

# CITY OF FESTUS

Planning & Building Department

950 North Fifth Street Festus, MO 63028-1736



## Application for Plan Examination & Building Permit

Property Address	Date
Cross streets	Zoning
Legal Description (Subdivision)	Lot #

### Applicant

Name		
Company		
Address		
City	State	Zip
Phone	Cell	

### Type of Improvement : (check one)

- New building
- Addition
- Alteration (remodel)
- Repair / Replacement
- Demolition
- Moving (relocation)
- Foundation only
- Electrical : \_\_\_\_\_
- Other : \_\_\_\_\_

### Property Owner

same

Name		
Address		
City	State	Zip
Phone	Cell	

### Proposed use - Residential

- Single Family
- Deck
- Pool
- Garage / Shed
- Carport
- Finished Basement
- Other : \_\_\_\_\_

### Contractor

( City License Required )

same

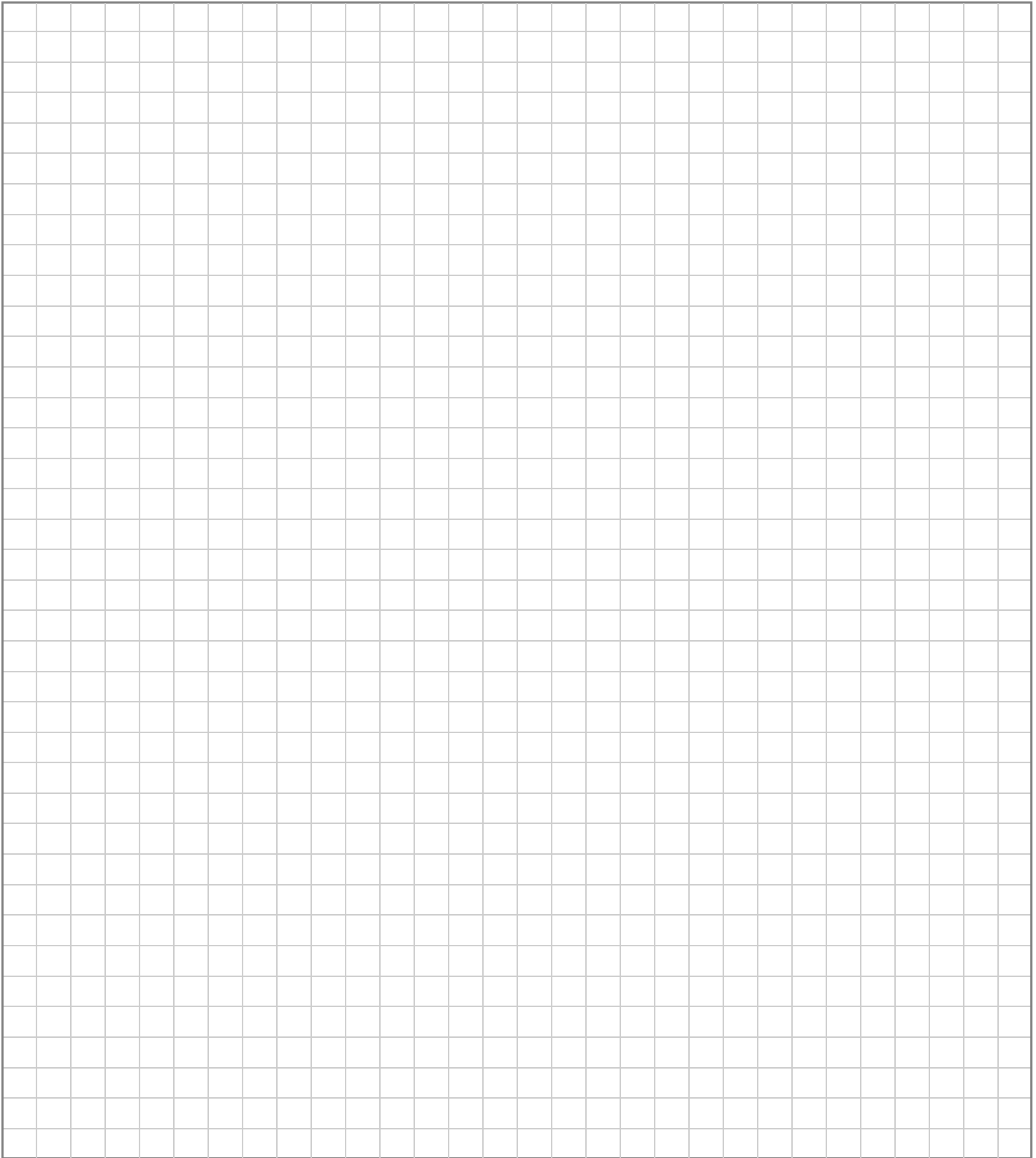
Name		
Company		
Address		
City	State	Zip
Phone	Cell	

