



Commercial Occupancy Permit Procedures

1. Complete the attached application for a Commercial Occupancy Permit including a detailed statement describing the business, activities, products or services offered. Schedule a Commercial Code Compliance Inspection with the **Richmond Heights Building Department, 1330 S. Big Bend Blvd., Richmond Heights, MO 63117, 314-646-7658.** The fee is **\$100.00.**
2. Other permits may be required. Sign permits must be secured before any signage may be installed or erected. Before any construction/alterations to the premises, walls, doors or windows are allowed you must obtain a building permit.
3. Some types of occupancy require a Conditional Use Permit and/or Site Plan Review by the City's Plan and Zoning Commission. Information may be supplied concerning the type of business the last occupant had at the same address.
4. A Business License may be required by the City's Finance Department, **1330 S. Big Bend Boulevard, Richmond Heights, MO 63117, 314-645-0404.**
5. **Before you occupy the premise, all items above must be completed and an occupancy permit issued.**

NOTE

By completing this Application the Applicant agrees and acknowledges that the inspection of property by the City is for purpose of determining minimum compliance with the Codes of the City, that the Applicant has no right to rely upon the results of such inspection and that by issuing an occupancy permit, the City makes no representations regarding the advisability of the purchase or sale of the property or its value. The Applicant will rely solely on Applicants determination as to advisability of purchase or sale, and value, by such means as (but not limited to) Applicant's own inspection and/or the use of a private commercial inspection services. The City is not liable for any claims for damages arising out of its inspection hereunder.

Thank You,

Richmond Heights
Building Department

Commercial Occupancy Permit Application

Please complete the following application to enable us to process your Commercial Occupancy Permit and Commercial Code Compliance Inspection.

Business Address: _____

Occupant/Business Name: _____

Business Telephone: _____

Business Owner: _____

Mailing Address: _____

Email Address: _____

Describe Type of Business/Operation: Retail __ Restaurant __ Office __ Medical __ Other __

Emergency Contact: _____

Address: _____ **Zip Code:** _____

Telephone: _____

Property Owner/Agent _____ **Address** _____

Telephone _____

The inspection of property by the City is for purposes of determining minimum compliance with the Codes of the City, the Applicant or Owner has no right to rely upon the results of such inspection, and that by issuing the Occupancy Permit, the City makes no representations regarding the advisability of the purchase or sale of property or its value. The Applicant or Owner will rely solely on Applicants or Owners determination as to advisability of purchase or sale, and value; by such means as (but not limited to) Applicants or owners own inspection and/or the use of private commercial inspection services. The City is not liable for any claim for damages arising out of its inspection hereunder.

Fee for Commercial Occupancy Inspection and Permit is \$100.00. A Temporary Occupancy Permit fee is an additional \$20.00. Please make checks payable to: City of Richmond Heights, 1330 Big Bend Blvd. Richmond Heights, MO 63117.

FOR BUILDING DEPARTMENT USE ONLY

Inspection Date _____ Time _____ Fee Payment _____

Zone: _____ C.U.P.: _____ S.F. Area: _____ Bus. License App. _____

Approved: _____ Date: _____ Denied: _____ Inspector: _____