CITY OF LADUE
NEW RESIDENCE/ADDITION/REMODEL
PRELIMINARY SUBMITTAL REQUIREMENTS:

1. Site locator map indicating property location

2. Site plan indicating the following:

    A. Property lines
    B. Building Setbacks and any easements
    C. Existing structures (with notes regarding how many stories and construction type)
    D. Fencing, paving, retaining walls, poles, pools, etc.
    E. Significant trees, existing/proposed landscaping.
    F. Grades, existing and proposed.
    G. Neighboring buildings which are close to property lines on adjacent properties.
    H. Curb cuts.
    I. Indicate location and size of addition or area of work.

3. Photographs showing overall building from all sides and any pertinent details and of adjacent properties.

4. Floor plans.

5. Landscape plan for new main building - $600.00 deposit required

6. Roof plan.

7. Exterior elevations identifying materials.

8. Samples of any proposed brick, siding, masonry, or roof products.

ALL DRAWINGS MUST ACCURATELY REFLECT THE PROPOSED STRUCTURE AND THE SITE THE STRUCTURE IS LOCATED ON.
THE BUILDING DEPARTMENT IS NOT RESPONSIBLE FOR INCOMPLETE OR INACCURATE SUBMITTALS.

CITY OF LADUE
APPLICATION FOR BUILDING PERMIT

The owner is responsible for insuring that the information on the Application is true and complete. If your property is in the flood plain, consult with the Building Official or Director of Building & Planning before proceeding. The City Staff will assist you in meeting the requirements of this application.

Requirements for Applications

City Ordinances require than an application must have the following items at the time of submission:

- Site plans, drawings and specifications – 2 sets.
- Photographs of existing building to which a proposed addition is to be added or a rendering of the existing building showing the addition.
- The fully executed application form which must be signed by the owner.
- If proposed construction is new or alters the outward appearance of a building, include photographs of neighboring properties and evidence (letter, signatures on plans) that subdivision trustees have been notified of the proposed project.
- $100 deposit or the actual permit cost, whichever is less. Plus $600.00 for landscape review

The Site Plan shall be drawn accurately to scale and must show the entire lot, building lines, existing and proposed grades (in terms of mean sea level elevations), street rights-of-way abutting the property, and all existing and proposed structures.
Applications without this site plan will not be accepted.

The Drawings and Specifications must be drawn accurately to scale and shall include: plans, elevations, and necessary sections to indicate clearly the character and construction of the proposed work.

The Drawings and Specifications must bear the seal of an architect or professional structural engineer registered in the State of Missouri. Sealed drawings and specifications must comply with the provisions of Section 110-71 of the City's Code of Ordinances. Note: no seal is required for plans for one story buildings that neither exceed 400 square feet nor call for new footings or foundations.

Additions should maintain the character and standards of the original building or relate well to it architecturally.

Plan Review

For new homes, additions to existing homes or modifications to outward appearance, the application materials with photographs of adjoining property, will be submitted to the Architectural Review Board for their review to determine if the new construction will conform to proper architectural standards of appearance and design and be in conformance with surrounding structures as to style, design, and size. Upon completion of this review, drawings are forwarded to the Building Official for review as to conformance with the City's Zoning and Building Ordinances.

The Building Official's review may reveal a potential violation of City Ordinances in the Owner's request. In such cases, the owner/agent may revise the proposal so that it complies with the ordinances and submit plans for further review.

When the City's review has been completed the owner/agent will be notified that the permit has been issued or the review comments will be forwarded to the owner/agent. Building permit fees are paid when the permit is picked up.

Subdivision Trustees: Trustee notification is required on any project affecting the outward appearance of the building. Trustees should be given the opportunity to review an applicant's plans. Subdivision indenture provisions may require alterations to a plan that is otherwise in conformance with City ordinances.

Removal of trees over 6" caliper @ 4 ½ ft. is prohibited without a permit and may require a review by the Landscape Plan Review Board. Please ask the Building Department staff about this important aspect of your proposed improvements.

Permit Fees, Inspections, Inspection Fees

Building Permit fees are assessed at the time the permit is issued based on preliminary cost estimates. Costs are $10.00 per $100 of cost up to $1,000. Above $1,000 in cost, the fee is $4.00 for residential and $6.00 for commercial per $1,000 or part thereof in excess of $1,000. The total fee shall conform to the total cost of the work or operation.

Pre-Construction Inspections: Structures to which alterations or additions are proposed may be subject to an inspection by the Building Commissioner prior to the commencement of work to determine the safety and condition of the structure. The inspection cost is $15.00 and is not considered a required inspection.

