



City of MARYLAND HEIGHTS

11911 Dorsett Road - Maryland Heights, MO - 63043
t: (314) 291-6550 - f: (314) 291-7457
www.marylandheights.com

COP# _____	BP# _____
TOP Issue Date: _____	
TOP Fee: _____	
B. C. Approval: _____	

APPLICATION FOR COMMERCIAL TEMPORARY OCCUPANCY PERMIT

Type or print clearly in ink.

LOCATION INFORMATION

ADDRESS TO BE OCCUPIED _____ SUITE No. _____ ZIP CODE _____

Temporary Occupancy Date _____ **Temporary occupancy permits expire 90 days after issuance**

BUSINESS INFORMATION

NAME OF BUSINESS (DBA) _____

APPLICANT INFORMATION

Applicant Name _____

Company _____

Address _____

Phone Number _____ Fax Number _____

E-Mail Address _____

VIOLATIONS

THE VIOLATIONS NOTED ON THE ATTACHED FIELD CORRECTION NOTICE MUST BE CORRECTED WITHIN 90 DAYS. WHEN ALL VIOLATIONS ARE CORRECTED CONTACT THE CITY TO SCHEDULE AN INSPECTION AT 314-291-6550.

For City Use:

THE TEMPORARY OCCUPANCY PERMIT MUST BE POSTED AT THE PLACE OF BUSINESS IN A LOCATION THAT IS CLEARLY VISABLE TO THE PUBLIC

AS AN AUTHORIZED REPRESENTATIVE OF THE ABOVE BUSINESS, I CERTIFY THAT THE INFORMATION PROVIDED ON THIS FORM IS CORRECT TO THE BEST OF MY KNOWLEDGE.

SIGNATURE _____

PRINT NAME _____ **TITLE** _____

STATE ID # _____ **PHONE** _____

NO COMMERCIAL BUILDING SHALL BE OCCUPIED UNTIL AN OCCUPANCY PERMIT HAS BEEN ISSUED

A BUSINESS LICENSE MUST BE ISSUED BY THE CITY CLERKS OFFICE TO CONDUCT BUSINESS