



PLANNING & DEVELOPMENT SERVICES DEPARTMENT  
10 North Bemiston Avenue, Clayton, Missouri 63105  
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## APPLICATION FOR BUILDING PERMIT RESIDENTIAL/COMMERCIAL

December 27, 2018

Permit# BU\_\_\_\_\_

- A \$35.00 application fee must accompany this application.
- New Construction / Structural Modifications** require three (3) 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 three (3) 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 three (3) 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 three (3) 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 three (3) 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 three (3) 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.

### 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**

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Contractor Name \_\_\_\_\_  
Contractor Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Contact E-Mail Address \_\_\_\_\_

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Project Address: \_\_\_\_\_ Suite/Unit \_\_\_\_\_ (REQUIRED)  
Application is made for:  New Construction  Addition  Alteration  Repair  Demolition  Fence  
This property is:  Residential  Commercial / Is the property located in the flood plain:  Yes  No

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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.*

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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.

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**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 \_\_\_\_\_