



City of Ferguson
110 Church St.
Ferguson, MO 63135
(314) 521-7721

CHECKLIST FOR COMMERCIAL OCCUPANCY

The following documents are required to be submitted with your Commercial Occupancy Application:

- Copy of the lease or settlement statement (signed and dated by both parties)
 - To scale drawing of the inside business space (see attached example).
 - If serving food or liquor must submit a report from St. Louis County Health Dept. before commercial occupancy will be issued.
 - \$100.00 inspection fee (cash, check or money order; **non-refundable**).
 - Commercial occupancy application (all sections must be completed) ***NOTE: THE PERSON WHO IS NAMED ON THE LEASE MUST COMPLETE AND SUBMIT THE APPLICATION AND ALL REQUIRED PAPERWORK/INFORMATION TO THE PUBLIC WORKS OFFICE.***
 - **Picture ID (of the person applying for the license).**
 - Once all of the documentation is submitted, the application will be reviewed for zoning approval.
 - If zoning approval is granted a fire inspection and a separate exterior inspection will be performed. (The Fire Marshall will make contact to gain entry for the inspection).
 - The property owner will be notified of the results of the inspections. If there are predications to be addressed, a re-inspection will be performed after the corrections are made.
 - You will be notified when approval and a Commercial Occupancy Permit is issued. The Occupancy Permit can be obtained along with the Business License at the Finance office located at City Hall.
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- **IF RENOVATIONS ARE BEING MADE OTHER PERMITS MAY BE REQUIRED.**



APPLICATION FOR OCCUPANCY OF
COMMERCIAL/INDUSTRIAL PREMISES
CITY OF FERGUSON
110 CHURCH STREET
FERGUSON, MO 63135
(314) 521-7721

Date: _____

Applicant: _____

Name of Business: _____

Address of Business: _____

City: _____ State: _____ Zip: _____ Phone: _____

Property Owner's Name: _____

Property Owner's Address: _____ State: _____ Zip: _____

Detailed description of business, including floor plan:

Percentage of building to be occupied by public: _____

Percentage of building to be used for warehouse: _____

Type of Storage: Combustibles – specify: _____

Non-combustibles – specify: _____

of personnel employed: _____ Are toilet facilities available? _____

of parking spaces: _____

Days and hours of operation: _____

I understand that I cannot operate a business until an Occupancy Permit has been approved and a Business License issued.

Applicant Signature: _____

Home Address: _____

City/State: _____ Zip: _____ Phone #: _____

A \$100.00 inspection fee is to be paid prior to inspection. THIS FEE IS NON-REFUNDABLE.

ZONING MUST BE APPROVED BEFORE ANY OTHER ACTION IS TAKEN.

Zoning Approval: Public Works Director – Date _____ Zoned: _____
Notes: _____

FOR OFFICE USE ONLY







CASE NUMBER: _____

TAXING ADDRESS: _____

CITY, STATE, ZIP: _____

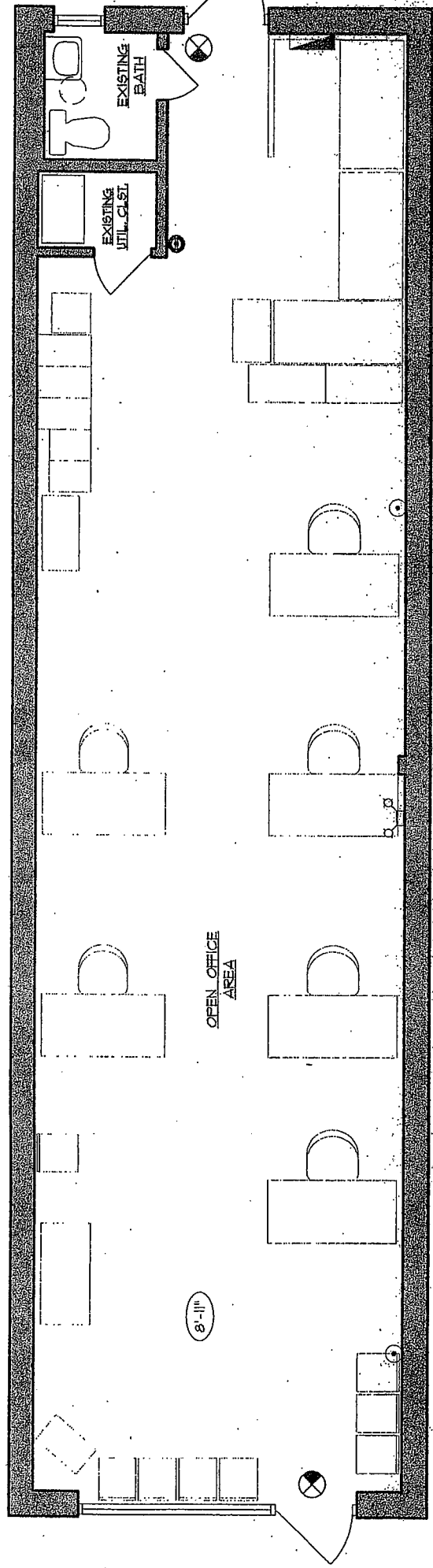
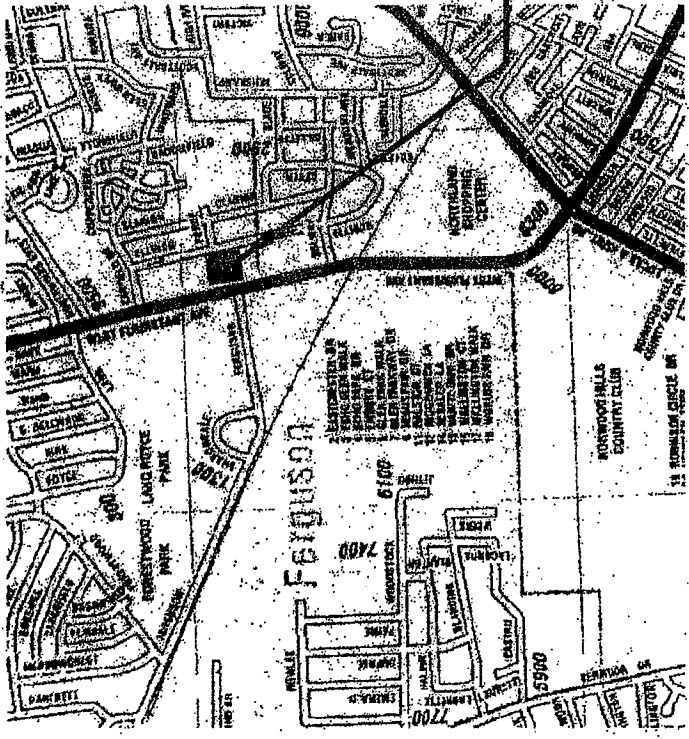
SPECIAL USE PERMIT: _____

LEGEND

	EMERGENCY LIGHT
	COMBINATION EXIT / EMERGENCY LIGHT
	CEILING HEIGHT
	ELECTRICAL PANEL
	FIRE EXTINGUISHER
	SMOKE DETECTOR



PROJECT SITE
 9104 West Florissant
 Ferguson, Missouri 63135



(A) EXISTING FLOOR PLAN
 1/4" = 1'-0"
 N
 W
 E