

# **COMMERCIAL RE-OCCUPANCY PERMIT CHECKLIST – (New Tenant)**

**(Commercial Re-Occupancy for City of Fenton and St. Louis County)**

## **Complete These Forms**

- St. Louis County Application for Re-Occupancy Permit
- Letter of Intent
- Business Owner of Record
- St. Louis County Police – City of Fenton Precinct
- Fenton Fire Protection District – Application for Occupancy Permit

## **Present These Documents** (to the City of Fenton)

- Two (2) copies of site plan that:
  - Is drawn to Scale (example: 1"=30'-0") and the scale indicated on site plan
  - Shows a north arrow
  - Shows the shape of the parcel and the parcel dimensions
  - Shows the street names abutting the parcel
  - Shows the shape of the main building and the building dimensions
  - Shows the dimensioned location of the main building on the parcel
  - Shows the parking spaces and indicates the handicapped parking spaces
  - If a multi-tenant building, indicates your proposed tenant space and dimensions
  - If a multi-tenant building, indicates how many square feet you occupy
- Forms completed above

## **Pay These Fees to the City of Fenton** (due prior to processing)

- \$50.00  
\*please note that St. Louis County and Fenton Fire Protection District have separate fees

## **Next Steps**

- Deliver copy of Fenton Fire Protection District form to District office at 845 Gregory Lane
- Wait for Call from Community Development Department informing you that paperwork is available for pickup
- Pick up paperwork at Community Development Department and take to St. Louis County office, or satellite office, with appropriate fee (see page 3)

## **Notes**

Occupancy Permit certificate will be mailed to address of applicant as shown on Letter of Intent once St. Louis County and Fenton Fire Protection District issue occupancy approvals.

If amusement machines, devices, or juke boxes will be owned, leased or rented at this location; or if a liquor license is required; please contact City Hall at 636-343-2080 to obtain additional information.

If signage is to be installed (this includes wall, window, door, ground signs, etc.), a separate zoning approval is required from the City of Fenton and St. Louis County may require building permits.

**RE-OCCUPANCY PERMIT INSTRUCTIONS**  
**REQUIRED FOR COMMERCIAL BUILDINGS ONLY**

**A Re-occupancy Permit must be obtained from the City of Fenton prior to a space being occupied. The City of Fenton contracts with St. Louis County to inspect the interior of the building for structural, plumbing, electrical and safety issues. Based on their report and the Fenton Fire Protection District inspection report, the City of Fenton will issue an occupancy permit.**

**You may not move in equipment or furniture; stock materials, goods or supplies; or train personnel in the building without an occupancy permit issued by the City of Fenton.**

## ADDITIONAL PERMIT/DEVELOPMENT INFORMATION

- PLEASE SEE CHAPTER 420 - LAND USE MATRIX FOR PERMITTED USES AND USES ALLOWED BY SPECIAL USE PERMIT FOR ALL ZONE DISTRICTS. Each business zone district has regulations that only pertain to that district. It is suggested you get a copy of your district regulations and familiarize yourself with them before starting a project.
- Street address numbers must be readable from the public street. Address numbers must also be placed on the back door if there is one. (Section 505.110.C)
- If signage is to be installed (this includes wall signs, ground signs, etc.), a separate zoning approval is required from the City and St. Louis County may require building permits. (Chapter 430, Article IV)
- You may not park on an unpaved surface. All vehicles must have current tags and may not be in disrepair (flat tires, parts missing, etc.). (Section 505.100.K)
- All exterior trash containers must have lids and must be kept closed at all times. Overflowing containers are not permitted. Exterior grounds must be kept clear of rubbish and trash. (Section 225.020) (Section 505.100.A)
- Trash haulers may not pick up before 6:00 a.m. Trash haulers must have a permit from the City to do business in the City. You should ask to see the permit before contracting with them. (Section 225.050.A)
- You may not put signs in right-of-ways advertising your business (new, sales, open house, etc.) (Section 430.290.A.4)
- A building permit is needed for accessory buildings (sheds, etc.). (Section 425.010.C)
- If you sub-lease space issued to you in your occupancy permit, the sub-lessee must also apply for an occupancy permit. You must re-apply and receive a new occupancy permit for reduced square footage. (Section 435.020)
- If you change the name of your company, bought out by another company or establish another company with its own name, you must apply for a new occupancy permit for that business. (Section 435.020)
- Outdoor displays, sales and storage of merchandise have regulations. Please obtain a copy of the regulations before doing so. (Chapter 425, Article IV)
- Fencing and fencing materials must be approved prior to construction. (Chapter 425, Article VI)
- Occupancy permits must be displayed in front lobbies or areas accessible to the general public. (See Occupancy Permit)
- Driveways leading to a parking lot may not be used for parking. (Section 430.020.C)
- A Special Use Permit may be required for outside storage and storage containers. (Chapter 425) (Section 500.150)
- Installing racking/shelving 8 (eight) feet or over in height needs municipal approval and a building permit.

