

# Application for Building Permit

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

Describe construction project in detail. (Do not state "SEE ATTACHED"): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Estimated Cost of the Project: \_\_\_\_\_

Please check all conditions that will apply to this project:

- |   |  |                                      |  |
|---|--|--------------------------------------|--|
| <input type="checkbox"/> Original Application | <input type="checkbox"/> New Structure | <input type="checkbox"/> Electrical  | <input type="checkbox"/> Historic District |
| <input type="checkbox"/> ARB Re-submittal     | <input type="checkbox"/> Addition      | <input type="checkbox"/> Low Voltage | <input type="checkbox"/> Demolition        |
| <input type="checkbox"/> Residential          | <input type="checkbox"/> Repair        | <input type="checkbox"/> Plumbing    | <input type="checkbox"/> Fire Protection   |
| <input type="checkbox"/> Commercial           | <input type="checkbox"/> Remodel       | <input type="checkbox"/> Mechanical  |  |

Owner Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Cell: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

email: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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

Cell: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

email: \_\_\_\_\_

Design Professional: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

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: \$25.00 Check #: \_\_\_\_\_ Rec'd By: \_\_\_\_\_ Date: \_\_\_\_\_

Permit Fee: \_\_\_\_\_ SWO Issued / DOUBLE All Fees? \_\_\_\_\_yes \_\_\_\_\_no Date: \_\_\_\_\_

Inspections: \_\_\_\_\_ Permit Approved By: \_\_\_\_\_ Date: \_\_\_\_\_

Completion Deposit: \_\_\_\_\_

Balance Due: \_\_\_\_\_ Check #: \_\_\_\_\_ Rec'd By: \_\_\_\_\_ Date: \_\_\_\_\_

## 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 exterior work shall be completed within 6 months for residential construction, and 12 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.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

## Requirements for All Interior Renovations

### **Submittal Checklist for All Interior Renovations.**

**Please check off all items submitted with this application.**

	<b>Interior Renovation</b>
	Building permit application
	\$25.00 application fee
	Building plans (2 sets)
	Contractor Registration

I have submitted with my application all of the above checklist requirements for review. I also understand that an incomplete application or lack of required items will result in delay or denial of this permit application.

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

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

### **Please be advised of the following:**

- Applications will not be accepted by mail or fax – they must be hand-delivered.
- Actual permit costs are calculated during the review process and the balance is due when the permit is picked up.
- Incomplete or partial submittals will not be accepted and will be returned without review.
- Each set of plans shall be folded individually to approximately 8 1/2" x 11" with the print on the outside.
- All permits for electrical, plumbing, mechanical, and excavations are applied for and issued to the individual contractors after the building permit has been issued. Fees for these permits are not included in the building permit process.
- For questions concerning the Historic or Landmark Districts, City Codes, etc., please contact the Building Commissioner at 963-5317. For all other questions, please contact Customer Service at 963-5300.