



APPLICATION FOR OCCUPANCY – HOME OCCUPATION

Applicant's Name / Title _____ Home Phone _____

Address _____

Business Owner's Name _____ Home Phone _____

Address _____

Name of Business _____ Company Phone _____

Prospective Address of Business _____

NOTICE: This application MUST be filled out completely, any omission or lack of information will result in a delay until the form has been successfully completed. It is also suggested that the Owners / Sellers and or Renters / Buyers be present at the time of the initial inspection.

Please answer the following questions in as complete and detailed a fashion as possible. Add additional pages if necessary.

Is this a new business? _____

If no, give previous address:

Expected hours of operation: _____ Number of employees _____

Will any vehicles be used? _____ If yes, how many & what types: _____

Anticipated parking needs: _____

Will you be receiving deliveries? _____ If yes, how often? _____

Will you be working with hazardous materials? _____ If yes, explain in detail: _____

Is this a retail, wholesale, or manufacturing business? _____

Type of business (Explain what you wish to do, for example: open a store, open a gas station, begin a home occupation, open a beauty parlor, etc.) Please be specific. _____

What special conditions are involved (Explain what will be necessary, for example: extra parking spaces needed, additional outlets or wiring, remodeling of the building interior or exterior, loud noises, etc.) Please be specific. _____

Additional information: _____

Emergency Contact Name: _____ Phone: _____

Date received: _____ Zoning Classification: _____

NOTE: Occupancy **IS NOT** permitted prior to acquisition of occupancy permit. Premature occupancy may result in fines imposed upon Owner / Seller and or Renter / Buyer.

Comments: _____

I, _____, do hereby make application for occupancy permit to conduct business in the City of Vinita Park, St. Louis County, Missouri. Permission is hereby granted for a background investigation by the Vinita Park Police Department.

Name of Applicant

Signature of Applicant

Upon approval and issuance of occupancy permit, the City Collector will issue business license application.

Building Commissioner, City of Vinita Park