



## **CITY OF LADUE PLAYSET or SHED**

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

1. Site plan at a scale of 1"=20' or larger indicating the following:
  - A. Property lines
  - B. Building Setbacks and any easements
  - C. Proposed playset location indicated.
2. Playset detail showing height, post depth/secure method, structural details, etc. This should be a drawing or photograph with dimensions provided.
3. Verification of trustee notification (if applicable)

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

## CITY OF LADUE APPLICATION FOR PLAYSET OR SHED 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 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 owner's agent.
- \$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 exterior permit. 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 \$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.

**Required Inspections:** There are two required inspections as part of your 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: \_\_\_\_\_ (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: \_\_\_\_\_

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

*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 / 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

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**Comment/Approval Record:**

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

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

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

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

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

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