



## **Instructions and Application Change in Commercial Use or Tenant**

Before a new tenant or property owner can occupy a commercial property in Glendale, the proposed business must get the following approvals:

### **1. Zoning Review**

Based on the information provided in this form, the City will confirm that the proposed use is permitted by the zoning ordinance and determine whether a Special Use permit will be required. A special use permit is granted by ordinance after the Plan Commission and Board of Aldermen review the proposed use in detail.

If a Special Use permit is not required, the City will authorize the proposed tenant to proceed with building plan review or re-occupancy inspection (step 2).

### **2. Building Plan Review or Re-occupancy Inspection (St. Louis County)**

If modifications to the building are proposed for the new tenant, building plans and permits from St. Louis County may be required (the City contracts with the County for building code administration). Even if no modifications are required, the County must inspect the building for compliance with all building codes. Note that a change in “occupancy classification” (e.g. from “Business/Office Group B” to “Mercantile/Retail Group M”) may trigger additional building code requirements that require construction work.

Once the County provides the City with a satisfactory final inspection report, the City may issue a new **Commercial Occupancy Permit** for the user.

### **3. Business License**

Glendale City Code requires that every new merchant, business or occupation shall make application for and be granted a business license before commencing operation. The applicant may submit a business license application during the zoning review or building plan review stages, but the license will not be issued until an occupancy permit has been issued.

If you have questions about specific zoning requirements for the property in question or would like more detailed information about the review process described above, please contact the City Administrator at City Hall, 314-965-3600.



**REQUEST FOR CHANGE IN COMMERCIAL USE**  
Application for Zoning Review and Commercial Occupancy Permit

*Attach additional information or drawings if necessary to provide required information.*

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

**Zoning District:** C-1\_\_\_\_ C-2\_\_\_\_ C-3\_\_\_\_

**Applicant name, contact information and status of interest in property** (owner, prospective tenant, prospective buyer, etc.):

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

**Proposed use/tenant** (complete name of proposed business): \_\_\_\_\_

\_\_\_\_\_

**Intended date to begin occupancy:** \_\_\_\_\_

**Description of existing building/tenant space** (location within building, square footage of tenant spaces, number of parking spaces, etc.):

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

**Current or most recent use/tenant at this location:** \_\_\_\_\_

\_\_\_\_\_

**Current owner of property** (name, mailing address & telephone): \_\_\_\_\_

\_\_\_\_\_

**Detailed description of proposed use/tenant** (include number of employees, hours of operation, projected number of customers, parking needs, etc. A separate letter may be attached with request):

---

---

---

**Proposed modifications to building/site** (full construction plans may be required after zoning approval):

---

---

---

**Proposed signage** (include approx. dimensions, style of each sign proposed and content summary; detailed plans and sign permit required after zoning approval):

---

---

---

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**The City reserves the right to request additional information if necessary to determine whether the proposed use/tenant is permitted under the zoning ordinance and whether a Special Use Permit will be required after detailed review by the Plan Commission and Board of Aldermen.**

Full text of the City of Glendale zoning ordinance, sign regulations and other regulations are included in City Code, which available online at [www.glendalemo.org](http://www.glendalemo.org). For questions related to the zoning ordinance and other City regulations and permits, please contact the City Administrator at City Hall, 314-965-3600.

The City of Glendale contracts with St. Louis County for building plan review, permitting and inspections. The City has adopted all building codes and other technical construction codes enforced by St. Louis County, including the 2009 International Building Code, 2008 National Electrical Code, and 2009 Uniform Plumbing Code. For detailed code questions or questions about St. Louis County's commercial re-occupancy inspection, you may contact St. Louis County Public Works directly at one of the following phone numbers: Plan Review (314-615-5485), Commercial Re-Occupancy Inspections (314-785-7866), Permit Application Center (314-615-4269).