



# Building Permit Application Instructions & Requirements

(See Residential Development Permit Application Instructions for new homes, room additions, and swimming pools)

## RESIDENTIAL submittal for Residential Remodel Projects:

1. **Site plan (if applicable):** Two (2) scale copies of a site plan showing the location of all proposed work and location of existing buildings are required for retaining walls, decks emergency generators and utility sheds, etc.
2. **Number of plan sets:** Two (2) complete sets of building plans.
3. **Reverse-image plans:** Reverse image plans are not permitted. The foundation, floor plans and elevations shall match the footprint of the building shown on the site plan.
4. **Trustee approval is requested:** Trustees shall provide written verification of their approval.
5. **Construction documents:** Plans for construction are required to bear the original seal and date signature of a registered Missouri design professional on the front page of all sets. Subsequent pages of each set of plans to bear either, the original seal and dated signature of the responsible design professional or a mechanically reproduced seal and dated signature of the responsible design professional. Note: The chief building official may waive this requirement when the proposed work does not involve structural alterations.
6. **After receiving City approval:** Fire District is not required for remodel projects in a single family home. Fire District approval is only required for remodel projects for dwelling units in multi-family, multi-story buildings.
7. **Footing & foundation permit:** The city of Creve Coeur may issue a Footing and foundation permit which allows placement of concrete to occur while the fire district is completing their plan review. This is a separate building permit application with specific submittal requirements. Contact the Building Division for further information regarding this optional permit.
8. **Excavation permit:** A separate excavation permit must be issued by the Department of Public Works for any work proposed within the public right-of-way or street. Please contact the Department of Public Works at 872-2533 for further information regarding this permit.
9. **Permit fee:** There is **no** processing fee due at the time of submittal. Your permit fee is based on a charge of \$7.00 per \$1,000.00 of construction valuation set by the building division. The minimum permit fee is \$80.00.
10. **Refundable escrow:** A separate check, for a refundable deposit, is required with some permit types. This check is to be held in escrow, by the city, as assurance for completion of the project, compliance with all codes, repair of damage to public property and compliance with approved site plans and other requirements.
 

(1) Single family residence	\$ 5,000.00
(2) Room addition or garage addition	\$ 2,000.00
(3) Swimming pool	\$ 3,000.00
(4) Basement finish or interior remodel (valuation of \$5,000 or more)	\$ 500.00
(5) Retaining wall or deck (valuation of \$5,000 or more)	\$ 500.00
(6) Projects valued at less than \$5,000	Waived
(7) Fence	Waived
(8) Projects that have been issued a Stop Work Order (SWO)	\$ 500.00
11. **Plan Revisions Fee** for revisions *not* requested by the building division—Up to \$100.00

## COMMERCIAL submittals:

1. Approval of the Planning and Zoning commission, when required.
2. Four (4) scaled copies of a site plan showing required parking facilities, site development landscaping and building(s) on the lot.
3. Four (4) scaled sets of building plans including specifications, locator plan and index.
4. All plans for commercial construction are required to bear the original embossed or wet ink seal and dated signature of a Missouri registered design professional. Note: The Chief Building Official may waive this requirement when the scope of the work is of a minor nature.
5. Approval of mechanical, electrical, and plumbing plans by St. Louis County. Applications and submittals to St. Louis County for the mechanical, electrical, and plumbing permits are not handled by the City of Creve Coeur. Once said applications and submittals are made by the applicant to St. Louis County, the County assigns them an entry number which is then provided to the city prior to the issuance of the city building permit.
6. Approval of the Metropolitan Sewer District and all other agencies (as required).
7. After receiving City approval, take two (2) sets of plans (that bear the City of Creve Coeur's approval stamp on them) to the appropriate Fire District. Obtain Fire District approval. The building plans that are required to be on the job site shall bear both the City and Fire District approval stamps on the same set of building plans.
8. The City of Creve Coeur may issue a footing and foundation permit, which allows placement of concrete to occur while the Fire District is completing their plan review. This is a separate building permit application with specific submittal requirements.

## Processing fee:

- There is *no* processing fee due at the time of submittal.

## Permit Fee

- Permit fee is based on a charge of \$7.00 per \$1,000 of valuation for the first \$1,000,000; then \$6.00 per thousand of valuation from \$1,000,001 to \$9,000,000; then \$5.00 per thousand from \$9,000,001 and up. Valuation set by the Building Division with a minimum fee of \$80.00.
- Plus. A separate check for a refundable deposit (these funds to be held in escrow by the City as assurance for completion of the project, compliance with the building and zoning codes, compliance with all storm water and land disturbance ordinances, repair of damage to public property and compliance with the approved site plans).
  - (1) Commercial project with a construction valuation of equal or more than one hundred twenty five thousand dollars (\$125,000) – Two percent (2%) of the construction valuation with the escrow amount not to exceed ten thousand dollars (\$10,000).
  - (2) Commercial project with a construction valuation of equal or more than ten thousand dollars (\$10,000.00) but less than one hundred twenty-five thousand dollars (\$125,000) --- \$2,500.00.
  - (3) Commercial project with a construction valuation of less than ten thousand dollars (\$10,000.00) -- \$500.00

**Plan Revisions Fee** for revisions *not* requested by the building division—Up to \$200.00

## Miscellaneous:

- Clearing and grading parking lots and driveways require separate permits that are issued by the Department of Public Works. Please contact them at 872-2533 for further information regarding these types of projects.



