

Date Received: _____



BUILDING PERMIT APPLICATION

Tel: (636) 498-6565 Fax: (636) 498-6575

**CHECK WITH
THE FIRE DEPT
FOR PERMITS
636.447.6655**

Date of Application _____ / _____ / _____

Permit No. _____

Proposed Project Name: _____ Email: _____

Project Address: _____ Estimated Cost of Const. \$ _____

Subdivision: _____ Lot No. _____ Lot Size: _____

Owner: _____
Last Name First Name Middle Initial Telephone Number

Owners Address: _____
Street City State Zip Code

Description of Work: _____ Total Square Feet of Building/Tenant Area _____

Type of Work	Type of Structure	
	Residential	Non-Residential
☐ New Construction	☐ Single Family Dwelling	☐ Assembly (Restaurant/Bars/Churches)
☐ Addition	☐ Garage	☐ Business
☐ Alteration	☐ Deck	☐ Educational
☐ Replacement	☐ Shed (120 sq ft or greater)	☐ Factory
☐ Repair	☐ Basement Finish	☐ Retaining Wall
☐ Interior Finish	☐ Swimming Pool / Hot tub (See Guidelines)	☐ Institutional
☐ Occupancy	☐ Retaining Wall	☐ Mercantile
☐ Demolition	☐ Other:	☐ Storage
☐ Change of Use	☐ Other:	☐ Other:

I hereby certify that the proposed work is authorized by the owner of record and I have been authorized by the owner to make application as his/her agent. By signing this application, the applicant agrees to comply with all the rules and regulations of the City of Cottleville, MO, which provides for penalties for non-compliance.

Applicant (Builder/Contractor/Owner)	Telephone:	Address	Signature and Print Name X _____
Electrical Contractor	Telephone	Address	Signature and Print Name X _____
	License #		
Plumbing Contractor	Telephone	Address	Signature and Print Name X _____
	License #		
Mechanical Contractor	Telephone	Address	Signature and Print Name X _____
	License#		

STATEMENT OF GRADING & DRAINAGE (Residential Only)	APPROVALS
I, _____, as an authorized representative for the builder, do hereby acknowledge and accept responsibility for assuring that lot # _____ of _____ subdivision complies with the approved grading and drainage plans.	☐ Planning & Zoning _____ / _____ / _____
	☐ Variance _____ / _____ / _____
	☐ Construction Site Plan _____ / _____ / _____

FLOOD PLAIN INFORMATION	Permit Issued By:	FEES	
F.I.R.M Panel	Date Permit Issued:	Permit Fee	\$ _____
Zone:		Plan Review Fee	\$ _____
L.O.M.C. Case #			\$ _____
Value of Structure \$	Permit Expires:	Lot Deposit	\$ _____
Elevation Certificate Needed: ☐ Yes ☐ No		TOTAL FEES:	\$ _____

**** FOR ANY NEW BUSINESSES, A BUSINESS LICENSE SHALL ALSO BE SUBMITTED.****

ANNUAL COMMUNICATION FEE IS \$6,000.00

INDIVIDUAL LOT AND BUILDING PERMIT DEPOSIT REQUIREMENTS

Individual Lot Deposits are required, effective 9/18/26 per Ord. No. 2292:

- \$8,000.00 for commercial or residential buildings or structures with 1 unit/dwelling.
- \$12,000.00 for residential buildings or structures with 2 to 4 dwelling units.
- \$15,000.00 for residential buildings or structures with 5 or more dwelling units.
- \$500.00 for all other building permit structures on which any construction activity will occur. Examples include decks, room additions, detached sheds/garages, pools, and basement finish projects.

All payments for Individual Lot and Building Permit Deposits must be a separate payment from the building permit fee and made payable to the City of Cottleville. Individual Lot and Building Permit Deposits will be refunded once the permitted improvement has passed final inspection and is recommended for release. Please allow 60 days following final inspection for the refund process; the refund will be made payable and mailed to the deposit payee.