



City of Ladue Solar Panels

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

- 1) Site Plan indicating proposed solar panel location.
 - Minimum 3' from the roof edge and ridge line.
 - Must meet zoning setback requirements.
- 2) Spec Sheet (provided from manufacturer brochure).
- 3) Building Permit Application Form completed/signed by property owner.
- 4) Trustee approval from homeowners' association (if applicable)
- 5) Provide a copy of the 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. 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 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 payable by cash or check
- Copy of the Bona Fide Contract

Plan Review

For solar panels, the application is submitted to the Building Department and reviewed by the Assistant Fire Chief and 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 \$100 base and \$5.00 for residential and \$6.00 for commercial per \$1,000 or part thereof more than \$1,000 plus inspections. 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 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 more than 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): _____

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 \$ _____

(Copy of the Bona Fide Contract) to be completed on or about _____ of 20_____.

Contractor: _____

Architect: _____

Address: _____

Address: _____

Telephone: _____

Telephone: _____

E-Mail: _____

E-Mail: _____

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

OR

Owner's Signature



For Office Use Only:

Comment/Approval Record:

Date: _____ Reviewed By: _____

Comments: _____

Date: _____ Reviewed By: _____

Comments: _____

Date: _____ Reviewed By: _____

Comments: _____

Date: _____ Reviewed By: _____

Comments: _____