Required Inspections: A minimum of six (6) inspections are required unless the nature of the work is such that the Building Commissioner deems more or fewer inspections are necessary. Inspection fees in excess of those paid for at the time of permit issuance must be paid at or before the final inspection.

Other Important Information

Occupancy Permit: Required for any residence which is newly constructed, or which has been uninhabited for more than six months, or has had changes made to over 75% of the square footage of the building (excluding basements, attics, and garages.) No certificate will be issued until the residence and the property upon which it is situated complies with all provisions of the code of ordinances, all other applicable city ordinances, and all laws and requirements of the United States, the State of Missouri, St. Louis County, the Metropolitan School District, and any other Federal, State, or County agency, or public utility.

Permit Expiration: Permits expire three months after the date of issuance unless the permitted work has begun. One extension up to six additional months may be granted by the Building Commissioner upon written application by the applicant stating the conditions which prevented commencement of the work within the three month period.

Time Limit on Completion of Work: Work for which a permit was issued must be completed within a period of time specified by the Building Official but not to exceed one year from date of issuance. The Building Official, with the approval of the City Council, may extend the date for completion.

Permit Forfeiture and Cancellation: Permits issued but not called for or accepted by the applicant within thirty (30) days from issuance shall be cancelled and the deposit forfeited. Deposits on applications subsequently denied by the Building Official will be forfeited.

Violations: Work conducted in violation of the City's building codes will be cause for revocation of the permit. Reinstatement of a permit can be accomplished only upon application to the Building Official showing that the provisions of all city ordinances are being met.

Other Required Permits: Land Disturbance, Tree Removal, Demolition, Heating & Cooling, Plumbing, Electrical, and Elevators, all require separate permits and inspections. The Building Department staff will work with applicants to meet the various requirements in a timely manner.

Plans will be kept by the Building Department for two years following issuance at which time they will either be returned to the applicant or destroyed if they are not picked up.

City of Ladue
Building Permit Application Form

Note: Any data marked with an asterisk (*) may be obtained by calling the Building Department.

Part I: Applicant Information:

Date:_____ Address for which application is submitted:_____

Owner of property:_____

Owner's Address (if different):_____

Owner's Telephone:_____(day)_____(evening)

Application is hereby made to the Building Official of the City of Ladue for a permit to build or construct

_____ at/on the above listed property, such construction being in

accordance with the drawings and specifications presented herewith and in conformity with the provisions of the

Building, Zoning, and other applicable ordinances, the estimated cost of which is $_____

to be completed on or about _____ of 20_____.

Contractor:_____ Architect:_____

Address:_____ Address:_____

Telephone:_____ Telephone:_____

E-Mail: _____ E-Mail: _____

Part II: Property Information:

Note: Applicants proposing to erect a fence fill out (a), (d), (e), and (f) only.

Is any part of the subject property in the Flood Plain? Yes No

Total Area of Land Disturbance:_____*(If greater than 1 acre, a separate Land Disturbance Permit is required.)*

a. Size of lot_____sq. ft. *Zoning District:_____

b. Required Building Setbacks: Front_____Rear_____Side_____

c. Required Accessory Use Setbacks: Front_____Rear_____Side_____

d. Does the property border two or more streets?Yes No

If yes, names of streets:_____

e. Is property subject to Special Use Permit? Yes No

f. Has a Variance to the Zoning Ordinance ever been granted/applied for? Yes No

g. Square footage of addition/new home, (including attached garages, covered porches, etc.):_____

h. Building height:_____*(See Ordinance 1175 Sec. XIII for definitions)*

i. Depth below grade:_____ Number of Stories:_____

j. Exterior wall material and color:_____ Roof material and color:_____

Owner's and Owner's Agent Statement:

The undersigned owner of the building or ground above described, for the purpose of procuring the permit herein applied for, states that all of the above information is true to the best of their knowledge and belief. Except as otherwise noted on the drawings, the project complies with all applicable ordinances and Building Codes adopted by the City of Ladue. The undersigned further state that they have read and are entirely familiar with, Ordinances 1986, 1987, and 1988 as amended, and Ordinance 1175, as amended, as they apply to the proposed construction for which the permit is requested. I/we understand that incomplete applications will not be processed.

_____ _____

Agent's Signature Owner's Signature

For Office Use Only:

Plan Submission Record:

Sent for Preliminary Review:_____

Preliminary ARB Decision:_____

Sent for ARB Review:_____

ARB Decision: _____

Sent to LRB: _____

LRB Decision: _____

Permit Fee: $_____

Inspections @ $15.00 Each: $_____

Inspection Adjustment: $_____

Other Adjustments: $_____

Total Due: $_____

Deposit of $_____

Comment/Approval Record:

Date: _____ Reviewed By: _____

Comments: _____

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Date: _____ Reviewed By: _____

Comments: _____

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