



Re-Occupancy Application Instructions

(Required by St. Louis County Department of Public Works Division of Code Enforcement)

STEP 1: PROCEDURE FOR CITY OF CHESTERFIELD PORTION OF PROCESS

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 prior to start of 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.

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. This is important for confirming that the property is zoned correctly for the use. Example: If the building or tenant space is to be used for a sales operation, will it be wholesale or retail 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, paint, equipment, clothing, etc.

SUBMIT your completed application to MZA@chesterfield.mo.us or to the front desk of City Hall at 690 Chesterfield Parkway West Chesterfield, MO 63017. The review of the application will be performed by the Planning Department. Once they have approved the application, they will send an email to the applicant with notice that it's ready. The applicant must then finish the remainder of the process detailed in Step 2 below with St. Louis County.

Note: If you are a new business in Chesterfield or relocating to a new Chesterfield location, please make sure you apply for a business license or request a business relocation. For assistance, please call 636-537-4714 or email licensing@chesterfield.mo.us. Business license applications may be submitted through the City's [online portal](#).

STEP 2: PROCEDURE FOR ST. LOUIS COUNTY PORTION OF PROCESS

The St. Louis County Satellite Offices (North, South, and West) are closed to all persons except designated employees. No business may be transacted at any of those satellite offices. If you have any questions regarding re-occupancy, please contact County at 314-615-5184 or visit the following webpage on [Occupancy Instructions](#).

Fill out the online application through the County's [Permitting Portal](#), or the attached paper application for occupancy. If the structure is located in a municipality that contracts with St. Louis County (i.e., Chesterfield) for occupancy code enforcement, you must obtain zoning approval from the municipality before applying for the occupancy permit. **Note:** Chesterfield will complete their portion of the reoccupancy application located at the bottom of the form as their zoning approval.

You will be making the \$126 payment through the Permitting Portal when making an online application. If you chose to submit the attached application in-person to the street-level drop off bin, submit the application and a check for \$126 made payable to "Treasurer, St. Louis County" plus the municipal zoning approval (if applicable) to the street level drop-off bin labeled Transportation and Public Works located at the Lawrence K. Roos Administration Building, 41 South Central Avenue, Clayton Mo 63105. Occupancy application permit fees are non-refundable.

Call St. Louis County Commercial Inspections at 314-615-7140, Monday thru Friday between 7:30 AM to 9:00 AM to schedule your inspections.



DATE _____

LOCATOR # _____

PERMIT # _____

TOTAL \$ _____

FEES PAID \$ _____

RECEIVED BY _____

**COMMERCIAL APPLICATION FOR
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: City of Chesterfield

ZONED _____ APPROVED _____ NOT APPROVED _____ DATE _____

USE PERMITTED UNDER: _____

ZONING SIGNATURE: _____

INSPECTOR:

NUMBER OF OCCUPANTS _____ TYPE OF CONSTRUCTION _____ FLOORS _____

COMMENTS: _____

INSPECTOR ASSIGNED _____ INSPECTOR SIGNATURE _____

APPROVED: YES _____ NO _____ DATE _____ SUPERVISOR'S SIGNATURE _____

NOTE: This is a occupancy permit through St. Louis County Department of Public Works. The applicant must also contact the fire protection district for a fire occupancy permit or fire permit.