

# COMMERCIAL NEW CONSTRUCTION PERMIT CHECKLIST

## Note

**Site Plan Review:** New construction within the City of Fenton must receive Site Plan Review. Applications for Site Plan Review will be submitted to the Planning and Zoning Commission for their review and recommendations; then forwarded to the Board of Aldermen for approval.

\*A separate permit and fee is required for the Site Plan Review. Application and fee schedule can be obtained from the Community Development Department at 636-349-8110

**Land Disturbance Permits:** A Land Disturbance Permit is required before grading can begin. The City of Fenton contracts with St. Louis County for Land Disturbance Permits; however, zoning approval by the City of Fenton is required before applying at St. Louis County.

**Zoning Approval (for Building Permit):** All building permits and associated inspections are contracted with St. Louis County; however, zoning approval by the City of Fenton is required on all building permits. Sign permits, under a separate permit, must also receive zoning approval from the City of Fenton before permits will be accepted by St. Louis County for processing.

## Complete These Forms

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

## Present These Documents

- Five (5) complete sets of building construction plans drawn to scale. **Each sheet of building plans submitted must be sealed, signed and dated by a registered architect/engineer.**
- Two (2) additional copies of the landscape plan

## Pay These Fees (due prior to processing)

- 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 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.
- Plans are to be submitted by applicant to Metropolitan St. Louis Sewer District. Call 314-768-6260 for quantity required
- Plans are to be submitted by applicant to Fenton Fire Protection District. Call 636-343-4188 for quantity required

## Note

The building is not to be occupied until an Occupancy Permit is issued. The tenant must complete an application for Occupancy with the City of Fenton. Upon receiving confirmation that all work is completed from St. Louis County, an Occupancy Permit will be 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:**

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\*  
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**