**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.**



DEPARTMENT of PUBLIC WORKS  
 41 S. CENTRAL AVENUE, FLOOR #6  
 CLAYTON, MISSOURI 63105

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 \_\_\_\_\_

# LETTER OF INTENT

## For Certificate of Occupancy

CITY OF FENTON

625 New Smizer Mill Road; Fenton, MO 63026-3597

636-349-8110; Fax: 636-343-5657

This signed *Letter of Intent* must accompany completed Application for Occupancy/Re-Occupancy Permit.

Building Address: \_\_\_\_\_ Ste. # \_\_\_\_\_

Business/Tenant Name: \_\_\_\_\_

Proposed Phone No.: (\_\_\_\_) \_\_\_\_\_ Proposed Fax No.: (\_\_\_\_) \_\_\_\_\_

If goods will be sold at retail, provide your eight digit MO Tax ID No. \_\_\_\_\_, or a certificate of "No Tax Due"

Are you moving from another location in the City of Fenton? Yes \_\_\_\_\_ No \_\_\_\_\_

Previous Address: \_\_\_\_\_ Zip Code \_\_\_\_\_

Is property located within a flood plain? Yes \_\_\_\_\_ No \_\_\_\_\_ NAICS Code (if known) \_\_\_\_\_

### OTHER INFORMATION NEEDED:

Breakdown of Square Feet:

Sq. Ft. of Tenant Space:

\_\_\_\_\_ Office

\_\_\_\_\_ Warehouse or retail

\_\_\_\_\_ Total

Are you planning to have outside storage? Yes \_\_\_\_\_ / No \_\_\_\_\_

Number of Handicap Spaces Provided: \_\_\_\_\_

Number of Employees: Full-Time: \_\_\_\_\_; Part-Time: \_\_\_\_\_

Hours of Operation: \_\_\_\_\_

Number of commercial vehicles owned by the company (if any): \_\_\_\_\_

**TYPE OF BUSINESS OPERATION** (please describe in depth the nature of your business). *EXAMPLE:* Administrative office/warehouse for what type of business? If the building is to be used for sales operation, will it be retail sales or wholesale? If you plan to use the building for storage – what type of materials do you intend to store (Gasoline, paint, equipment, etc.)? Manufacturers should mention what product will be manufactured and what type of equipment will be used:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(continue on back side if needed)

The undersigned herewith applies for an Occupancy Permit for the above described premises under the terms of the City of Fenton Zoning Code. The permit fee must be paid for at time of submittal. This letter of intent is not a permit. The premises shall not be occupied until all discrepancies (if any) are corrected and an occupancy permit is issued by the Fenton Fire Protection District and the City of Fenton.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

Applicant's Signature: \_\_\_\_\_

Applicant Name (please print): \_\_\_\_\_ Title: \_\_\_\_\_

Applicant's Address: \_\_\_\_\_ Zip: \_\_\_\_\_

Applicant Telephone No.: (\_\_\_\_) \_\_\_\_\_ Email: \_\_\_\_\_

**BUSINESS OWNER OF RECORD**

**CITY OF FENTON  
625 NEW SMIZER MILL ROAD  
FENTON, MO 63026  
636-349-8110  
636-343-5657 FAX**

Notices sent from this agency will be addressed to the business owner of record or their assigned designee at the address which the owner has provided to the Community Development Department. Service Notices, by the Community Development Department, will be deemed delivered at the last address of record, five (5) days after such mailing, first class and postage prepaid, when placed in a regular depository of the United States Postal Service.

