



## CITY OF ROCK HILL

827 N. Rock Hill Rd • Rock Hill, MO 63119 • (314) 968-1410 • Fax (314) 968-4843

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### **Commercial Occupancy Review**

*Approval of Commercial Occupancy Permit by the City of Rock Hill is required before the operation of any business.*

1. The application form must be completed in its entirety to be accepted for processing.
2. This application form is not the permit. After an inspection by the City Building Inspector has been completed and all Code requirements have been satisfied, a permit will be issued. Occupancy of the building prior to approval of permit is prohibited.
3. A total fee of sixty dollars (\$60.00) is due at the time of application submittal. This includes the initial inspection, one re-inspection, and the commercial occupancy permit. A twenty dollar fee (\$20.00) will apply to each inspection after the first re-inspection.
4. A Business License and Merchant/Manufacturer's License are also required before any operations of business. This and other applications may be obtained at the City Clerk's Office within City Hall.

*City of Rock Hill Municipal  
Code Section 405.130*



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# Commercial Occupancy Permit Application

*\*Application Fee of \$60 Required at Time of Submittal.*

Address to be Occupied \_\_\_\_\_ Date \_\_\_\_\_

Name Firm \_\_\_\_\_

Nature of Firm \_\_\_\_\_ Date of Occupancy \_\_\_\_\_  
(Retail, Office, Restaurant, Church, School, Industrial, etc.)

Complete Description of Operation:

\_\_\_\_\_  
\_\_\_\_\_

Number of Employees \_\_\_\_\_ Sq. ft. of tenant space \_\_\_\_\_ Total Sq. Footage \_\_\_\_\_

Use of Hazardous/Flammable Materials \_\_\_\_\_ No. of Parking spaces \_\_\_\_\_

Manager/Contact Person \_\_\_\_\_ Phone # \_\_\_\_\_

Manager/Contact Person's

Address \_\_\_\_\_

Number

City/ZIP Code

Property Owner \_\_\_\_\_ Owner's Phone # \_\_\_\_\_

Owner's

Address \_\_\_\_\_

Number

City/State/ZIP Code

*I have read, understand, and have complied with all codes pertaining to this application including supplying the required fee. I also understand that this application is NOT a permit and that occupancy of premises before inspection is prohibited.*

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_

### For city use only

Zoning district \_\_\_\_\_ Zoning approved \_\_\_\_\_ not approved \_\_\_\_\_

Parking requirements \_\_\_\_\_ approved \_\_\_\_\_ not approved \_\_\_\_\_

City Approved by \_\_\_\_\_ Date \_\_\_\_\_