

City of Berkeley

8425 Airport Road, Berkeley, Missouri 63134
(314) 524-3313 • FAX (314) 264-2074

APPLICATION FOR COMMERCIAL OCCUPANCY PERMIT

Permit# CO _____

PERMIT and INSPECTION FEE \$175.00

Section 400.440 of the Municipal Code, Certificate of Occupancy, by the City of Berkeley requires the issuance of an occupancy permit prior to the occupancy of any non-residential building and provides penalties for non-compliance. Every building in which a change of occupancy is to occur must be reported by the owner to the Department of Public Works and requires that an enforcement official may inspect the building, structure or portion thereof, and shall not be used or occupied in whole or in part until all protection devices and equipment protecting the building, structure or portion to be occupied, have been approved by the code official according to the provisions of this Section.

Applicants Name _____

Applicants Address _____ City, State & Zip Code _____

Applicants Phone (_____) _____ E-Mail _____@_____

Name of Proposed Business _____

Nature of Proposed Business _____

Date of proposed occupancy _____
(Required)

Has Owner Approval For This Occupancy Been Obtained? Yes No

Building/Property Owner Name _____

Building/Property Owner Phone _____

IT IS THE RESPONSIBILITY OF THE APPLICANT TO CONTACT THE FIRE DEPARTMENT TO ARRANGE AN APPOINTMENT FOR THE NECESSARY INSPECTIONS – FIRE MARSHAL 314-524-3313 Ext. 3606

Location of Proposed Business:

NO. _____ Street _____ Suite/Unit _____ Floor/Level _____

Description of Space _____

Total Square Footage _____ # of Bathrooms _____

Describe Additional Space That This Occupancy Includes (basement, storage areas, etc.) _____

Does This Space Contain: **Sprinkler System** Yes No / **Fire Alarm System** Yes No

- For any alterations, tenant finish work, installing or removing walls or partitions, additions or changes in plumbing, electrical, or mechanical facilities, additional permits and plans may be required.
- Any occupancy involving the preparation or dispensing of food must be approved by the St. Louis County Health Department. Plans must be submitted to the St. Louis County Health Department in conjunction with this application.
- For Information concerning Business Licenses please contact the City of Berkeley Finance office at 314-524-3313

I HEREBY CERTIFY THE ABOVE INFORMATION IS CORRECT

Applicants Signature _____ Date _____

Please Print Name _____

FOR OFFICE USE ONLY

PAYMENT: Amount Paid: _____ Check # _____ Credit Card _____

Inspector Assigned: _____

Scheduled Inspection: Date _____ Time _____

Inspector _____ Passed _____ Failed (Violations Noted) _____ No one at site

Re-Inspection: Date _____ Time _____

Inspector _____ Passed _____ Failed (Violations Noted) _____ No one at site

Was a Copy of this request forwarded to Fire Department () Yes () No BY _____ DATE _____

Locator No: _____