



**BUILDING PERMIT APPLICATION  
COMMUNITY DEVELOPMENT  
CITY OF ST. CHARLES, MO**

Phone: 636-949-3222 Fax: 636-949-3557

**Office Use Only**

Routed To: \_\_\_\_\_

Submitted: Hard Copies or Digital

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

Same As: \_\_\_\_\_

**SUBMITTAL OPTIONS:**

**Digital:** Email one (1) complete set of application and drawings/plans to [Building@stcharlescitemo.gov](mailto:Building@stcharlescitemo.gov)

\* File Sizes larger than 20MB will need to be submitted via dropbox link (or similar)

\* Plans submitted digitally will be returned digitally when issued.

**Drop Off/Mail:** Submit required amount (see submittal requirements) of hard copies of drawing/plans to:

Community Development - 200 N 2<sup>nd</sup> St Ste. 303. St. Charles, MO 63301

**SUBMITTAL REQUIREMENTS:**

**Commercial:** State Statutes require a Missouri engineer's or architect's seal on all commercial or multi-family plans.

**Exterior Alterations** - Four (4) complete sets of plans and site plans w/landscape parking/lighting details. Two (2) sets of structural calcs.

**Interior Alterations** - Three (3) complete sets of plans. Two (2) sets of structural calcs.

**Residential:** Two (2) complete sets of plans with site plans, truss designs, and mech. drawings. Truss design must have an engineer's seal.

Property Owner Name & Phone #: \_\_\_\_\_

Project Address: \_\_\_\_\_ Lot # \_\_\_\_\_ Subdivision \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone No. \_\_\_\_\_

Email Address: \_\_\_\_\_

Estimated cost of construction (\$) \_\_\_\_\_ Is any portion of this property located within the floodplain?  Yes  No  
If "yes", have you submitted a Flood Elevation Certificate?  Yes  No

BUILDING DATA	TYPE OF WORK	TYPE OF STRUCTURE		
		Residential	Commercial	
Use group	<input type="checkbox"/> Addition	<input type="checkbox"/> Basement Finish	<input type="checkbox"/> Amusement/recreation	<input type="checkbox"/> Miscellaneous
Construction type	<input type="checkbox"/> Demolition	<input type="checkbox"/> Deck	<input type="checkbox"/> Assembly	<input type="checkbox"/> Office/professional
Area (Sq. Ft.)	<input type="checkbox"/> Exterior Alteration	<input type="checkbox"/> Garage/Carport	<input type="checkbox"/> Bank	<input type="checkbox"/> Parking garage
Width	<input type="checkbox"/> Fire Damage Repair	<input type="checkbox"/> Multi-Family	<input type="checkbox"/> Bar	<input type="checkbox"/> Restaurant
Depth	<input type="checkbox"/> Fireplace	<input type="checkbox"/> Pergola	<input type="checkbox"/> Car wash	<input type="checkbox"/> Retail/commercial
Stories	<input type="checkbox"/> Flood Damage Repair	<input type="checkbox"/> Pool (Above Ground)	<input type="checkbox"/> Church	<input type="checkbox"/> Service station
Basement	<input type="checkbox"/> Interior Alteration	<input type="checkbox"/> Pool (In-Ground)	<input type="checkbox"/> Hotel - # of rooms ____	<input type="checkbox"/> Shed
Garage	<input type="checkbox"/> Interior Finish	<input type="checkbox"/> Single-Family	<input type="checkbox"/> Industrial	<input type="checkbox"/> Tower or antenna
	<input type="checkbox"/> New Construction	<input type="checkbox"/> Shed	<input type="checkbox"/> Institutional	<input type="checkbox"/> Warehouse
	<input type="checkbox"/> Repair/Replacement	<b>DESCRIPTION OF WORK:</b>		
Fire Sprinkler: Yes / No	<input type="checkbox"/> Retaining Wall			
Fire Alarm: Yes / No	<input type="checkbox"/> Solar Panels			

**LICENSED CONTRACTORS: (PLEASE PRINT)**

City ordinances require that the general contractor, electrician, plumber, and HVAC contractor be licensed and bonded with the City. Please list all applicable companies below. Permits can be reviewed, but not released, until all trades are added, licensed and verified.

	<u>Company Name</u>	<u>Address</u>	<u>Phone</u>
GC/BUILDER:	_____	_____	_____
ARCH/ENG:	_____	_____	_____
ELECTRICIAN:	_____	_____	_____
PLUMBER:	_____	_____	_____
DRAINLAYER:	_____	_____	_____
HVAC:	_____	_____	_____

I certify that I am the owner in fee or agent authorized to apply for this permit, that I have contracted with the electrical, plumbing, HVAC, and general contractors regarding performing the work, and the cost estimates herein are true and correct, to the best of my knowledge.

Date Received Stamp

**SIGNATURE OF APPLICANT** \_\_\_\_\_