City of Ladue Building Department

FENCE

THE BUILDING DEPARTMENT IS NOT RESPONSIBLE FOR INCOMPLETE OR INACCURATE SUBMITTALS.

Submittal Requirements;

1. _____ Trustee Notification per Section IV-C (14) of Ordinance 1175
(One trustee must sign a set of plans, the application or submit an email stating they have been notified of proposed construction)

2. _____ Site plan at a scale of 1" = 20' or larger indicating the following;

___ Property Lines

___ Building setbacks & any easements

___ Existing Structures including any existing fences

___ Proposed fence location indicated

___ Significant trees, existing/proposed landscaping if applicable, particularly if the fence is being proposed along a public street (ie; Clayton Rd., Ladue Rd., S. Price Rd., S. McKnight Rd., etc.)

3. _____ Fence detail showing height, post depth, spacing of vertical members, etc. This should be a drawing or photograph with dimensions provided

4. _____ Owner signature on application and $100 deposit with submitted applications

Depending on the scope of work & project, additional information may be required & will be requested accordingly.

ALL DRAWINGS MUST ACCURATELY REFLECT THE PROPOSED STRUCTURE & SITE THE STRCTURE IS LOCATED ON.

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 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:

- **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. Unless this application is for a new residence, then $500.00 deposit is required.**

The Drawings and Specifications must be drawn accurately to scale and shall include: floor plans 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.

Plan Review

For interior remodels the application if forwarded to the Fire Marshal 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.

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 via email or phone. Building permit fees are paid when the permit is picked up.

Permit Fees, Inspections, Inspection Fees

Building Permit fees are assessed at the time the permit is issued based on preliminary cost estimates. Above $1,000 in cost, the fee is a base fee of $100 plus $5.00 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.

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.

Failed Inspections: The permit includes 1 failed inspection and 1 re-inspect. (if applicable) If the inspection fails for a second inspection you will be required to pay for additional inspect

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 three 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. A second extension request may be granted; however to apply you must pay $140 non-refundable fee and deliver the request to building commissioner for his review.

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:

)ate:_____ Address for which application is submitted:_____

)wner of property:_____

)wner's Address (if different):_____

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

.pplication 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

:cordance with the drawings and specifications presented herewith and in conformity with the provisions of the

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

) be completed on or about _____ of 20_____.

ontractor:_____ Architect:_____

ddress:_____ Address:_____

elephone:_____ Telephone:_____

-Mail: _____ E-Mail: _____

Part II: Property Information:

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

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

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

Size of lot_____sq. ft. *Zoning District:_____

Required Building Setbacks: Front_____Rear_____Side_____

Required Accessory Use Setbacks: Front_____Rear_____Side_____

Does the property border two or more streets?Yes No

If yes, names of streets:_____

Is property subject to Special Use Permit? Yes No

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

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

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

Depth below grade:_____ Number of Stories:_____

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

Owner's and Owner's Agent Statement:

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

_____ gent's Signature

_____ Owner's Signature

For Office Use Only:

Plan Submission Record:

ent for Preliminary Review: _____

eliminary ARB Decision: _____

ent for ARB Review: _____

RB Decision: _____

ent to LRB: _____

RB Decision: _____

Permit Fee: $_____

Inspections @ $35.00 Each: $_____

Inspection Adjustment: $_____

Other Adjustments: $_____

Total Due: $_____

Deposit of $_____

Comment/Approval Record:

ate: _____ Reviewed By: _____

omments: _____

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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 @ $35.00 Each: $_____

Inspection Adjustment: $_____

Other Adjustments: $_____

Total Due: $_____

Deposit of $_____

Comment/Approval Record:

Date: _____ Reviewed By: _____

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