



Department of Community Development
 6801 Delmar Boulevard, University City, Missouri 63130
 Phone: (314) 505-8500, Fax: (314) 862-3168

RB

PROJECT NUMBER:

RESIDENTIAL BUILDING PERMIT APPLICATION

PROJECT SCOPE

This permit application is only to be used for the following project types: All types of residential structures and the associated accessory structures.

Is this application the result of a Stop Work Order or work performed without the required permit? **Yes** **No**

Does this project require a *Forest Activity Permit (FAP)* per Municipal Code Section 12.08.040? Please consult with the City Forester to determine if a permit is required. **Yes** **No**

Is this property located in a private subdivision? **Yes** **No**
If yes, please consult with private subdivision trustees to ensure the use or activity is consistent with private subdivision indentures.

PROJECT TYPE

See "Project Types" brochure for additional information.

- New Building**
- Repair to existing**
- Addition to existing**
- Miscellaneous Project**
- Alteration to existing**

DETAILED PROJECT DESCRIPTION

APPLICANT INFORMATION

All fields must be completed unless noted. PLEASE PRINT.

First Name: _____
First Name

Last Name: _____
Last Name

Business Name: _____
Full Business Name

Mailing Address: _____
XXXX Street, Unit XX

Daytime Phone: _____
(XXX) XXX-XXXX

City/State/Zip: _____
City

E-mail: _____
XXXXX@XX.XXX

GENERAL INFORMATION (See Associated Bulletin)

Address: _____
Project Address (Example: "123 Delmar")

Cost: _____
Estimated Construction Cost (Example: "\$4,000")

Use: _____
Use Group (Example: "A3")

Type: _____
Construction Type (Example: "1lb")

Sq Footage: _____
Square Footage for New Construction or Additions (Example: "12,000 SF")

PROPERTY OWNER

Owner information is the same as the applicant

Owner: _____
(Example: Jim Doe)

Business: _____
Business Name (Example: Owner, LLC)

Day Phone: _____
(XXX) XXX-XXXX

Address: _____
(Example: 123 Delmar, Suite 210)

City/State/Zip: _____
XXXXX, MO XXXXX

E-mail: _____
XXXX@XXXX.COM

GENERAL CONTRACTOR

General Contractor information is the same as the applicant

Contractor: _____
(Example: Jim Doe)

Business: _____
Business Name (Example: Builders, LLC)

Day Phone: _____
(XXX) XXX-XXXX

Address: _____
(Example: 123 Delmar, Suite 210)

City/State/Zip: _____
XXXXX, MO XXXXX

E-mail: _____
XXXX@XXXX.COM

ARCHITECT INFORMATION (IF APPLICABLE)

Architect: _____
Architect of Record (Example: Jane Doe, AIA)

Business: _____
Business Name (Example: Architects, LLC)

License #: _____
XXXXX

Day Phone: _____
(XXX) XXX-XXXX

Address: _____
(Example: 123 Delmar, Suite 210)

City/State/Zip: _____
XXXXX, MO XXXXX

E-mail: _____
XXXX@XXXX.COM

ENGINEER INFORMATION (IF APPLICABLE)

Engineer: _____
Engineer of Record (Example: Jane Doe, AIA)

Business: _____
Business Name (Example: Engineers, LLC)

License #: _____
XXXXX

Day Phone: _____
(XXX) XXX-XXXX

Address: _____
(Example: 123 Delmar, Suite 210)

City/State/Zip: _____
XXXXX, MO XXXXX

E-mail: _____
XXXX@XXXX.COM

Three copies of the construction plans are required at the time of application.

ENERGY EFFICIENCY

Will this project reduce energy use on the property?
 Yes No

PROJECT FEES

The cost of the permit is the greater of either (1) the fee based on the table below (estimated cost of construction), or (2) the fee based on the cost per square foot most recently published by the International Code Council. To estimate the fees for a project, please go to the following website: <http://mygov.us/pi/citizen/feestimate.php?citiesID=362>.

ESTIMATED CONSTRUCTION COST	PERMIT FEE
REQUIRED APPLICATION FEE (NON REFUNDABLE)	\$35.00
\$1,400 to \$4,999.99	\$25.00 per \$1,000 of construction cost
\$5,000 to \$9,999.99	\$15.00 per \$1,000 of construction cost plus \$50
\$10,000 to \$399,999.99	\$6.00 per \$1,000 of construction cost plus \$140
\$400,000 to \$1,499,999.99	\$5.00 per \$1,000 of construction cost plus \$260
\$1,500,000 and up	\$4.00 per \$1,000 of construction cost plus \$2000
TOTAL	

OTHER FEES	PERMIT FEE
Partial Permit Fee	10% of scheduled fee with \$70 minimum
Amendments to Issued Permits	\$40.00 per hour (one hour minimum)
Temporary Certificates of Occupancy (TCO)	\$70.00
Additional Inspections	\$35.00
TOTAL	

APPLICANT ACKNOWLEDGEMENT AND SIGNATURE

By signing below, I state the information provided on this registration application is truthful to the best of my knowledge, and I have read and understand the terms of service documentation as it relates to this application. Further, I understand this is an application and not a permit. Work cannot begin until a permit is issued.

 Name (Printed) Signature Date

Permits will not be processed on properties with outstanding trash bills.