

## **RESIDENTIAL NEW CONSTRUCTION PERMIT CHECKLIST**

### **Note:**

**LAND DISTURBANCE:** A separate Land Disturbance Permit is required before land disturbance/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.

**EXCAVATION:** Separate Excavation Permits are required for any work within the public Right-of-Way including utility connections and driveway aprons/approaches.

**The home cannot be occupied a 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.**

### **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.

# 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:**

\_\_\_\_\_ New Construction      \_\_\_\_\_ Retaining Wall  
 \_\_\_\_\_ Additions            \_\_\_\_\_ Occupancy  
 \_\_\_\_\_ Land Disturbance    \_\_\_\_\_ Swimming Pool  
 \_\_\_\_\_ Sign Permit            \_\_\_\_\_ Demolition  
 \_\_\_\_\_ Interior Finish/Remodel    \_\_\_\_\_ Other: \_\_\_\_\_

**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**