



Village of Claycomo

**City Hall & Police
Department**
115 NE 69 Hwy
Claycomo, MO 64119
P: 816-452-5539

Fire Department
333 NE 69 Hwy
Claycomo, MO 64119
P: 816-452-4612



Certificate of Use and Occupancy Application Form

A Certificate of Use and Occupancy (COU&O) is required for each non-residential building/structure, and occupancy (tenant space) in the Village of Claycomo. This information will be used for pre-planning and the issuance of a certificate.

This form is used for documenting additional buildings for the Business License Application or Certificate of Use and Occupancy Application. If there has been a previous COU&O issued for the building, just enter the number, and indicate any changes.

Basic Business Information		
If using this form with Business License App you can skip this box		
Name:		
Type of Business:		
Physical Address:		Mailing Address:
Phone:	Fax:	Date of Occupancy:
E-Mail Address:		
Point of Contact:		

Structure Specifications – This is the building itself. If you are renting or own the structure itself then you need to complete this section. If you are occupying/renting a portion of the building, fill out what you know.

Structure Specifications #1		Location Code (official Use): _____
Year Built: _____ (if known)	_____ # of Floors	Square Ft of Structure: _____
Foundation: _____ Poured Concrete	_____ Block	Building Use: _____
Framing: _____ Wood	_____ Metal	_____ Block _____ Brick Other: _____
Roofing: _____ Asphalt Shingle	_____ Metal	_____ Ceramic

Occupancy – This is for the area of business being applied for.

Occupancy #1		Occ ID (official Use): _____
Suite/Building:	Key in Knox Box? _____	
Type of Occupancy:	_____ Multi-Family Residential	_____ Commercial
Dimensions:	_____ ' Height	_____ ' Width _____ ' Length
Total Square Footage	_____ ' _____ # of Floors	_____ ' SqFt / Floor
Sprinklers System:	_____ Y / _____ N	
Additional information & forms for multiple buildings can be found at: https://claycomo.org/certificate-of-use		

Additional Structures and Occupancies can be found on the next page.



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Structure Specifications #2		Location Code (official Use): _____	
Year Built: _____ (if known)	_____ # of Floors	Square Ft of Structure: _____	
Foundation: _____ Poured Concrete	_____ Block	Building Use: _____	
Framing: _____ Wood	_____ Metal	_____ Block	_____ Brick Other: _____
Roofing: _____ Asphalt Shingle	_____ Metal	_____ Ceramic	
Structure Specifications #3		Location Code (official Use): _____	
Year Built: _____ (if known)	_____ # of Floors	Square Ft of Structure: _____	
Foundation: _____ Poured Concrete	_____ Block	Building Use: _____	
Framing: _____ Wood	_____ Metal	_____ Block	_____ Brick Other: _____
Roofing: _____ Asphalt Shingle	_____ Metal	_____ Ceramic	
Structure Specifications #4		Location Code (official Use): _____	
Year Built: _____ (if known)	_____ # of Floors	Square Ft of Structure: _____	
Foundation: _____ Poured Concrete	_____ Block	Building Use: _____	
Framing: _____ Wood	_____ Metal	_____ Block	_____ Brick Other: _____
Roofing: _____ Asphalt Shingle	_____ Metal	_____ Ceramic	
Structure Specifications #5		Location Code (official Use): _____	
Year Built: _____ (if known)	_____ # of Floors	Square Ft of Structure: _____	
Foundation: _____ Poured Concrete	_____ Block	Building Use: _____	
Framing: _____ Wood	_____ Metal	_____ Block	_____ Brick Other: _____
Roofing: _____ Asphalt Shingle	_____ Metal	_____ Ceramic	

Additional Occupancies

Occupancy #2		Occ ID (official Use): _____	
Suite/Building:	Key in Knox Box? _____		
Type of Occupancy:	_____ Multi-Family Residential	_____ Commercial	
Dimensions:	_____ ' Height	_____ ' Width	_____ ' Length
Total Square Footage	_____ ' _____	_____ # of Floors	_____ ' SqFt / Floor
Sprinklers System:	_____ Y / _____ N		
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Occupancy #3		Occ ID (official Use): _____	
Suite/Building:	Key in Knox Box? _____		
Type of Occupancy:	_____ Multi-Family Residential	_____ Commercial	
Dimensions:	_____ ' Height	_____ ' Width	_____ ' Length
Total Square Footage	_____ ' _____	_____ # of Floors	_____ ' SqFt / Floor
Sprinklers System:	_____ Y / _____ N		
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