

RESIDENTIAL NEW CONSTRUCTION PERMIT CHECKLIST

Complete These Forms

- St. Louis County / Municipal Zoning Approval for Permit Applications

Present These Documents

- Five (5) copies of site plan that:
 - Is drawn to Scale (example: 1"=30'-0") and the scale indicated on site plan
 - Shows a north arrow
 - Shows the shape of the parcel and the dimensions and angles of property boundary lines
 - Shows the location of all building setback lines and easements
 - Shows the present and finished grades at each corner of the structure relative to the established first floor level. Use arrows to indicate the direction of the water flow
 - Shows the proposed foundation outline and dimensions, top of curb elevation, and top of foundation elevation
 - Shows the street names abutting the parcel
- Five (5) complete sets of building construction plans drawn to scale.

Pay These Fees (due prior to processing)

- Residential - \$40.00 Inspection Fees + \$15.00 Processing Fee = \$ 55.00

Next Steps

Once approved for zoning by the City of Fenton, pick up signed documents and submit to St. Louis County for building permits. A separate fee will be charged by St. Louis County.

The home cannot be occupied until the attached Residential Occupancy Permit Application is completed and returned with \$5.00 to the City of Fenton and an Occupancy Permit is issued by the City of Fenton.

ST. LOUIS COUNTY / MUNICIPAL ZONING APPROVAL FOR PERMIT APPLICATION

Application Date: _____	Permit No.: _____
Dep \$ _____ Fee \$ _____	Total: _____
Payment Method: _____	
Deposit Refund Date: _____	

CITY OF FENTON, 625 New Smizer Mill Road, Fenton, MO 63026

PLEASE PRINT

PROJECT INFORMATION:

Project Address: _____
 Tenant Name: _____
 Description of Work: _____ Sq. Ft.: _____

Property Owner Name
& Address: _____

Prop. Owner Phone No.: _____

Applicant Name & Address: _____

Applicant Phone No.: _____
Applicant Fax No.: _____

Municipal and St. Louis County Approval:

Municipal Approval Only:

<input type="checkbox"/> New Construction	<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Grading/Excavation
<input type="checkbox"/> Additions	<input type="checkbox"/> Occupancy	<input type="checkbox"/> Landscaping
<input type="checkbox"/> Parking Lot	<input type="checkbox"/> Mechanical (exterior units)	<input type="checkbox"/> Other: _____
<input type="checkbox"/> Sign Permit	<input type="checkbox"/> Demolition	
<input type="checkbox"/> Interior Finish/Remodel	<input type="checkbox"/> Other: _____	

Is this project located in a Flood Plain? No: _____ Yes: _____ Rating: _____

Value of construction: \$

Applicant Signature _____
Print Name _____

Note: Applicants for building permits must submit this form with four (4) copies of the site plan approved, signed and dated by the municipal official at the time the building permit application is submitted to St. Louis County, Department of Public Works.

Zoning Classification:	Approved:	Not approved:
Comments:		
Zoning Signature:		Date:
<i>Community Development Director</i>		

ST. LOUIS COUNTY PERMIT APPLICATION NUMBER: _____

ST. LOUIS COUNTY PUBLIC WORKS PERMIT OFFICES

**CLAYTON OFFICE
41 SOUTH CENTRAL AVENUE
ST. LOUIS, MO 63105
314-615-5184**

**NORTH SATELLITE OFFICE*
21 VILLAGE SQUARE
NORTH HWY 67 & HWY 270
HAZELWOOD, MO 63042
314-615-7304**

**SOUTH SATELLITE OFFICE*
4554 LEMAY FERRY ROAD
KELLER PLAZA
ST. LOUIS, MO 63129
314-615-4076**

**WEST SATELLITE OFFICE*
74 CLARKSON WILSON CENTRE
CLARKSON WILSON CENTRE
CHESTERFIELD, MO 63017
314-615-0902**

**Your application may be submitted at any of the above locations.
*Excluding PAC projects**