



# Application for Building Permit Addition or Exterior Renovation

City of Webster Groves  
Department of Planning and Development  
314/963-5300

Project Address: \_\_\_\_\_ Permit Number : \_\_\_\_\_

Describe construction project in detail : \_\_\_\_\_

Estimated Project Cost: \_\_\_\_\_ Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_

Please check all that apply:  Residential  Commercial  Historic District  Repair  
 New Structure  Addition  Demolition  Remodel

**Property Owner:** \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ email: \_\_\_\_\_

**Contractor :** \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ email: \_\_\_\_\_

**Design Professional:** \_\_\_\_\_ Phone: \_\_\_\_\_  
Address: \_\_\_\_\_ Cell: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_ email: \_\_\_\_\_

I, \_\_\_\_\_ certify that the statements or information made in any paper or plans submitted herewith are complete, true, and correct to the best of my knowledge. I understand that any knowingly false, inaccurate, or incomplete information provided by me will result in the denial, revocation, or administrative withdrawal of this application for permit.

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

For City Use Only			
Application Fee: <u>\$30.00</u>	Pmt: _____	Rec'd By: _____	Date: _____
Permit Fee: _____	SWO Issued / DOUBLE All Fees? <input type="checkbox"/> yes <input type="checkbox"/> no		Date: _____
Inspections: _____	Permit Approved By: _____		Date: _____
Completion Deposit: _____	(exterior projects over \$20,000)	ARB required: <input type="checkbox"/> yes <input type="checkbox"/> no	
Balance Due: _____	Pmt: _____	Rec'd By: _____	Date: _____

## Building Permit Application Certification

I, \_\_\_\_\_, certify that the statements or information made in any paper or plans submitted herewith for the project at \_\_\_\_\_, located within the City of Webster Groves, are complete, true and correct to the best of my knowledge. I understand that any knowingly false, inaccurate, or incomplete information provided by me will result in the denial, revocation, or administrative withdrawal of this permit application. I further acknowledge or certify the following:

### Read & Initial

- \_\_\_\_\_ All work done by homeowner/occupant must include an "Affidavit to Perform Contractor Work as a Homeowner", certifying that the homeowner will occupy the home for at least (1) year after completion of the project.
- \_\_\_\_\_ All exterior work shall be completed within 12 months for residential construction, and 24 months for non-residential construction.
- \_\_\_\_\_ All asbestos has been or shall be disposed of in compliance with St. Louis County Department of Health / Air Pollution program regulations. For details, call (314) 615-8923.
- \_\_\_\_\_ All streets and sidewalks are to be maintained free of mud and dirt. Dirt, gravel, and similar materials, as well as dumpsters, may not be stored within the public right-of-way unless approved in advance by the Director of Public Works or his representative.
- \_\_\_\_\_ All work within a flood plain must comply with the regulations of the Federal Emergency Management Agency (FEMA) and the City of Webster Groves.
- \_\_\_\_\_ Neither construction trailers nor equipment may be parked on any street overnight.
- \_\_\_\_\_ A separate permit is required for any excavation in public right-of-way.
- \_\_\_\_\_ All underground facilities (cisterns, sewers, utilities, sink holes, septic systems, etc.) have been located. If during the course of construction additional underground facilities are located, the City will be notified immediately.
- \_\_\_\_\_ Any building located in a residentially zoned district is to be used solely for residential purposes unless expressly approved by Conditional Use Permit. All uses, including home occupations, are to be identified on the permit application.
- \_\_\_\_\_ All work on structures built pre-1978 are to comply with the Environmental Protection Agency (EPA) Renovation, Repair and Painting Rule (RPP).

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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Department of Planning and Development

### Requirements for Addition or Exterior Renovation

Additions or exterior renovations usually require a review by the Architectural Review Board (ARB). The ARB review fee is included with the building permit application fee. Below is the list of information needed for the ARB review. It is not necessary that complete sets of construction drawings (CD's) be submitted for ARB review, but at a minimum, the items listed below are required. Copies for ARB may be 11 x 17, as long as they are readable. Two (2) complete sets of full sized CD's will be needed for plan review and approval before the building permit can be issued.

