a **municipality** that contracts with St. Louis County for re-occupancy code enforcement, **you must obtain zoning approval from the municipality before** applying for the re-occupancy permit. Zoning approval must accompany your application.

Your check in the amount of \$126.00, made payable to the Treasurer – St. Louis County, must accompany your application. Re-occupancy application permit **fees are non-refundable**.

Should you have any questions regarding these instructions or the application, please contact our office at 314-615-7866.

For questions regarding the inspection contact commercial inspections at 314-615-7140 Monday thru Friday from 7:30 AM to 9:00 AM only. After you have applied for your permit, **you will need to contact the inspector directly to make an appointment for your inspection.**