



PROJECT NUMBER: _____

POOL ENCLOSURE PERMIT APPLICATION

PROJECT NOTE

Applicants must be entered into the computer system as a fencing contractor or be the homeowner prior to processing this permit. Please complete a contractor registration form if you are not already registered.

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 DESCRIPTION

PROJECT ADDRESS

Project Address: _____
Address

PROJECT INFORMATION

Fence Type: _____
Example: Wood Privacy

Fence Height (Max): _____
Example: 6 Feet

Estimated Construction Cost: _____
Example: \$3,000

Date of Completion: _____
MM/DD/YYYY

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

APPLICANT INFORMATION

All fields must be completed unless noted. **PLEASE PRINT.**

First Name: _____
First Name

Last Name: _____
Last Name

Business Name: _____
Full Business Name

E-mail: _____
XXXXX@XXXX.XXX

MAILING ADDRESS

Mailing Address: _____
XXXX Street, Suite XXX

Phone Number: _____
(XXX) XXX-XXXX

City: _____
City

State: _____
State

Zip Code: _____
XXXXX

PHYSICAL ADDRESS

Physical address same as mailing address.

Mailing Address: _____
XXXX Street

City: _____
City

State: _____
State

Zip Code: _____
XXXXX

PROJECT INFORMATION

- A site plan, drawn to scale, is required with this application. Please highlight the location of the fence on the site plan. Acceptable site plans include a boundary survey or a subdivision plat. A copy of a subdivision plat may be obtained at the Plat Department of St. Louis County, located on the fourth floor of 41 S Central, Clayton, Missouri 63105 (Phone: 314-615-7184).
- Fences must be constructed on the owner's property. If necessary for a fence to cross a property line (i.e. to connect to a garage or existing fence), the applicant shall provide two copies of a letter from the adjacent property owner. The letter shall state that the adjacent property owner allows the fencing to be installed and that the adjacent property owner understands maintenance or repair to the fence on their property is their responsibility. If the amount of fencing on the adjacent property owner's property exceeds 4 linear feet, a separate permit shall be obtained for the fence.
- If the fencing bounds or surrounds a pool, a pool enclosure permit is required (not a fence permit). Misapplying for the incorrect permit will result in a delay in processing.
- Gate hardware is required to be self-closing and self-latching. Provide the location on of the gates on the site plans.
- The pool enclosure design shall include the height above finish grade of horizontal members, distance between vertical members, the direction the horizontal members face, and the distance between the enclosure and finish grade.
- Fences may not be taller than 6 feet in residential districts.
- Inspections that cannot be conducted due to the inspector not being able to access the work for inspection or failure of the work to be completed at the time of the inspection will result in an additional inspection fee.
- It is the responsibility of the applicant to obtain an approved final inspection.
- All work is to be performed in accordance with the requirements of the municipal code of University City.
- The scope of work outlined by the permit application is authorized by the owner, and the owner has authorized the application for this permit.
- If it is found by the City that the work being performed exceeds the work outlined by the permit application, the applicant shall amend the permit to include all work and pay any associated fees for said amendment.
- At the request of an agent of the City, the applicant or contractor for a project shall immediately produce the approved construction documents, a copy of the issued permit, and licenses for any electricians or plumbers working on the site.
- The applicant certifies that all information provided is true and correct to the best of his/her knowledge and that any stated value of construction (also known as the estimated construction cost) includes all materials, equipment, labor, overhead and profit.
- The applicant agrees to adhere to all City, State and Federal laws regarding the work to be performed under this permit.

APPLICANT ACKNOWLEDGEMENT AND SIGNATURE

By signing below, I state the information provided on this permit 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.