



Creve Coeur
Building Division

Residential Development Permit Application Instructions and Requirements

Residential submittals:

1. Site Plan: Two (2) scale copies of a site plan showing the location of all proposed work and location of existing buildings.
 - a. Utility Plan – Show existing and proposed utilities
 - b. Demolition Plan – If applicable
 - c. Erosion and Storm Water Control Plan – Required by section 26-60 of the zoning ordinance
 - d. Grading Plan
 - e. Construction Details and Notes Plan – Include all specification standards required by: St. Louis County, MSD, MoDNR, MoDOT, EPA, ADA
 - f. Storm Sewer Profile Plan – Requires approval from MSD
 - g. Sanitary Sewer Profile Plan – Requires approval from MSD
 - h. Proposed Drainage Area Map – Required by section 26-85
 - i. Provide cost estimate of site improvements on firm's letterhead
2. Number of plan sets: Two (2) complete sets of building plans which should include architectural plans, mechanical plans, truss plans, etc.
3. Reverse-image plans: Reverse image plans are not permitted. The foundation, floor plans and elevations shall match the footprint of the building shown on the site plan.
4. Trustee approval: Signatures of trustees are requested to appear on at least one set of plans.
5. Construction documents: Plans for construction are required to bear the original seal and date signature of a registered Missouri design professional on the front page of all sets. Subsequent pages of each set of plans to bear either, the original seal and dated signature of the responsible design professional or a mechanically reproduces seal and dated signature of the responsible design professional. Note: The chief building official may waive this requirement when the proposed work does not involve structural alterations.
6. Footing and Foundation permit: The City of Creve Coeur may issue a footing and foundation permit which allows placement of concrete to occur while the City is completing its plan review. This is a separate building permit application with specific submittal requirements. Contact the Building Division for further information regarding this optional permit.
7. Permit fee: Your permit fee is based on a charge of \$6.00 per \$1,000.00 of valuation set by the building division. The minimum permit fee is \$70.00.

8. Refundable escrow: A separate check, for a refundable deposit is required with some permit types. This check is to be held in escrow, by the city, as assurance for completion of the project, compliance with all codes, repair of damage to public property and compliance with approved site plans and other requirements.

- Single family residence \$5,000.00
- Room addition or garage addition \$2,000.00
- Swimming pool \$3,000.00