

**City of St. Louis Park**  
**Certificate of Occupancy and Land Use Registration Application**

The application serves as a request for review and/or inspection of a commercial, industrial, public multi-family building in which the business and/or zoning use will change. Upon submittal, city staff will review this application to determine which of the following will be issued by the City upon compliance:

- 1) **Certificate of Occupancy** (new use) – a Certificate of Occupancy will be issued by the Building Official when the building is found to be in compliance with current code requirements for the proposed use. A fee must be submitted to the city and a site inspection scheduled with the Inspections Department.
- 2) **Land Use Registration** (similar use) – a letter of Land Use Registration will be issued by the Planning and Zoning Department when it is determined that the proposed business satisfies the City of St. Louis Park zoning codes.
- 3) **Attachments** (needed for both C of O and Land Use) – Indoor plan layouts, room sizes, described uses, exterior building plan and exterior parking plan.

**General Information**

**Please check the appropriate box :**

– **Leasing Unit/Building**       – **Recently Purchased or Planned Purchase of Unit/Building\***

Property Address: \_\_\_\_\_

Square Footage of Space: \_\_\_\_\_ sq. ft.    Year Constructed: \_\_\_\_\_

**\* Property Transactions Require a Property Maintenance Certificate**

**Business Information of Previous Occupant**

Name of Business \_\_\_\_\_ Contact Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (    ) \_\_\_\_\_ Alternate Phone (    ) \_\_\_\_\_

Describe how previous occupant used the space \_\_\_\_\_

\_\_\_\_\_

**Proposed Business Information**

Name of Business \_\_\_\_\_ Contact Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone (    ) \_\_\_\_\_ Alternate Phone (    ) \_\_\_\_\_

Describe Proposed Use of Space \_\_\_\_\_

\_\_\_\_\_

**- OVER -**

**Applicant/Contact Information**

Name of Business \_\_\_\_\_ Contact Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone ( ) \_\_\_\_\_ Alternate Phone ( ) \_\_\_\_\_

Inspections made by the City are part of the City's duty to the general public to further compliance with city codes. Inspections do not constitute any representation, guarantee or warranty, whether implied or expressed, to the owner, buyer or any other individual as to the condition of the building or conformance to applicable construction codes. The Undersigned acknowledges that they have read this application, that the information is correct, and that the owner agrees to comply with applicable provisions of the St. Louis Park city code.


**Applicant's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

*For Office Use Only*

**Reviewer's Notes:** \_\_\_\_\_  
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**Certificate of Occupancy** (Fee: \$ \_\_\_\_\_)                       **Land Use Registration** (\$50)

Previous Classification \_\_\_\_\_ New Classification \_\_\_\_\_ Zoning District \_\_\_\_\_  
Permit Number \_\_\_\_\_ Building Approval \_\_\_\_\_ Zoning Approval \_\_\_\_\_

  
*Experience LIFE in the Park*