DO NOT DUPLICATE THIS FORM

Permit #

**BUILDING PERMIT / OCCUPANCY PERMIT  
CITY OF CREVE COEUR, MISSOURI  
COMMUNITY DEVELOPMENT DEPARTMENT**

**COMPLETE INFORMATION REQUIRED FOR ALL SECTIONS BELOW. PLEASE PRINT CLEARLY.**

Application Date \_\_\_\_\_ Project Address \_\_\_\_\_

Estimated Construction Cost \* \_\_\_\_\_ Tenant / Project Name \_\_\_\_\_

- New Commercial Building     Tenant Finish     Commercial Alteration     Deck     Retaining Wall     Basement Finish
- Garage Addition     Footing & Foundation     Residential Mechanical     Kitchen Remodel     Bath Remodel     Generator
- Other \_\_\_\_\_ (specify)

Applicant \_\_\_\_\_ Contractor \_\_\_\_\_

Street address \_\_\_\_\_

Phone \_\_\_\_\_

Property \_\_\_\_\_

Street address \_\_\_\_\_

Phone \_\_\_\_\_

Architect \_\_\_\_\_

Street address \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

Contractor Name \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

Contact Name \_\_\_\_\_ Title / Phone \_\_\_\_\_

Tenant Contact Information \_\_\_\_\_

Street address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

Contact Name \_\_\_\_\_ Title / Phone \_\_\_\_\_

**NEW CONSTRUCTION PROJECTS SHALL PROVIDE THE FOLLOWING INFORMATION**

Project Area (sq. ft.) \_\_\_\_\_ Building Height (ft.) \_\_\_\_\_ # of Stories \_\_\_\_\_

\_\_\_ Wood Frame \_\_\_ Concrete Block \_\_\_ Steel Skeleton \_\_\_ Tilt-Up Panels \_\_\_ Brick \_\_\_ Pre-Fab \_\_\_ Poured in Place Concrete

**I certify that I am the owner in fee or agent and am authorized to apply for this permit and that cost estimates are true and correct. \* Estimated cost = total project cost minus (cost of land + professional fees)**

\_\_\_\_\_ Applicant Signature \_\_\_\_\_ Date

No building or structure can be occupied or used for any purpose whatsoever until the **OCCUPANCY PERMIT** has been issued by this department.

\* Trustee review is requested for residential exterior alterations only.  
 In accordance with Sewage Bill 530 "the disposal of demolition and construction waste is regulated by the Department of Natural Resources under Chapter 260, RSMO. Such waste shall be taken to a demolition landfill or a sanitary landfill for disposal."  
 If any material change in the plans and specifications, or the estimated cost of the project is made, a report thereof must be made to this department.  
**FAILURE OF THE PERMIT HOLDER TO OBTAIN FINAL APPROVAL** shall result in the forfeiture of the escrow and/or municipal court action.

**FOR OFFICE USE ONLY**

Initial Plan Review Date \_\_\_\_\_

Revisions Received Date \_\_\_\_\_

Revisions Review Date \_\_\_\_\_

Comments: faxed / mailed / phone / none

Complete / Incomplete / Inadequate

OK to Issue / More Comments

Plans Reviewed By: \_\_\_\_\_ Date Completed: \_\_\_\_\_

Date Permit Issued: \_\_\_\_\_ Inspector Assigned: \_\_\_\_\_

Permit / Inspection Fee \$ \_\_\_\_\_

Escrow Amount Due \$ \_\_\_\_\_

Penalty Fee \$ \_\_\_\_\_

reason: \_\_\_\_\_

Certif. of Occupancy Fee \$ \_\_\_\_\_

**STOP WORK ORDER YES NO**

Balance Due \$ \_\_\_\_\_

City Valuation \$ \_\_\_\_\_

as submitted  adjusted \_\_\_\_\_

**IBC Types of Construction and Occupancy Classifications**

	A1	A2	A3	A4	A5	B	E	F1	F2	H1	H2	H3	H4/5	I1	I2	I3/4	M	R1	R2	R3	R4	S1	S2	U	
1A																									
1B																									
2A																									
2B																									
3A																									
3B																									
4																									
5A																									
5B																									
Mod 1B																									
Mod 2A																									

**THIS IS TO CERTIFY THAT PERMISSION WAS GRANTED TO THE PERMIT APPLICANT FOR THE WORK REPRESENTED ON THIS PERMIT. THIS PERMIT SHALL BECOME INVALID IF THE AUTHORIZED WORK IS NOT COMMENCED WITHIN THREE (3) MONTHS AFTER ISSUANCE OF THE PERMIT, OR IF THE AUTHORIZED WORK IS SUSPENDED OR ABANDONED FOR SIX (6) MONTHS OR IF THE PROJECT IS NOT COMPLETED WITHIN ONE (1) YEARS AFTER THE ISSUANCE OF A COMMERCIAL BUILDING PERMIT OR WITHIN ONE (1) YEAR AFTER THE ISSUANCE OF A RESIDENTIAL BUILDING PERMIT. PERMITS MAY BE GRANTED AN EXTENSION UNDER EXTENUATING CIRCUMSTANCES.**

Permit Issuance Date \_\_\_\_\_

**PERMIT EXPIRES**

Authorized by \_\_\_\_\_

Final Inspection Approval / Date

\_\_\_\_\_  
Inspector

NOTICE : Use of this property / space for any other purpose other than that indicated by this permit constitutes a violation of the Creve Coeur Zoning Code. It shall be unlawful to occupy this property / space unless this section bears the Occupancy Approval stamp and the signature of the Chief Building Official.

**ESCROW RELEASE AUTHORIZATION**

Upon final inspection it has been determined that this project has been substantially completed in accordance with the approved construction documents. Please release the escrow funds for this project.

Escrow Deduction/Reason \$ \_\_\_\_\_

Address \_\_\_\_\_

Amount of Escrow Released \$ \_\_\_\_\_

Building Permit Number \_\_\_\_\_

\_\_\_\_\_  
Chief Building Official

\_\_\_\_\_  
Date