

TENT PERMIT CHECKLIST

NOTE:

Contact St. Louis County to determine if a permit is required from their department. If a permit is required, please proceed with this application. Also, the Fenton Fire Protection District must be contacted concerning the tent.

Complete These Forms IF St. Louis County requires a permit

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

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 parcel dimensions
 - Shows the street names abutting the parcel
 - Shows the shape of the main building and the building dimensions
 - Shows the dimensioned location of the main building on the parcel
 - Shows the parking spaces and indicates the handicapped parking spaces
 - If a multi-tenant building, indicates your tenant space and dimensions
 - Shows the dimensions of the tent(s)
 - Shows dimensioned location of tent(s) on the parcel
 - If more than one tent, shows dimensional distance between tents
 - If tent is located on parking lot, show parking spaces and drive aisles

Pay These Fees (due prior to processing)

- Zoning fee - \$65.00 per tent
Not for Profit - \$15.00 per tent – Maximum of \$75.00

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 Email: _____

Municipal and St. Louis County Approval:

Municipal Approval Only:

_____ New Construction	_____ Retaining Wall	_____ Grading/Excavation
_____ Additions	_____ Occupancy	_____ Landscaping
_____ Parking Lot	_____ Mechanical (exterior units)	_____ Other: _____
_____ Sign Permit	_____ Demolition	
_____ Interior Finish/Remodel	_____ 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*
NORTHWEST CROSSING
715 NORTHWEST PLAZA DRIVE
ST. ANN, MO 63074
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**