



City of St. Clair
Building Department

1 Paul Parks Dr.
St. Clair, MO 63077
Ph: (636) 629-0333
City Inspector – ext. 200
Building Dept. Assistant – ext. 201

Residential 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 or building 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
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.
3. 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.
4. 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 Residential 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. Final Inspection prior to occupying the space

Craig Sullivan, City Inspector/ Code Enforcement - cityinspector@stclairmo.us
Acacia Bunch, Building Department Assistant - bldgadmin@stclairmo.us



Residential 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

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

Legal Owner: _____ Phone: _____

Drivers License #: _____ State: _____ Expiration Date: _____

Address: _____

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 _____