



Department of Public Works

COMMERCIAL OCCUPANCY REVIEW

Procedures for Obtaining Commercial Occupancy Approval

1. All businesses within the City of Crestwood are required to submit for approval, (a) a City of Crestwood 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 \$125.00 shall be paid to the City when the application is submitted.
3. A City of Crestwood Business License is required for anyone applying for an Occupancy Permit. These forms may be obtained in the City Clerk's office, located in the Crestwood Government Center. However, the Business License cannot be obtained until an Occupancy Permit has been issued.
4. The applicant will receive a City of Crestwood Occupancy Permit after City staff inspects the site and the applicant meets all applicable regulations.

City of Crestwood Municipal Code
Section 26 - 323(c)

Rev 3-05



DEPARTMENT OF PUBLIC WORKS
One Detjen Dr. Crestwood, MO 63126
Telephone: 314-729-4724 Fax: 314-729-4729

PERMIT APPLICATION

Type of Permit: Zoning Commercial Occupancy Application Date:

Applicant Name and Address:

Phone #:

Contact Name and Address:

Phone #:

Zoning Section - \$75.00 Fee

Property Owner Name:

Property Owner Address:

Project Address:

Estimated Construction Cost:

Type of Work: Residential Commercial

Work Site: Interior Exterior Both

Notes:

1. Plans may be subject to the approval of St. Louis County Department Of Public Works

Commercial Occupancy Section - \$125.00 Fee

Proposed Tenant:

Proposed Address:

Of Employees: Opening Date:

Sq. Ft Tenant Space:

Building Owner and Address:

Building Owner Phone #:

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.

Description of Work or Activity:

Applicant / Tenant Signature: Date:

Property Owner or Authorized Agent Signature: Date:

OFFICE USE ONLY

Permit #:

Approval Date:

Approved By:

Title:

Zoning Section

Municipal Zoning Classification:

Project located within a Flood Plain: Yes No

Structural & Exterior Fire Protection

Use Group Classification:

Fire District: Crestwood Inspection (Y or N) Affton

Approved By:

Title:

Comments:

Commercial Occupancy Section

Routing Approval: Approved Date Approved

Code Enforcement Officer:

Fire Department:

Director of Public Works

Payment Section

Date Paid:

Amount of Payment:

Payment Method: Cash Check

Check # (if applicable):