### Proposed use - Non-Residential

- Office / Bank / Professional
- Store / Mercantile
- Restaurant / Food Service
- Industrial
- School / Educational
- Sign
- Other : \_\_\_\_\_

Estimated Cost : \$ \_\_\_\_\_

Official Use	<input type="checkbox"/> Permit entered	<input type="checkbox"/> Parcel attached	<input type="checkbox"/> Other
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- Sketch or include a site/plot plan of the project.  
(When applicable, include property lines, street names, existing structures and accurate dimensions).
- Sketch or include Construction Drawings.  
(Include a sketch, drawing, description, materials list, & any pertinent information to expedite the review).

# Application for Plan Examination & Building Permit Instructions:

In order to expedite the review process and obtain your building permit, please complete as much information as possible. Please provide 2- blueprints, drawings, plans and any other documentation that may be necessary. If you are unsure of any responses, please leave them blank.

## Cover

- Enter the Address, Date, nearest Cross Streets, Zoning, Legal Description, & Lot #.
- In the appropriate boxes, list the Applicant, Property Owner and Contractor (when applicable).
- Enter the estimated Total Cost of the project.
- Under Type of Improvement & Proposed Use, check the appropriate box. If the type of improvement or use is not listed, use "Other" and describe the improvement and/or use.

## Pages 2 & 4

- Use these to sketch, add notes and describe the scope of work. Please be descriptive as possible to expedite your review process. Also, please provide any additional drawings or documentation that pertain to the project.

## Page 3

- Please include your printed **name**, your primary contact **phone #**, sign & date .

Please contact the Festus Building Department (636)-937-6646 or Public.Works@CityofFestus.org) with any questions about your project or completing this form. Submit the completed application with any documentation and you will be contacted when the permit is ready which normally takes 1 to 2+ weeks.

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and we agree to conform to all applicable laws of this jurisdiction.

**Printed Name:** \_\_\_\_\_ **Contact # :** \_\_\_\_\_

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

Building Department Use ONLY																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; padding: 5px;">Building Permit #</td> <td style="width: 50%;"></td> </tr> <tr> <td style="padding: 5px;">Date permit issued</td> <td></td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Zoning</td> <td style="padding: 5px;"><input type="checkbox"/> Survey</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/> Floodplain</td> <td style="padding: 5px;"><input type="checkbox"/> C/o</td> </tr> <tr> <td style="padding: 5px;"><input type="checkbox"/></td> <td></td> </tr> </table>	Building Permit #		Date permit issued		<input type="checkbox"/> Zoning	<input type="checkbox"/> Survey	<input type="checkbox"/> Floodplain	<input type="checkbox"/> C/o	<input type="checkbox"/>		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 70%; padding: 5px;">Building Permit</td> <td style="width: 30%; text-align: right; padding: 5px;">\$</td> </tr> <tr> <td style="padding: 5px;">Certificate of Occupancy</td> <td style="text-align: right; padding: 5px;">\$</td> </tr> <tr> <td style="padding: 5px;">Land Disturbance</td> <td style="text-align: right; padding: 5px;">\$</td> </tr> <tr> <td style="padding: 5px;"> </td> <td style="padding: 5px;"> </td> </tr> <tr> <td style="padding: 5px;"> </td> <td style="padding: 5px;"> </td> </tr> <tr> <td style="padding: 5px;"><b>Total</b></td> <td style="text-align: right; padding: 5px;"><b>\$</b></td> </tr> </table>	Building Permit	\$	Certificate of Occupancy	\$	Land Disturbance	\$					<b>Total</b>	<b>\$</b>
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