

ACCESSORY BUILDING PERMIT CHECKLIST

Note: Accessory Buildings over 120 Square Feet require St. Louis County building permits.
Accessory Buildings 120 Square Feet and under require Fenton inspections

Complete These Forms

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

Present These Documents

- Two (2) copies (if Accessory Building is 120 Square Feet OR LESS)
OR
Five (5) copies (if Accessory Building is OVER 120 Sq. Ft.) 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 applicable)
 - If a multi-tenant building, indicates your tenant space and dimensions
 - If a multi-tenant building, indicates how many square feet you occupy
 - Shows the size and location of existing accessory structures (fence, deck, pools, etc.)
 - Shows the dimensioned location of the proposed accessory building
- Two (2) copies (if Accessory Building is 120 Square Feet OR LESS)
OR
Five (5) copies (if Accessory Building is OVER 120 Sq. Ft) of dimensioned detail drawing of the building plans, including elevation view.

Pay These Fees - (due prior to processing)

- Residential - \$15.00
- Commercial - Based on Value of Construction:
 - Under \$25,000 - \$ 50.00 + \$15.00 Processing Fee = \$ 65.00
 - \$25,001 to \$50,000 - \$ 60.00 + \$15.00 Processing Fee = \$ 75.00
 - \$50,001 to \$100,000 - \$ 80.00 + \$15.00 Processing Fee = \$ 95.00
 - \$100,001 and over - \$100.00 + \$15.00 Processing Fee = \$115.00

Note: According to most subdivision indentures, approval must be obtained for certain improvements on homeowner's properties before construction can begin. Contact your trustees, if applicable.

One copy of plans and one copy of site plan will be retained by the City of Fenton, the remainder will be picked up by applicant. Four copies will be returned if County building permits are required.

If Accessory Building is 120 Square Feet OR LESS, call the City of Fenton at 636-349-8110 for inspections when work is completed.

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:

<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*
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**