

Special Use Permit Transfer

Special Use Permits for various types of business are required in several of the zoning districts and are approved by the City Council. Special Use Permits can be transferred if the operation of the business remains substantially the same. Special Use transfers are also approved by Council.

To obtain a Special Use Transfer application, contact the City Clerks office at 314-839-7631 or cityclerk@florissantmo.com. Please have the name of the current business and address available so we can check to see if a special use is already in place.

Special Use Transfer process

The process of transferring a Special Use Permit typically involves two city council meetings. The applicant is encouraged to contact the Councilperson of the ward prior to the City Council Meeting.

After receiving the completed Transfer of Special Use Permit application, the City Clerk will place the Transfer request on the next City Council Agenda for acceptance of the application and potentially first reading of the new bill. Council meetings are held on the 2nd and 4th Mondays of each month.

At the following meeting the bill is read for a second and third time and voted upon. With a majority of affirmative votes, the bill is passed. Once the ordinance is passed, the applicant can proceed with occupancy inspections and the business license application.

The application for a Transfer of a Special Use requires the following for a complete application:

1. Completed application form
(with the signature from current owner to authorize the transfer of the ordinance to the new owner)
2. Complete acknowledgement form
(Acknowledging that the new owner has received a copy of the current ordinance and accepts responsibility for the Special Use Permit as it is written)
3. Copy of the LLC or Corporation papers.
4. Copy of a lease or bill of sale (to show a legal interest in the property)
5. Copy of the Fictitious name certificate (if applicable)

Application and documentation must be submitted to the City Clerk's office no later than 5 pm on Wednesday prior to a scheduled City Council meeting (2nd and 4th Mondays of each month)

Questions: Call the City Clerk at 314-839-7630 or 7631 or email cityclerk@florissantmo.com