



**City of St. Clair**  
**Building Department**

1 Paul Parks Dr.  
St. Clair, MO 63077  
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City Inspector – ext. 200  
Building Dept. Assistant – ext. 201

## Commercial Building Permit Application

### What you will need in order to obtain this permit:

1. A plot plan showing the dimensions of the lot with the proposed changes to the property including distance to the property line on all four sides. We will verify that the required setbacks are within City Code.
  - a. a site plan (Civil Drawings)
2. Two sets of detailed drawings of the proposed improvements. Data should include (but not necessarily be limited to) the following in plans submitted:
  - a. Foundation plan – show footing and foundation walls with dimensions. Show frost walls where applicable.
  - b. Floor plan – show dimensions for all rooms, all rooms must be identified, and show window size and name.
  - c. Wall section – show typical wall section, footing, foundation with steel and foundation drain system, floor joist, stud walls insulation factor and roof specifications.
  - d. Stair section – show head room, rise and tread on steps, handrail detail, etc.
  - e. Four exterior wall elevations – show elevation of each side of the house.
  - f. Fireplace plan and section – type flue, if prefab, must have specifications.
  - g. Truss plan – if trusses are used, submit the truss company's engineered truss plan.
  - h. Miscellaneous information – show locations of furnace, hot water heater, attic access, smoke detectors, carbon monoxide protector, vent fans, electrical outlets, and fixtures in the kitchen, bathrooms, and laundry.
  - i. Electrical/Lighting plan – show locations of lights, wirings, and service panels.
  - j. Mechanical plan – include information for all equipment to be used and the layout of all the ventilation and ductwork
  - k. Plumbing plan – include description of all fixtures and layout of DWV piping and all supply lines.
3. All drawings are to be stamped + signed by a registered professional architect and/or engineer
4. A permit application (attached here) must be filled out and submitted along with the aforementioned plans. You must state the estimated total cost of your project.
5. NO PERMIT WILL BE ISSUED until the permit fee has been paid in full.

*\*\* Please Note: All driveways and entryways upon city streets require that entryway/driveway and parking spaces be paved. \*\**

### Required Commercial Inspections:

1. Footings
2. Foundation
3. Electrical Service Installation
4. Rough-in prior to the installation of wall coverings
  - a. ***This includes electrical, plumbing, and mechanical.***
5. Drywall prior to taping and mudding
6. Fire Sprinkler System Inspection
7. Final Inspection prior to occupying the space

*\*\* Don't Forget to obtain a business license and final business inspection prior to conducting business in the space. \*\**



# Commercial Building Permit Application

City Use Only	
Permit Number	
Date Issued	
Expiration Date	
Building Official Signature	
Total Permit Fees	
Paid By	Cash    Check    Debit/Credit

**Property Information** Business Name and City License Number: \_\_\_\_\_

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

Parcel ID#: \_\_\_\_\_

Zoning District: \_\_\_\_\_ Historical District: \_\_\_\_\_ Flood Plain: Yes / No

Total Current SqFt: \_\_\_\_\_ Propane: Yes / No Natural Gas: Yes / No

Current Electrical: \_\_\_\_\_ amps Single Phase / 3 Phase ? AMEREN Premise Number: \_\_\_\_\_

City Water: Yes / No City Sewer: Yes / No Sewer Tap Fee: \_\_\_\_\_

## Owner Information

Business Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

Drivers License #: \_\_\_\_\_ State: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

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

Property Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

**Contractor Information** (Is a contractor completing the project? If yes, complete below.)

**\*\*All contractors and subcontractors must hold a valid and current business license with the City of St. Clair.\*\***

Company Name: \_\_\_\_\_ City Business License #: \_\_\_\_\_

Representative Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Business Address: \_\_\_\_\_

## After Hours Emergency Contact

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Role in Project: \_\_\_\_\_

## Project Information

New Construction                       Remodel / Addition

Construction Type: (Please circle)    Masonry    Wood    Frame    Steel    Other

Please briefly describe the project, include the new total square-footage: \_\_\_\_\_

**Total estimated project cost: \_\_\_\_\_ (MUST BE REPORTED)**

**\*\*Don't forget to submit two hard copy sets of both Site and Construction Drawings. Thank you!\*\***

## Terms and Conditions

Applicant agrees to comply with all applicable Code and Ordinances of the City of St. Clair. Applicant understands that the issuance of the permit creates no legal liability, expressed or implied, on the City of St. Clair. Applicant certifies that the information submitted on this application is complete and accurate. Full payment of permit fees is required prior to permit issuance. All inspections are required to be scheduled 1 day in advance at minimum. Failure to comply with the above terms and/or conditions may result in a civil citation and/or fines.

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

Date \_\_\_\_\_