

CITY OF STE. GENEVIEVE, MISSOURI

165 S. Fourth Street  
Ste. Genevieve, MO 63670  
Phone (573) 883-5400 Fax (573) 883-8105

Permit #

Commercial Building Permit Application

PLEASE FILL OUT COMPLETELY

(03/2022)

CIRCLE ALL THAT APPLY: NEW ADDITION CHANGE IN USE REMODEL REPAIR

PROJECT INFORMATION

PROJECT TITLE: \_\_\_\_\_

ZONING: \_\_\_\_\_ ADDRESS: \_\_\_\_\_

PROJECT DESCRIPTION: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

USE GROUP: \_\_\_\_\_ OCCUPANCY: \_\_\_\_\_ OCCUPANT LOAD: \_\_\_\_\_ TYPE OF CONSTRUCTION: \_\_\_\_\_

WATER TAP SIZE: \_\_\_\_\_ AREA UNDER CONSTRUCTION (S.F.): \_\_\_\_\_ TOTAL COST OF CONSTRUCTION:\$ \_\_\_\_\_

CONTACT INFORMATION

TENANT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

\*\*\* Email to be used for any communication by city staff. \*\*\*

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

\*\*\* Email to be used for any communication by city staff. \*\*\*

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ LICENSE NO.: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

DESIGN PROFESSIONAL OF RECORD: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ EMAIL: \_\_\_\_\_

PHONE #: \_\_\_\_\_ FAX #: \_\_\_\_\_

I CERTIFY THAT I AM THE OWNER IN FEE OR AGENT AUTHORIZED TO APPLY FOR THIS BUILDING PERMIT. I UNDERSTAND THAT THE SUBMITTAL OF INCOMPLETE PLANS OR FAILURE TO COMPLETE THIS APPLICATION IN ITS ENTIRETY MAY RESULT IN THE DELAY OF PLAN REVIEW AND PERMIT APPROVAL.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_ Phone: \_\_\_\_\_

FOR OFFICE USE ONLY:

VARIANCE? DATE: \_\_\_\_\_ SPECIAL USE PERMIT? DATE: \_\_\_\_\_

CERTIFICATE OF APPROPRIATENESS? DATE: \_\_\_\_\_

FLOODPLAIN DEVELOPMENT PERMIT REQUIRED? \_\_\_\_\_ STORM WATER PERMIT REQUIRED? \_\_\_\_\_

OTHER: \_\_\_\_\_

Received By: \_\_\_\_\_ Date & Time: \_\_\_\_\_

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Submit the following items, when applicable, to the **Planning and Zoning Administrator** for review:

1. **A completed permit application form.**
2. **Three** sets of storm water plans with application, where required.
3. Flood plain development permits, where required.
4. Grading permit application, where required.
5. **Three sets** of a Vehicular Use plan, where required.
6. Certificate of Appropriateness Application, where required.
7. **Two complete sets** of detailed plans including a **Site Plan** where new construction, additions or changes in use are involved.

**Complete plans** shall be comprised of, but not be limited to, plan sheets from the following disciplines where applicable: Surveying, Civil, Architectural, Structural, Mechanical, Plumbing and Electrical.

A **Site Plan** shall be drawn to scale in accordance with an accurate boundary line survey showing the location of all property lines, set back distances, easements, utilities, adjacent streets, drainage facilities, proposed and existing grades, north arrow, the proposed driveway and sidewalks (where applicable);

The site plan shall also include the proposed building with finished floor elevations and existing buildings and improvements on the property including signs, fences and walls; the dimensioned parking layout including accessibility concerns and fire lanes.

8. Foundation and soils investigation report, where required.
9. Sprinkler system plans, where required.
10. Plan sheets for **Occupant Load**, where required.

These plans shall completely detail compliance with the City of Ste. Genevieve Municipal Ordinance adopting the following model codes: 2018 International Building Code, 2018 International Fire Code, 2018 International Mechanical Code, 2018 International Plumbing Code, 2018 International Existing Building Code, 2018 International Fuel Gas Code & 2020 National Electrical Code in addition to all other applicable City of Ste. Genevieve Ordinances.

**The plans shall be sealed, signed and dated by a Missouri registered design professional according to the Rules of the Missouri Board of Architects, Professional Engineers, and Land Surveyor's Section 4 CSR 30-3.060.**

The submittal is subject to a minimum of fifteen (15) business days for review. **Plan Review will not begin before the completed commercial permit application form is submitted.**

**I have read the application and I fully comprehend the information I am required to submit for plan review.**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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ADDRESS: \_\_\_\_\_

ZONING: \_\_\_\_\_

Total Permit Fee = \$ \_\_\_\_\_

**PLAN REVIEW CHECKLIST**

✓ ↓

| <u>REQUIREMENT</u>                                            | <u>COMMENTS</u> | <u>DATE</u> |
|---------------------------------------------------------------|-----------------|-------------|
| Application                                                   |                 |             |
| Three (3) sets of storm water plans                           |                 |             |
| Flood plain development                                       |                 |             |
| Grading permit application                                    |                 |             |
| Three (3) sets of Vehicular Use plans                         |                 |             |
| Certificate of Appropriateness (if applicable)                |                 |             |
| Two (2) complete sets of detailed plans (including Site Plan) |                 |             |
| Two (2) sets of Electrical Plans                              |                 |             |
| Two (2) sets of Plumbing Plans                                |                 |             |
| Two (2) sets of Mechanical Plans                              |                 |             |
| Foundation and soils investigation report (if applicable)     |                 |             |
| Sprinkler system plan (where required)                        |                 |             |
| Landscaping plan                                              |                 |             |

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**ADDRESS:** \_\_\_\_\_

**ZONING:** \_\_\_\_\_

**PLAN REVIEW NOTES**

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**INSPECTION PROCEDURES FOR COMMERCIAL CONSTRUCTION**

- Inspect the building setbacks after the lot has been staked out and before excavation.
- Footings: After the reinforcement has been placed and before the placement of concrete.
- Foundations & Retaining walls: After forms and reinforcement steel has been placed and before placement of concrete.
- Framing inspection.
- Rough in Electrical, Plumbing and Mechanical
- Drywall: Correct type used and placement of nails and screws.
- Final Inspection.
- After twenty-four (24) hours' prior written notice to or with consent of the owner, the building inspector is authorized and directed to make inspections to determine whether buildings located within the city conform to the requirements of this article. For purposes of making inspections, the building inspector is authorized to enter, examine and survey at all reasonable time all buildings. The owner of every building shall give the building inspector free access thereto at all reasonable times for the purpose of inspections, examinations and survey.