



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
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BUSINESS INFORMATION	
NAME OF BUSINESS (DBA) _____	

APPLICANT INFORMATION	
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Applicant Name _____	
Company _____	
Address _____	
Phone Number _____	Fax Number _____
E-Mail Address _____	

VIOLATIONS	
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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