

## Certificate of occupancy and land use registration application

This is a request for review and/or inspection of a home occupation, or a commercial, industrial, public, or 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.** A certificate will be issued when there is a change of use as defined by the building and zoning codes, and the building is found to comply with current code requirements for the proposed use.
- 2. Land use registration.** A letter of land use registration will be issued when there is not a change of use as defined by building and zoning codes and it's determined the proposed business satisfies the zoning code.

### General information. Submit the following information with the application:

- 1. Floor plan.** An indoor floor plan showing room sizes and describing how each room was used by the previous use and will be used by the proposed business.
- 2. Site plan.** An exterior plan showing the number of parking spaces available on the site.

Property address: \_\_\_\_\_ Year constructed: \_\_\_\_\_

Name of proposed business: \_\_\_\_\_ Contact: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Email: \_\_\_\_\_

Name of property owner/manager: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP code: \_\_\_\_\_

Square footage of space: \_\_\_\_\_ Does the space have fire sprinklers?  Yes  No

### Previous business information

Describe the business that last occupied the space. Do not write vacant unless this is a new building, and you are the first to occupy it. Do not fill in this space with information about your proposed business.

Name of previous business: \_\_\_\_\_

Describe previous business, list activities conducted: \_\_\_\_\_

### Proposed business information

Use this space to describe your proposed business, list activities you will conduct. \_\_\_\_\_

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, implied or expressed, to the owner, buyer or any other individual as to the condition of the building or conformance to applicable 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 name and signature: \_\_\_\_\_ Date: \_\_\_\_\_

#### Office use only:

Certificate of occupancy (Fee: \_\_\_\_\_ )  Land use registration (Fee: \$100)

Previous classification: \_\_\_\_\_ New classification: \_\_\_\_\_ Zoning district: \_\_\_\_\_

Permit number: \_\_\_\_\_ Building approval: \_\_\_\_\_ Zoning approval: \_\_\_\_\_

**2024 fees**

**Registration of land use:** \$100

**Certificate of Occupancy:****Commercial, industrial, or public**

Up to 5,000 square feet	\$500
5,001 – 25,000 square feet	\$800
25,001 – 75,000 square feet	\$1,200
75,001 – 100,000 square feet	\$1,600
100,001 – 200,000 square feet	\$2,000
200,001 square feet or greater	\$2,500

**Office use only:****Conditions of issuance:**

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**Notes:**

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