

INTERIOR FINISH, ADDITIONS/ALTERATIONS PERMIT CHECKLIST

Commercial (Interior Finish/Alterations, For Commercial Additions - See Commercial New Construction Permit)
Residential (Interior Finish, Room Additions)

NOTE: Commercial Interior Finish or Tenant Finish for a new commercial tenant requires a separate **Occupancy/Re-Occupancy Permit Application** review to assure proposed use is a Permitted Use or Use allowed by Special Use Permit within the Zoning District in which the tenant is located. See Chapter 420 Land Use Matrix of the Zoning Code. Approval of an Interior Finish Permit does not constitute approval of Occupancy.

Complete These Forms

- 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 proposed tenant space and dimensions
 - If a multi-tenant building, indicates how many square feet you occupy
 - Shows the dimensioned location of the proposed construction
- Five (5) complete sets of plans. For Commercial applications, each sheet must be sealed, signed, and dated by a registered architect/engineer.

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

Next Step:

Commercial Projects: Submit three (3) sets of plans to the Fenton Fire Protection District 845 Gregory Lane – 636 343 4188

Note:

One copy of plans and one copy of site plan will be retained 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:

Parcel Address: _____ Locator # _____
 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:

<input type="checkbox"/> New Construction <input type="checkbox"/> Additions <input type="checkbox"/> Land Disturbance <input type="checkbox"/> Sign Permit <input type="checkbox"/> Interior Finish/Remodel	<input type="checkbox"/> Retaining Wall <input type="checkbox"/> Occupancy <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Demolition <input type="checkbox"/> Other: _____
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Municipal Approval Only:

Parking Lots
 Excavation
 Clearing
 Other: _____

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

Value of construction: \$

Applicant Signature _____
Print Name _____

* I certify that I am the Property Owner/Agent for the owner and/or otherwise authorized to perform this work.

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**