



WILDWOOD

Date of Record: January 2, 2006

The City of Wildwood has certain requirements for the occupancy and re-occupancy of residential and commercial structures. Occupancy permits are required for all new construction, whether residential or commercial, and issued as the final step in the building permit process. When the structure passes all inspections, St. Louis County Department of Public Works will issue the Occupancy Permit, through the City of Wildwood. This form verifies the structure was completed according to the approved building plans and can be occupied.

Occupancy Permits are not required for the resale or rental of any residential structure. Metro West Fire Protection District does have re-occupancy requirements within their service district. The Metro West Fire Protection District can be contacted at 636-458-2100 for these specific requirements.

Commercial re-occupancy requires authorization from the City of Wildwood, and inspection and approval from the St. Louis County Department of Public Works. Forms for re-occupancy can be obtained from Wildwood City Hall, through the Department of Planning. The form can be requested at the receptionist desk. Applicants are asked to complete the form and leave with the City for municipal zoning authorization. This approval normally takes up to two (2) working days. Upon receipt of municipal zoning authorization, the form is taken to St. Louis County for inspection and the issuance of the Occupancy Permit. All fees are paid to St. Louis County. Any questions regarding St. Louis County's role in this process can be directed to 314-615-2559.

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16860 Main Street | Wildwood, Missouri 63040 | (636) 458-0440 phone | (636) 458-6969 fax

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