

# **PUBLIC & SEMI-PUBLIC SIGN PERMIT CHECKLIST**

## **Complete These Forms**

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

## **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 location of the proposed sign
- Elevation view, if applicable, showing the dimensioned sign location and dimensions of building face or applicable portion if multi-tenant building
- Approval from Building Owner
- Five (5) sets of construction documents that:
  - Show the dimensions of the sign
  - Show the wording and graphics on the sign
  - Indicate the colors used on the sign
  - Describe the materials, including material thickness of the sign face
  - Describe the flammability of materials used
  - Show the details of construction, including loads and stresses (for County)
  - Show the mounting details or anchorage.

## **Pay These Fees** (due prior to processing)

- \$1.00 per square foot for each sign face (minimum fee of \$10.00 per face) plus a \$15.00 processing fee for each permit

## **Note:**

See Chapter 485 of the Zoning Code for sign regulations

## **Next Step:**

Once approved for zoning by the City of Fenton, pick up signed documents and submit to St. Louis County for building permits.

# 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: \_\_\_\_\_

PERMIT NO.
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**PUBLIC & SEMI-PUBLIC SIGN WORKSHEET**

Qty. of Existing Signs: \_\_\_\_\_ Qty. of Proposed New Signs: \_\_\_\_\_ TOTAL QTY. of Signs after this project: \_\_\_\_\_

Erected By: \_\_\_\_\_ Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Illuminated: Y N Number of Faces: \_\_\_\_\_ Materials: \_\_\_\_\_

*NOTE: Electrical signs must be connected by a licensed electrician who shall obtain all necessary permits.*

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**Public/Semi-Public Use - A school, college, place of worship, community center, cultural facility, library, hospital or similar place that serves the public for its educational, cultural and/or recreational benefit**

**A maximum of two (2) Permanent Signs (Wall Sign and/or Monument Sign) are permitted per lot.**

**Wall Sign:** Height of sign \_\_\_\_\_ x Width of sign \_\_\_\_\_ = Total sq. ft. \_\_\_\_\_  
Not to exceed 5ft Cannot exceed 30 sq ft

**Small Wall Sign:** One non-Illuminated Small Wall Sign is permitted per lot or Premises.  
Height of sign \_\_\_\_\_ x Width of sign \_\_\_\_\_ = Total sq. ft. \_\_\_\_\_  
Not to exceed 2 sq ft

**Monument Sign:** One Monument Sign permitted per lot frontage.  
Height of sign \_\_\_\_\_ x Width of sign \_\_\_\_\_ = Total sq.ft. \_\_\_\_\_  
Cannot exceed 20 sq ft  
Setback From Property Line\*: \_\_\_\_\_ Feet Clearance From Finished Grade\*\*: \_\_\_\_\_ Feet  
\*Not within 5 feet of property line \*\*Not to exceed 6 feet in height

I certify that the above information is correct:

\_\_\_\_\_  
Signature of Owner of Building and/or  
Ground on Which Sign is to be Located

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Print Name (Applicant)

**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**