

**City of Ladue**  
**Application Checklist for Standby Generators:**

- 1) Site Plan indicating proposed generator location.
  - Minimum 10' from any operable door or window.
  - Meet side and rear yard setback requirements for accessory structures.

**Required Accessory Structure Setbacks:**

<u>District:</u>	<u>Side Yard:</u>	<u>Rear Yard:</u>
A	50'	50'
B	50'	50'
C	10-20'*	10'
D	5'	5'
E	5'	5'
E1	5'	5'

- 2) Generator details (copy from manufacturer brochure).
- 3) Building Permit Application Form completed/signed by property owner.

*\*Side yard setback in the C district is 10% of the lot width at the required front yard setback line (50'). The minimum required is 10', the maximum is 20', depending on the lot width. If you have questions, this can be determined by providing a site plan or survey of the subject property to the Building Department.*

**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 Commissioner or City Clerk before proceeding. The City Staff will assist you in meeting the requirements of this application.*

### Requirements for Applications

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

- Site plans, drawings and specifications – 2 sets.
- The fully executed application form which must be signed by the owner.
- \$100 deposit or the actual permit cost, whichever is less.

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.**

### Plan Review

For standby generators, the application is submitted to the Assistant Fire Chief for review. Upon completion of this review, drawings are forwarded to the Building Commissioner's office for review as to conformance with the City's Zoning and Building Ordinances.

The Building Commissioner'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 procedure 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.

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 three 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

**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 Commissioner but not to exceed one year from date of issuance. The Building Commissioner, 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 Commissioner 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 Commissioner showing that the provisions of all city ordinances are being met.

**Other Required Permits:** Grading, Tree Removal, Demolition, Heating, Cooling, Ventilation, Water Heaters, Plumbing, Electrical, Elevators, and Blasting 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 Commissioner 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: \_\_\_\_\_ Fax: \_\_\_\_\_ Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Contact: \_\_\_\_\_ 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  
*If yes, consult with the Building Commissioner before proceeding.*

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: _____	Permit Fee: _____	\$ _____
Preliminary ARB Decision: _____	Inspections @ \$15.00 Each: _____	\$ _____
Sent for ARB Review: _____	Inspection Adjustment: _____	\$ _____
ARB Decision: _____	Other Adjustments: _____	\$ _____
Sent to LRB: _____	Total Due: _____	\$ _____
LRB Decision: _____	Deposit of _____	\$ _____

**Comment/Approval Record:**

Date: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Comments: \_\_\_\_\_

Date: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Comments: \_\_\_\_\_

Date: \_\_\_\_\_ Reviewed By: \_\_\_\_\_

Comments: \_\_\_\_\_