<input type="checkbox"/>	Building permit application
<input type="checkbox"/>	\$30.00 application fee
<input type="checkbox"/>	site plan showing improvements (7 copies)
<input type="checkbox"/>	One (1) copy of Boundary Survey (real property reports do not qualify as a boundary survey)
<input type="checkbox"/>	Building plans (7 sets) including, but not limited to: <ul style="list-style-type: none"> <li>• Floor plan</li> <li>• Elevations (all sides)</li> <li>• Wall section</li> </ul>
<input type="checkbox"/>	Floor Area Ratio (FAR) form
<input type="checkbox"/>	Tree preservation plan required for property owners who have occupied the property for less than 12 months
<input type="checkbox"/>	Landscape Plan required for commercial projects
<input type="checkbox"/>	No Rise Certificate for construction in a floodplain
<input type="checkbox"/>	Storm water control plan
<input type="checkbox"/>	Contractor registration or homeowner affidavit
<input type="checkbox"/>	7 sets of photos of the existing structure (all sides)

I have submitted with my application all of the above listed items for review. All information is true and accurate to the best of my knowledge.

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

Printed Name of Applicant: \_\_\_\_\_

**Please be advised of the following:**

- Submittals are due two (2) weeks before the meeting date. (Thursday)
- Applications must be hand delivered.
- The application fee is due at the time that the application is made with the balance due when the permit is picked up. This includes completion deposit (if required).
- When practical, plans should be folded to approximately 8 1/2" x 11". The project address should be readily visible.
- Other permits associated with this project including but not limited to electrical, plumbing, mechanical, and excavation are applied for and issued separately to contractors duly licensed and registered to perform such work.
- For all questions please contact Customer Service at 314-963-5300 or by e-mail at [citymail@webstergroves.org](mailto:citymail@webstergroves.org)

**WEBSTER GROVES SITE COVERAGE AND FLOOR AREA CALCULATIONS WORKSHEET**

This form must be completed and filed in conjunction with any application for any Single-Family property building permit resulting in new enclosed space, including detached buildings and additions.

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

*I certify that all numbers provided in this form are accurate to the nearest ten (10) square feet.*

Name (print): \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

SITE COVERAGE			FLOOR AREA RATIO (FAR)		
	Existing Building(s) (Sq. Ft.)	Proposed <sup>(1)</sup> Construction (Net Sq. Ft.)	<u>Gross Floor Area</u> <sup>(3)</sup>	Existing House (Sq. Ft.)	Proposed <sup>(4)</sup> Construction (Net Sq. Ft.)
1 Lot size _____ sq.ft.			5 1st Floor, excluding attached garage	_____	_____
2 Main building footprint <sup>(2)</sup>	_____	_____	6 2nd Floor	_____	_____
3 Detached Garage	_____	_____	7 1/2 Story <sup>(5)</sup>	_____	_____
4 Other Accessory Building(s)	_____	_____	8 Attached Garage _____ sq.ft.		
			9 Any floor area included in Lines 5 and 6 w/ceiling height 16' or more.	_____	_____

**NOTES:**

- 1 Include only net foot print of new construction that will enclose additional area. Interior renovations and upper floors not included.
- 2 Measured from exterior walls of enclosed space. Open, unenclosed porches, decks, etc. are excluded.
- 3 Measured from inside of exterior walls; Cellars, basements, and "tuck under" garages are excluded.
- 4 Applies only to new primary structure or net additions to primary structure---see Note 3; exclude renovation to existing habitable space.
- 5 Any improved attic space with ceiling height 5+ feet from finished floor to finished ceiling.

