



PLANNING & DEVELOPMENT SERVICES DEPARTMENT
10 North Bemiston Avenue, Clayton, Missouri 63105
(314) 290-8463

APPLICATION FOR BUILDING PERMIT RESIDENTIAL/COMMERCIAL

Permit# BU _____ DM _____

- A \$35.00 application fee must accompany this application. Payment
- New Construction / Structural Modifications** require two (2) sets of construction documents prepared and sealed by a registered design professional, truss drawings, a separate sheet detailing a clear scope of work, and a site plan.
- Single Family Non-Structural Renovations** require two (2) sets of scaled, fully detailed construction documents drawn in a professional manner, and a separate sheet detailing a clear scope of work.
- Multi-Family Non-Structural Renovations – Major** require two (2) sets of scaled, fully detailed construction documents prepared by a registered design professional, and a separate sheet detailing a clear scope of work.
- Multi-Family Non-Structural Renovations – Minor** require two (2) sets of scaled, fully detailed construction documents drawn in a professional manner, and a separate sheet detailing a clear scope of work.
- Commercial Renovations** require two (2) sets of construction documents prepared and sealed by a registered design professional and a separate sheet detailing a clear scope of work.
- All Exterior Modifications** (i.e. additions, retaining walls, enclosed porches, etc.) require two (2) sets of construction documents prepared and sealed by a registered design professional and a separate sheet detailing a clear scope of work. Projects requiring Administrative Architectural Review Approval must include a photograph of the existing area, photographs from the public right of way, a rendering of the proposed modification, and a complete detail or photo of materials to be used.
- Fences** See Fence Permit Requirements: <https://www.claytonmo.gov/home/showdocument?id=42>
- Total Structure Demolition** – See Demolition Permit Requirements: <https://www.claytonmo.gov/home/showdocument?id=36>. Interior demolitions are classified as a renovation.
- Code Questions/Clarifications** – codequestionsbd@claytonmo.gov

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED FOR PLAN REVIEW

Applicant Name _____

Business Phone (_____) _____ Mobile Phone (_____) _____

Address _____

City _____ State _____ Zip Code _____ e-mail _____

Owner Contractor Design Professional Other _____

Property Owner Name _____ Phone (_____) _____

Address _____

City _____ State _____ Zip Code _____ e-mail _____

Commercial Occupant _____ Nature of Business _____

Previous use of commercial space _____

Architect Name _____ Firm _____

Address _____ Phone (_____) _____

City _____ State _____ Zip Code _____ e-mail _____

Engineer Name _____ Firm _____

Address _____ Phone (_____) _____

City _____ State _____ Zip Code _____ e-mail _____

**APPLICATION FOR BUILDING PERMIT
RESIDENTIAL/COMMERCIAL
Continued**

Contractor Name _____
Contractor Address _____
City _____ State _____ Zip Code _____ Phone (____) _____
Contact Name _____
Contact E-Mail Address _____

Project Address: _____ Suite/Unit _____ (REQUIRED)
Application is made for: New Construction Addition Alteration Repair Demolition Fence
This property is: Multi-Family (Apartment/Condominium) Townhouse Duplex Single Family House Commercial
Is the property located in the flood plain: Yes No

Has this project received Plan Commission/Architectural Review Board Approval: Yes Date: _____ No N/A
____ (Initial) I certify that the submitted plans accurately reflect the plans that were approved by the Plan Commission/Architectural Review Board and all changes have been clouded and note referenced.

Failure to disclose any changes will delay permit approval and may result in revocation of building permits.

Has this project received approval for a variance: Yes Date: _____ No N/A

Subdivision/Condominium Name _____

Subdivision Trustee/Condominium Association Approval: Yes – Copy Attached No N/A

Some subdivisions require trustee approval for any exterior renovation projects. While this process will not delay the issuance of a building permit by the City of Clayton, we do ask that you provide us with the results of the trustee review.

Permit applications for alterations or renovations to condominium units will require written approval from the condominium association.

Type of construction (Circle One) IA IB IIA IIB IIIA IIIB IV VA VB

Use & Occupancy Group Classification as defined by the International Building Code (Circle One)

A-1 A-2 A-3 A-4 A-5 B M R-1 R-2 R-3 R-4 Other _____

Describe nature of work and specific location on building or site _____

Total square footage of tenant space (Commercial Projects Only) _____

Square footage of alteration (Commercial Projects Only) _____

Realistic cost of construction (Required): \$ _____

Permit valuations shall include total value of work, including materials and labor, for which the permit is being issued. If, in the opinion of the Building Official, the valuation is underestimated on the application, the permit shall be denied, unless the applicant can show detailed estimates to meet the approval of the Building Official. Final building permit valuation shall be set by the Building Official.

I hereby certify the above information is correct and that I am the legal owner of the property or have been authorized by the owner to make application for the work described above.

Signature _____ Date _____

Please Print Name _____