

Historic:	Yes	No
ARB Required:	Yes	No
TPP Required:	Yes	No
Zoning approval:	_____	
CITY USE ONLY		



Application for Building Permit Addition and/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 select property type: Residential Commercial Institutional Industrial
- Please select all that apply: Addition Porch/Deck Windows Other
- Attached garage Patio Cover Floor plan update

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: _____

For City Use Only			
Application Fee: \$30.00	Payment: _____	Received by: _____	Date: _____
Permit Fee: _____	SWO Issued? (Double all fees): yes no		Date: _____
Inspections: _____	Permit Approved By: _____		Date: _____
Completion Deposit: _____ (applicable to exterior projects over \$20,000)			
Balance Due: _____	Payment: _____	Received 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: _____

FORM MUST BE COMPLETED OR APPLICATION WILL NOT BE REVIEWED

City of Webster Groves
Department of Planning & Development

Permit application submittal requirements

Additions and other exterior renovations may require review by the City’s Architectural Review Board. Below is the list of items which must be submitted with the permit application for ARB review. Drawings submitted for ARB should be sized 11”x17” and readable. Complete sets of detailed construction drawings (CDs) are not necessary for initial ARB review, but two (2) full-sized sets of construction drawings will be necessary after ARB approval to verify building code compliance.

	Building permit application
	\$30.00 application fee
	One (1) copy of Boundary & Improvements Survey Note: Real property reports and Mortgage inspection reports do not qualify as a Boundary & Improvements Survey
	Detailed written scope of work
	7 copies of the building plans or specifications including, but not limited to: <ul style="list-style-type: none"> • Detailed site plan, drawn to scale • Floor plan • Elevations (all sides) • Typical Wall section • Preliminary stormwater control plan/topographical site plan of proposed improvements, identifying proposed set backs from property lines • Photos of all four existing elevations of the primary structure • Window manufacturer specs, as needed • Demolition plan, as deemed necessary by city staff • Roof plan, as deemed necessary by city staff
	Contractor registration or homeowner affidavit
	One copy of the signed contract for the project. Note: Permit will not be issued without a signed copy of the contract. Exception: Homeowner as general
	Tree Preservation Plan required for property owners who have occupied property for less than 12 months
	Site Coverage and Floor Area Calculation Worksheet

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:

- Applications must be hand delivered **by 4:00 pm** on the deadline date.
- The application fee is due at the time of application submittal. Full permit and inspection fees, including completion deposit, will be calculated during the review process with the balance due when the permit is picked up
- When practical, plans should be folded to approximately 8 1/2” x 11”, with the address 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

Architectural Review Board Meeting Dates 2020

Please be advised:

- The ARB generally meets on the 1st and 3rd Thursday of each month at City Hall, on the 2nd 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
- Applications and paperwork must be reviewed by Planning staff and received by the Customer Service desk in City Hall **by 4:00 pm** 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

December 26, 2019	<i>for the meeting on . . .</i>	January 9, 2020
January 9, 2020	<i>for the meeting on . . .</i>	January 23, 2020
January 23, 2020	<i>for the meeting on . . .</i>	February 6, 2020
February 6, 2020	<i>for the meeting on . . .</i>	February 20, 2020
February 20, 2020	<i>for the meeting on . . .</i>	March 5, 2020
March 5, 2020	<i>for the meeting on . . .</i>	March 19, 2020
March 19, 2020	<i>for the meeting on . . .</i>	April 2, 2020
April 2, 2020	<i>for the meeting on . . .</i>	April 16, 2020
April 23, 2020	<i>for the meeting on . . .</i>	May 7, 2020
May 7, 2020	<i>for the meeting on . . .</i>	May 21, 2020
May 21, 2020	<i>for the meeting on . . .</i>	June 4, 2020
June 4, 2020	<i>for the meeting on . . .</i>	June 18, 2020
June 18, 2020	<i>for the meeting on . . .</i>	July 2, 2020
July 2, 2020	<i>for the meeting on . . .</i>	July 16, 2020
July 23, 2020	<i>for the meeting on . . .</i>	August 6, 2020
August 6, 2020	<i>for the meeting on . . .</i>	August 20, 2020
August 20, 2020	<i>for the meeting on . . .</i>	September 3, 2020
September 3, 2020	<i>for the meeting on . . .</i>	September 17, 2020
September 17, 2020	<i>for the meeting on . . .</i>	October 1, 2020
October 1, 2020	<i>for the meeting on . . .</i>	October 15, 2020
October 22, 2020	<i>for the meeting on . . .</i>	November 5, 2020
November 5, 2020	<i>for the meeting on . . .</i>	November 19, 2020
November 19, 2020	<i>for the meeting on . . .</i>	December 3, 2020
December 3, 2020	<i>for the meeting on . . .</i>	December 17, 2020