



Application for Building Permit
 City of Webster Groves Department of Planning and
 Development
 314-963-5300

Historic:	Yes	No
ARB Required:	Yes	No
TPP Required:	Yes	No
Zoning approval:	_____	
CITY USE ONLY		

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Date: _____
 Project Address: _____ Permit Number : _____
 Describe construction project in detail : _____

Cost of Construction : _____ (COPY OF CONTRACT REQUIRED)

CONSTRUCTION WITHIN 100 YEAR FLOOD PLAIN BOUNDARY		Y	N
TYPE OF CONSTRUCTION		REQUIRED DOCUMENTS	
NEW RESIDENTIAL *	RESIDENTIAL EXTERIOR*	SITE PLAN	
RESIDENTIAL ADDITION*	RESIDENTIAL INTERIOR	CONTRACT/SCOPE OF WORK	
ACCESSORY STRUCTURE*	PATIO COVER/ENCLOSURE*	BOUNDARY SURVEY	
DECK*	LAND DISTURBANCE	CONSTRUCTION PLANS	
NEW COMMERCIAL *	COMMERCIAL ADDITION*	RESIDENTIAL – 2 SETS	
COMMERCIAL RENOVATION*	FIRE PROTECTION	COMMERCIAL – 3 SETS	
ADDENDUM/AMENDMENT		ARB SUBMITTAL – 7 SETS	

*MAY NEED ARCHITECTURAL REVIEW BOARD APPROVAL. CHECK WITH PLANNING AND DEVELOPMENT

PROPERTY OWNER: _____ PHONE: _____
 ADDRESS: _____ CELL: _____
 CITY, STATE, ZIP: _____ EMAIL: _____

CONTRACTOR: _____ Phone: _____
 Address: _____ Cell: _____
 City, State, Zip: _____ Email: _____

DESIGN PROFESSIONAL: _____ Phone: _____
 Address: _____ Cell: _____
 City, State, Zip: _____ Email: _____

For City Use Only			
Application Fee: \$40.00	Payment: _____	Received by: _____	Date: _____
Permit Fee: _____	SWO Issued? (Double all fees): yes no		Date: _____
Inspections: _____	Permit Approved By: _____		Date: _____
Completion Deposit: _____ (applicable to exterior projects over \$20,000)			
Balance Due: _____	Payment: _____	Received by: _____	Date: _____

ARB Permit application submittal requirements

Additions and other exterior renovations may require review by the City’s Architectural Review Board. Below is the list of items which must be submitted with the permit application for ARB review.

Drawings submitted for ARB should be sized 11”x17” and readable. Complete sets of detailed construction drawings (CDs) are **not necessary** for initial ARB review, but two (2) full-sized sets of construction drawings will be necessary after ARB approval to verify building code compliance.

	Building Permit Application
	\$40.00 Application Fee
	1 Copy of your Boundary & Improvements Survey
	7 copies of building plans/specifications including, but not necessarily limited to:
	* Detailed site plan, drawn to scale, including storm water plan
	* Floor plan
	* Elevations (all sides)
	* Typical wall section
	* Photos of all four existing elevations of the primary structure
	* Window manufacturers specs, as needed
	* Demolition plan, if applicable
	* Roof plan, if applicable
	Signed Contract or Scope of Work showing cost detail - Signed contract required except for 'Homeowner as General'
	Tree Preservation Plan required for property owners who have occupied the property for less than 12 months
	Site Coverage and Floor Area Calculation Worksheet, if applicable, found at webstergroves.org/FARform

***Signature Owner/Agent**

Printed Name

***My signature certifies all of the above information is accurate**

Please be advised of the following:

- Applications must be hand delivered **by 4:00 pm** on the deadline date.
- The application fee is due at the time of application submittal. Full permit and inspection fees, including completion deposit, will be calculated during the review process with the balance due when the permit is picked up
- When practical, plans should be folded to approximately 8 1/2” x 11”, with the address visible.
- For all questions please contact Customer Service at 314-963-5300 or by e-mail at citymail@webstergroves.org