

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

Property Address: _____
Square Footage of Space: _____ sq. ft. Year Constructed: _____

Current Business Information

Name of Business _____ Contact Name _____
Address _____ City _____ State _____ Zip _____
Phone () _____ Alternate Phone () _____
Describe Current Use of Space _____

Proposed Business Information

Name of Business _____ Contact Name _____
Address _____ City _____ State _____ Zip _____
Phone () _____ Alternate Phone () _____
Describe Proposed Use of Space _____

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, wither 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

Certificate of Occupancy (Fee: \$ _____) **Land Use Registration** (No Fee)
Previous Classification _____ New Classification _____ Zoning District _____
Permit Number _____ Building Approval _____ Zoning Approval _____