Staff Use Only													
	Existing	Proposed	TOTAL		EXISTING	PROPOSED	TOTAL						
Total Site Coverage	[ ]	+	[ ]	=	[ ]	Sq. Ft.	Total Adjusted Gross Floor Area	[ ]	+	[ ]	=	[ ]	Sq. Ft.
Site Coverage % (Total Site Coverage divided by Lot Size) =	[ ] %												
Floor Area Ratio (Total Adjusted Gross Floor Area divided by Lot Size) (FAR) =	[ ] %												
APPROVED	[ ]	DENIED	[ ]	Staff Signature: _____				Date: _____					

## Architectural Review Board Meeting Dates 2019

**Please be advised:**

- The ARB generally meets on the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of each month at City Hall, on the 2<sup>nd</sup> floor in the Council Chambers. The meeting begins with a work session at 5:00pm followed by the regular meeting at 5:30pm The Agenda is posted on the bulletin board inside the main entrance of City Hall the day before the meeting, and may be viewed at [www.webstergroves.org](http://www.webstergroves.org)
- Applications and paperwork must be received by the Customer Service desk in City Hall on the paperwork deadline date. Late submissions cannot be added to the Agenda once processing has begun and will be held until the next meeting date.
- **Applications for new homes require a scheduled Pre-Application meeting with the Planner.** Meetings must be scheduled a minimum of one (1) week prior to the filing deadline.

**Paperwork Deadline**

**ARB Meeting Dates**

<b>December 27, 2018</b>	<i>for the meeting on . . .</i>	<b>January 10, 2019</b>
<b>January 10, 2019</b>	<i>for the meeting on . . .</i>	<b>January 24, 2019</b>
<b>January 24, 2019</b>	<i>for the meeting on . . .</i>	<b>February 7, 2019</b>
<b>February 7, 2019</b>	<i>for the meeting on . . .</i>	<b>February 21, 2019</b>
<b>February 21, 2019</b>	<i>for the meeting on . . .</i>	<b>March 7, 2019</b>
<b>March 7, 2019</b>	<i>for the meeting on . . .</i>	<b>March 21, 2019</b>
<b>March 21, 2019</b>	<i>for the meeting on . . .</i>	<b>April 4, 2019</b>
<b>April 4, 2019</b>	<i>for the meeting on . . .</i>	<b>April 18, 2019</b>
<b>April 18, 2019</b>	<i>for the meeting on . . .</i>	<b>May 2, 2019</b>
<b>May 2, 2019</b>	<i>for the meeting on . . .</i>	<b>May 16, 2019</b>
<b>May 23, 2019</b>	<i>for the meeting on . . .</i>	<b>June 6, 2019</b>
<b>June 6, 2019</b>	<i>for the meeting on . . .</i>	<b>June 20, 2019</b>
<b>June 27, 2019</b>	<i>for the meeting on . . .</i>	<b>July 11, 2019</b>
<b>July 11, 2019</b>	<i>for the meeting on . . .</i>	<b>July 25, 2019</b>
<b>July 25, 2019</b>	<i>for the meeting on . . .</i>	<b>August 8, 2019</b>
<b>August 8, 2019</b>	<i>for the meeting on . . .</i>	<b>August 22, 2019</b>
<b>August 22, 2019</b>	<i>for the meeting on . . .</i>	<b>September 5, 2019</b>
<b>September 5, 2019</b>	<i>for the meeting on . . .</i>	<b>September 19, 2019</b>
<b>September 19, 2019</b>	<i>for the meeting on . . .</i>	<b>October 3, 2019</b>
<b>October 3, 2019</b>	<i>for the meeting on . . .</i>	<b>October 17, 2019</b>
<b>October 24, 2019</b>	<i>for the meeting on . . .</i>	<b>November 7, 2019</b>
<b>November 7, 2019</b>	<i>for the meeting on . . .</i>	<b>November 21, 2019</b>
<b>November 21, 2019</b>	<i>for the meeting on . . .</i>	<b>December 5, 2019</b>
<b>December 5, 2019</b>	<i>for the meeting on . . .</i>	<b>December 19, 2019</b>