



**MID COUNTY FIRE
PROTECTION DISTRICT**

1875 Pennsylvania Ave.,
St. Louis, MO 63133
314-863-4018
<http://midcountyfpd.org>

Change of Occupancy Permit Application

Mid County Fire Protection District enforces the 2021 International Fire Code and related portions of the IBC, IEBC, IFGC, IMC and all associated NFPA standards including NFPA 70 National Electrical Code.

Date of Application: _____

Occupancy Address:

Address: _____

City: _____ State: _____ Zip: _____

Building Owner/Lessee occupying the building or space:

Business Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Name: _____ Phone: _____

Email Address: _____

BUILDING/SPACE CLASSIFICATION

Type of Permit

☐ Assembly	☐ Occupancy Permit
☐ Business	☐ Occupancy Review
☐ Educational	☐ Reclassification of Building or Space
☐ Factory / Industrial	☐ Other _____
☐ High Hazard	
☐ Institutional	
☐ Mercantile	
☐ Residential	
☐ Storage	
☐ Utility or Miscellaneous	

Occupancy permits are given for the occupancy of a building, or space within a building with no changes to the building or the space within the building.

Occupancy Reviews are required when the building, or the space within the building have an occupancy group of F, H, S or the fire marshal deems necessary due to the specific use or process occupying the building or space. Applicants shall submit electronic plans for these occupancy reviews.

Reclassification of a building or a space within a building requires a permit and plans to be submitted for review by the Fire Marshal. Plans shall include the space being occupied and the intent and purpose of the space being used. The plans shall include the layout of storage and or equipment that will be used in the building or space.

Reclassification of a building or a space within a building that has a sprinkler system requires a sealed letter from a **Fire Protection Engineer** certifying the current sprinkler system meets the requirements for the new occupancy group/use of the building or space in the building.

The plans shall indicate approval by the local City / Village or the St. Louis County Public Works / Building Department.

Applicants may pick up approved plans and the permit following approval. Make permit fees payable to Mid-County Fire Protection District.

The building must pass an Occupancy Inspection prior to occupancy or use of the building or space.

☐ This occupancy will include a taxable Point of Sale business?

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FOR OFFICE USE ONLY

PERMIT #: _____ DATE RECEIVED: _____

FEE: \$ _____ DATE APPROVED: _____

Fire Marshal: _____