



City of Ladue Building Department

FENCE or DECK

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 "ADA", the application for fence permit is also available in alternative format (e.g. large print, Braille) upon request.

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

1. _____ Trustee Notification per Section IV-C (14) of Ordinance 1175
2. _____ Site plan at a scale of 1"=20' or larger indicating the following:
 - ____ Property lines
 - ____ Building Setbacks and 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, etc.)
3. _____ Fence detail showing height, post depth, spacing of vertical members, etc. This should be a drawing or photograph with dimensions provided. (FOR FENCE PERMITS ONLY)
4. Owner signature on application and \$100 deposit with submitted applications.
5. Copy of the Bona Fide Contract (Section 118-2 Ladue Code of Ordinances)

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

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

CITY OF LADUE APPLICATION FOR FENCE PERMIT

The owner is responsible for ensuring 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 or agent for the owner.
- \$100 deposit payable by cash or check

The Site Plan shall be drawn accurately to scale and must show the entire lot, building lines, street rights-of-way abutting the property, and the proposed fence location.

Applications without this site plan will not be accepted.

Plan Review

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.

Subdivision Trustees: Trustee notification is required on any fence permit and must be obtained before the application will be accepted by the City. Proof of notification shall be presented to the City when the application is submitted and shall consist of either a signature on the application or plans. Subdivision indenture provisions may require alterations to a plan that is otherwise in conformance with City ordinances. In the event your neighborhood does not have trustees, the applicant shall provide a letter to the Building Official stating such as part of their permit application.

Removal of trees over 6" caliper @ 4 ½ ft. is prohibited without a permit and may require a review. 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. Residential permits are \$100 base plus \$5 per \$1,000 of estimated cost plus inspection fees. Commercial permits are \$100 base plus \$6.00 per \$1,000 of estimated cost plus inspection fees. The total fee shall conform to the total cost of the work or operation.

Required Inspections: There are two required inspections as part of your fence project. The first inspection is a pier inspection to verify 30" post holes. The second is the final inspection to verify project completion and conformity with all building codes and City ordinances. Additional inspection fees may be required if plans are not on site or inspections are cancelled without notifying the Building Department in advance. Additional fees 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.

**City of Ladue
Building Permit Application Form**

Part I: Applicant Information:

Date: _____ Address for which application is submitted: _____

Owner of property: _____

Owner's Address (if different): _____

Owner's Telephone: _____ E-Mail _____

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 \$ _____

(Must provide Bona Fide Contract) to be completed on or about _____ of 20_____

Contractor: _____ Architect: _____

Address: _____ Address: _____

Telephone: _____ Fax: _____ Telephone: _____ Fax: _____

E-Mail: _____ E-Mail: _____

Part II: Property Information:

*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. Does the property border two or more streets? Yes No
If yes, names of streets: _____

c. *Is property subject to Special Use Permit? Yes No

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

Owner's / 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 are entirely familiar with all City codes ordinances 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

Comment/Approval Record:

Date: _____ Reviewed By: _____

Comments: _____

Date: _____ Reviewed By: _____

Comments: _____

Date: _____ Reviewed By: _____

Comments: _____

Date: _____ Reviewed By: _____

Comments: _____

