



## City of Ladue Building Department RETAINING WALL or DRIVEWAY

*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.*

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

1. \_\_\_ Trustee Notification per Section IV-C (14) of Ordinance 1175
2. \_\_\_ Site locator map indicating property location (*aerial from STL County Parcel viewer or Google Earth*)
3. \_\_\_ 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 or retaining walls. (with notes regarding how tall & construction type)
  - \_\_\_ Proposed paving, retaining walls, pools, patios, etc.
  - \_\_\_ Significant trees, existing/proposed landscaping (ret. wall permits only)
  - \_\_\_ Grades, existing & proposed (ret. wall permit only)
  - \_\_\_ Curb cuts
  - \_\_\_ Indicate location & size of proposed work area
4. \_\_\_ Plans signed & sealed by an architect /P.E. if the proposed retaining wall is 4' or taller.
5. \_\_\_ Green space/lot coverage calculations for front, rear and side yards
6. \_\_\_ Storm water mitigation plan (if applicable)
7. \_\_\_ Signed application and \$100 deposit
8. \_\_\_ Provide a Bona Fide Contract (Section 118-2 Ladue Code of Ordinances)

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

## CITY OF LADUE

### APPLICATION FOR RETAINING WALL PERMIT or DRIVEWAY

*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 agent for the owner.
- \$100 deposit payable by cash or check
- Submit a Bona Fide Contract

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 work 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 two (2) trustee signatures 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 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. Residential permits are \$100 base plus \$5 per \$1,000 of estimated cost. 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:** A minimum of two (2) 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 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 ninety (90) 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 five years following issuance.

**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 from above): \_\_\_\_\_

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, to be completed on or about \_\_\_\_\_ of 20\_\_\_\_\_, the estimated cost of which is \$ \_\_\_\_\_ (Submit a Bona Fide Contract)

Contractor: \_\_\_\_\_ Architect: \_\_\_\_\_

Address: \_\_\_\_\_ Address: \_\_\_\_\_

Telephone: \_\_\_\_\_ Telephone: \_\_\_\_\_

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: \_\_\_\_\_  
*Can be obtained from City of Ladue website, "City Maps"*

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

**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.

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Agent's Signature

**Comment/Approval Record:**

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_

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

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

\_\_\_\_\_

\_\_\_\_\_