



## COMMERCIAL TEMPORARY OCCUPANCY PERMIT PROCEDURES

1. All businesses within the City of Crestwood are required to fill out and submit for approval (1) the City of Crestwood Commercial Occupancy Application, (2) the Crestwood Fire Department Application for Occupancy Permit, (3) the aerosol paint document and (4) the St. Louis County Re-Occupancy Permit application which are on conveniently located on our website.
2. The application for occupancy will not be accepted or processed until all of the above paperwork is completed in its entirety and the permit fee are submitted. **The “Property Owner or Authorized Agent” must sign the application.** Simultaneously, please contact the City Clerk’s office for the Crestwood Business License at 314-729-4779 or 314-729-4711 or go to the website at [www.cityofcrestwood.org](http://www.cityofcrestwood.org). This license is pending approval of the Commercial Occupancy Permit.
3. The application will be reviewed by the Crestwood City Planner, Code Enforcement Officer and the Crestwood Fire Marshall (if in their fire jurisdiction). Once all 3 have approved the application, Public Works personnel will notify the applicant that only the St. Louis County Application for Re-Occupancy Permit is ready for pickup and can be taken to St. Louis County. This initiates the first step of involvement with St. Louis County concerning their Commercial Re-Occupancy application showing Crestwood’s zoning approval on their application.
4. At a mutually agreeable time, an appointment would be set with the Crestwood Fire Marshal and the St. Louis County Building inspector to meet at the tenant space to do their inspections. If all code is met after the first inspection, the tenant would be given a verbal approval that they may take immediate occupancy. If there any discrepancies, they would have to be corrected before the premises could be occupied. After discrepancies are corrected, the tenant would be given a verbal approval to take occupancy.
5. Within a few weeks, the St Louis County Commercial Use and Occupancy would be mailed to the City of Crestwood. Crestwood Public Works personnel will then mail the new tenant the St Louis County Commercial Use and Occupancy and the Crestwood Commercial Occupancy Permit (both of which should be easily accessible). Also mailed along with these would be the Crestwood’s Certificate of Occupancy and the Crestwood Business License (both of which should be framed and displayed on the premises in a prominent area for public viewing).



DEPARTMENT OF PUBLIC WORKS

One Detjen Drive | Crestwood, MO 63126 | 314-729-4720

Commercial TEMPORARY Occupancy Permit Application

Application Date: \_\_\_\_\_ Application Fee, see Fee Schedule Permit # \_\_\_\_\_

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

APPLICANT NAME: \_\_\_\_\_

City, State & Zip Code: \_\_\_\_\_

Applicant Email: \_\_\_\_\_ Applicant Phone: \_\_\_\_\_

NAME OF BUSINESS at proposed location: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Business Email: \_\_\_\_\_

Business Contact Name: \_\_\_\_\_

Business Contact Phone: \_\_\_\_\_ Business Contact Email: \_\_\_\_\_

Description of Business Activity: \_\_\_\_\_

Number of Employees: \_\_\_\_\_ Sq. Ft. Tenant Space: \_\_\_\_\_ Opening Date: \_\_\_\_\_

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

PROPERTY OWNER'S NAME: \_\_\_\_\_

Property Owner's Address: \_\_\_\_\_

Property Owner's Phone: \_\_\_\_\_ Property Owner's Email: \_\_\_\_\_

Prop Owner or Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

PLEASE NOTE:

All businesses within the City of Crestwood are required to submit for approval (a) the City of Crestwood Occupancy Permit Application, (b) the Crestwood Fire Department Application for Occupancy Permit, (c) the Aerosol Paint Document, and (d) the St. Louis County Re-Occupancy Permit Application.

The undersigned herewith applies for a Commercial TEMPORARY 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 will expire 60 days after permit is issued. Completed forms must be returned to the City of Crestwood Department of Public Works.

Applicant/Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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OFFICE USE ONLY

Form with fields for ZONING SECTION, NAICS #, Municipal Zoning District, Crestwood Code #, Located in Flood Plain, Description, Fire District, City Planner and Date, Date Paid, Amount Paid, Payment Type, Rcpt #, Rec'd by

Final Inspection approved by \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_