

CITY OF TOWN AND COUNTRY
1011 Municipal Center Drive
Town and Country, MO 63131-1101
(314) 587-2820

Permit # _____
Date _____



BUILDING PERMIT APPLICATION

All applications must be accompanied by two (2) sets drawings of the proposed work. When completing this application, fill in all applicable spaces. Town & Country makes no representation that applicable subdivision restrictions or indentures allow this work, please consult your trustees prior to submittal. Lack of information on this form may cause a delay in the issuance of the permit.

Property Information: Residential OR Commercial Zoning: _____

Address of work: _____ Zip: _____

Property Owner: _____

Address: _____ City _____ Zip: _____

Email: _____ Phone: _____

Tenant: _____ Ste: _____ Phone: _____

Type of Work Total Cost of Work: _____

New _____ Interior Finish _____ Addition _____ Pool _____ Mechanical _____ Other* _____

*Explain: _____

Contractor/Business: _____

Address: _____ City: _____ Zip: _____

E-mail: _____ Phone: _____

Architect: _____

Email: _____ Phone: _____

St. Louis County Mechanical License Number: _____

Lot Area (sq. ft.): _____ Floor area Percentage: _____ (FAP is total floor area divided by lot area.)

Green Space Percentage: _____ (GSP is lot area minus total area covered by all structures and impervious surfaces divided by lot area.)

I hereby acknowledge that the information contained in this application and accompanying drawings is correct. I agree to comply with all applicable laws of the City of Town and Country.

Signed: _____ Title: _____

Print Name: _____ Phone: _____

Fire permits for commercial properties are issued through either West County EMS & Fire. Permits must be obtained through their offices. All plumbing, electrical, and elevator work must be performed by contractors licensed in St. Louis County. Permits for this work need to be obtained from St. Louis County Department of Public Works.

Building Permit Fee Structure

\$30.00 for the first \$1,000 (cost of work)
\$5.00 for each additional \$1,000 (cost of work)
\$60.00 per inspection

Street Escrows

Projects with a construction valuation of \$50,000 or more require a cash escrow of \$5,000 for street guarantees before a building permit will be issued.

PERMIT WILL BE VALID FOR 1 YEAR AFTER EFFECTIVE DATE. EXTENSIONS MUST BE APPROVED BY THE CODE OFFICIAL

For Office Use Only

Approved By: _____ Date: _____

For Residential Use Only

Site Control Requirements

Sufficient on-site parking shall be included within the disturbance limits of projects in residentially zoned areas to accommodate all construction traffic and deliveries.

a. Minimum Standards

- i. A temporary surface shall be constructed if sufficient capacity is not currently available on site
- ii. Parking areas shall accommodate all traffic including supervisory staff for the project
- iii. Access to and from the site shall occur in defined locations and shall be protected from tracking mud and debris onto adjacent roadways

b. Exemptions

- i. On-site parking requirement may be waived in the presence of a transportation plan which includes off-site parking arrangements with a separate entity
- ii. Parking shall be allowed on the roadway directly adjacent to the subject property (not in front or alongside neighboring properties) if the roadway is a minimum of twenty (20) feet wide (from back of curb to back of curb) in so far as the parked vehicles still meet the requirements of section 355. 080 of this code

Temporary Occupancy

The temporary certificate of occupancy shall include provisions for the following:

- 1. Escrow funds associated with the street guarantee as delineated in section 500. 130(A) shall remain in place and effect until such a time as permanent certificate of occupancy is attained.
- 2. The applicant shall provide a written request indicating the nature of the need for the temporary occupancy as well as the requested date of temporary occupancy.
- 3. The applicant shall provide a detailed list of outstanding items and schedule of completion to be incorporated into the temporary certificate of occupancy.
- 4. Escrow funds in the amount of \$5,000 shall be provided to the City as a surety for the completion of landscaping grading and site restoration until such a time as the permanent certificate of occupancy is attained.

I hereby acknowledge and agree to comply with the above applicable laws of the City of Town and Country.

Signed: _____ Date: _____

Print Name: _____