**\*PLEASE PRINT ALL INFORMATION\***

**Name of Corporation:** \_\_\_\_\_

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

**Business Location Address:** \_\_\_\_\_

**Name of Owner/Designee of Business:** \_\_\_\_\_

**Owner/Designee Mailing Address:** \_\_\_\_\_  
(other than business location)

**Owner/Designee Phone Number:** \_\_\_\_\_  
(other than business phone number)

It is the responsibility of the Business Owner or the Designee, whose signature appears below, to notify this Department of any changes in the information that is stated above. Notice of change in principals, address or ownership will be sent by United States mail, postage prepaid, or hand delivered in writing on this form to the Community Development Department.

\_\_\_\_\_  
**Name (Please Print)**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**



# Saint Louis COUNTY POLICE

*Colonel Mary T. Barton*  
*Chief of Police*  
7900 Forsyth Boulevard  
St. Louis, Missouri 63105  
Voice/TTY (636) 529-8210

### *City of Fenton Precinct*

Dear Fenton Business:

The St. Louis County Police Department, City of Fenton Precinct is committed to serving our community. As a member of our business community, we intend to be responsive to your needs. In the event of an emergency, it is important that we are able to contact the appropriate business representative. The completion and return of this letter will assist us in maintaining an up-to-date emergency contact listing for your business. Please take a few moments to complete and fax this letter to the Fenton Precinct at **636-343-4732** or email to [adilks@stlouisco.com](mailto:adilks@stlouisco.com). As is the case with all communications, we will treat this as privileged information and will safeguard it accordingly. If you have any questions or would like an officer to come by, please call the Precinct at 636-349-8120.

Sincerely,

*Thank you*  
*Captain R. Kevin Lawson*

Captain R. Kevin Lawson  
City of Fenton Precinct

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

Owner/Manager of Business: \_\_\_\_\_

Fenton Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Is the building alarmed? Yes \_\_\_\_\_ NO \_\_\_\_\_

Alarm Company \_\_\_\_\_

Email \_\_\_\_\_

*In case of Emergency, please notify one of the below listed contacts:*

Name (1) \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ Pager: \_\_\_\_\_

Name (1) \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ Pager: \_\_\_\_\_

Name (1) \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ Pager: \_\_\_\_\_



*"Committed to Our Citizens Through Neighborhood Policing"*

# FENTON FIRE PROTECTION DISTRICT

845 GREGORY LANE, FENTON, MO 63026 636-343-4188-phone 636-343-4451-fax



www.fentonfire.org

**FEE: \$50**  
**NON-REFUNDABLE**  
**DUE PRIOR TO**  
**INSPECTION**

## APPLICATION FOR OCCUPANCY PERMIT

APPLICANT / OCCUPANT				
BUSINESS ADDRESS:			SUITE	
BUSINESS NAME:				
BUSINESS OWNER:			CELL PHONE:	
BUSINESS OWNER EMAIL:			HOME PHONE:	
TYPE OF BUSINESS:			BUSINESS PHONE:	
SQUARE FOOTAGE:		HAZARDOUS MATERIAL ON SITE: <input type="checkbox"/> YES <input type="checkbox"/> NO		
FIRE DEPARTMENT KNOX BOX PRESENT: <input type="checkbox"/> YES <input type="checkbox"/> NO		IF YES, LIST ITEMS BELOW:		
IF YES, DESCRIBE LOCATION:				
EMERGENCY CONTACT INFORMATION:				
NAME:		EMAIL:	HOME:	CELL:
NAME:		EMAIL:	HOME:	CELL:
NAME:		EMAIL:	HOME:	CELL:
BUILDING/PROPERTY OWNER INFORMATION				
BUILDING OWNER NAME:				
ADDRESS:		CITY/STATE/ZIP:		
EMAIL:		HOME:	CELL:	
SIGNATURE				
THE UNDERSIGNED HEREWITH APPLIES FOR AN OCCUPANCY PERMIT OF ABOVE LISTED PREMISE AND AGREES TO COMPLY WITH THE ORDINANCES ADOPTED BY THE FENTON FIRE PROTECTION DISTRICT.				
SIGNATURE:			TITLE:	
PRINT NAME:			DATE:	
OFFICE USE ONLY				
FEE PAID:	DATE:	STILL ALARM AREA:	USE GROUP:	CONST TYPE:
SPRINKLERED: <input type="checkbox"/> YES <input type="checkbox"/> NO			BUSINESS CLASS:	
INSPECTION NOTES:				
				DATE: