



RESIDENTIAL DEVELOPMENT / OCCUPANCY PERMIT CITY OF CREVE COEUR, MISSOURI COMMUNITY DEVELOPMENT DEPARTMENT

Application Date _____ Project Address _____ COURT/LANE/DRIVE/RD
Estimated Construction Cost * _____ Tenant / Project Name _____
Room Addition Garage Addition Swimming Pool New Single-Family Residence
Other _____ (specify)

Applicant Name _____ Select: Owner / Agent / Contractor
Street address _____ City _____ State _____ Zip _____
Phone _____ FAX _____ Email _____

Owner Name _____
Street address _____ City _____ State _____ Zip _____
Phone _____ FAX _____ EMAIL _____

Contractor Name _____ Contact Name _____
Phone _____ EMAIL _____

Engineer _____ Contact Name _____
Phone _____ EMAIL _____

Civil Engineer _____ Contact Name _____
Phone _____ EMAIL _____

Architect _____ Contact Name _____
Phone _____ EMAIL _____

NEW CONSTRUCTION PROJECTS SHALL PROVIDE THE FOLLOWING INFORMATION

Project Area (sq. ft.) _____ Building Height (ft.) _____ # of Stories _____
Wood Frame Concrete Block Steel Skeleton Tilt-Up Panels Brick Pre-Fab Poured in Place Concrete

ZONING / SUBDIVISION INFORMATION

Subdivision Name _____ Lot Number _____
Lot Dimensions _____ *Trustee Review Requested _____
Zoning Classification: A B C D RDD AR PO RO GC PC CB PH HE LI MX

I certify that I am the owner in fee or agent and am authorized to apply for this permit and that cost estimates are true and correct. * Estimated cost = total project cost minus (cost of land + professional fees)

Applicant Signature _____ Date _____

No building or structure can be occupied or used for any purpose whatsoever until the OCCUPANCY PERMIT has been issued by this department.
* Trustee review is requested for residential exterior alterations only.
In accordance with Sewage Bill 530 "the disposal of demolition and construction waste is regulated by the Department of Natural Resources under Chapter 260, RSMO. Such waste shall be taken to a demolition landfill or a sanitary landfill for disposal."
If any material change in the plans and specifications, or the estimated cost of the project is made, a report thereof must be made to this department.
FAILURE OF THE PERMIT HOLDER TO OBTAIN FINAL APPROVAL shall result in the forfeiture of the escrow and/or municipal court action.

FOR OFFICE USE ONLY

Initial Plan Review Date _____

Revisions Received Date _____

Revisions Review Date _____

Comments: faxed / mailed / phone / none

Complete / Incomplete / Inadequate

OK to Issue / More Comments

Plans Reviewed By: _____ Date Completed: _____

Date Permit Issued: _____ Inspector Assigned: _____

Permit / Inspection Fee \$ _____ Escrow Amount Due \$ _____

Penalty Fee \$ _____ reason: _____

Certif. of Occupancy Fee \$ _____

STOP WORK ORDER YES NO

Balance Due \$ _____

City Valuation \$ _____ as submitted adjusted _____

IBC Types of Construction and Occupancy Classifications

	A1	A2	A3	A4	A5	B	E	F1	F2	H1	H2	H3	H4/5	I1	I2	I3/4	M	R1	R2	R3	R4	S1	S2	U	
1A																									
1B																									
2A																									
2B																									
3A																									
3B																									
4																									
5A																									
5B																									
Mod 1B																									
Mod 2A																									

THIS IS TO CERTIFY THAT PERMISSION WAS GRANTED TO THE PERMIT APPLICANT FOR THE WORK REPRESENTED ON THIS PERMIT. THIS PERMIT SHALL BECOME INVALID IF THE AUTHORIZED WORK IS NOT COMMENCED WITHIN THREE (3) MONTHS AFTER ISSUANCE OF THE PERMIT, OR IF THE AUTHORIZED WORK IS SUSPENDED OR ABANDONED FOR SIX (6) MONTHS OR IF THE PROJECT IS NOT COMPLETED WITHIN ONE (1) YEARS AFTER THE ISSUANCE OF A COMMERCIAL BUILDING PERMIT OR WITHIN ONE (1) YEAR AFTER THE ISSUANCE OF A RESIDENTIAL BUILDING PERMIT. PERMITS MAY BE GRANTED AN EXTENSION UNDER EXTENUATING CIRCUMSTANCES.

Permit Issuance Date _____

PERMIT EXPIRES

Authorized by _____

Final Inspection Approval / Date

Inspector
NOTICE : Use of this property / space for any other purpose other than that indicated by this permit constitutes a violation of the Creve Coeur Zoning Code. It shall be unlawful to occupy this property / space unless this section bears the Occupancy Approval stamp and the signature of the Chief Building Official.

ESCROW RELEASE AUTHORIZATION

Upon final inspection it has been determined that this project has been substantially completed in accordance with the approved construction documents. Please release the escrow funds for this project.

Escrow Deduction/Reason \$ _____

Amount of Escrow Released \$ _____

Address _____

Building Permit Number _____

Chief Building Official

Date



Building Permit Application Instructions & Requirements

(See Residential Development Permit Application Instructions for new homes, room additions, and swimming pools)

RESIDENTIAL submittal for Residential Remodel Projects:

1. **Two (2)** scale copies of a site plan (if applicable) showing the location of all proposed work and location of existing buildings are required for retaining walls, decks emergency generators and utility sheds, etc.
2. **Two (2)** complete sets of building plans.
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 is requested:** Trustees shall provide written verification of their approval.
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 reproduced 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. **After receiving City approval:** Fire District is not required for remodel projects in a single-family home. Fire District approval is only required for remodel projects for dwelling units in multi-family, multi-story buildings.
7. **Footing & foundation permit:** The city of Creve Coeur may issue a Footing and foundation permit which allows placement of concrete to occur while the fire district is completing their plan review. This is a separate building permit application with specific submittal requirements. Contact the Building Division for further information regarding this optional permit.
8. **Excavation permit:** A separate excavation permit must be issued by the Department of Public Works for any work proposed within the public right-of-way or street. Please contact the Department of Public Works at 872-2533 for further information regarding this permit.
9. **Permit fee:** There is **no** processing fee due at the time of submittal. Your permit fee is based on a charge of \$7.00 per \$1,000.00 of construction valuation set by the building division. The minimum permit fee is \$80.00.
10. **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.

(1) Single family residence	\$ 5,000.00
(2) Room addition or garage addition	\$ 2,000.00
(3) Swimming pool	\$ 3,000.00
(4) Basement finish or interior remodel (valuation of \$5,000 or more)	\$ 500.00
(5) Retaining wall or deck (valuation of \$5,000 or more)	\$ 500.00
(6) Projects valued at less than \$5,000	Waived
(7) Fence	Waived
(8) Projects that have been issued a Stop Work Order (SWO)	\$ 500.00
11. **Plan Revisions Fee** for revisions *not* requested by the building division—Up to \$100.00

COMMERCIAL submittals:

1. Approval of the Planning and Zoning commission, when required.
2. Four (4) scaled copies of a site plan showing required parking facilities, site development landscaping and building(s) on the lot.
3. Four (4) scaled sets of building plans including specifications, locator plan and index.
4. All plans for commercial construction are required to bear the original embossed or wet ink seal and dated signature of a Missouri registered design professional. Note: The Chief Building Official may waive this requirement when the scope of the work is of a minor nature.
5. Approval of mechanical, electrical, and plumbing plans by St. Louis County. Applications and submittals to St. Louis County for the mechanical, electrical, and plumbing permits are not handled by the City of Creve Coeur. Once said applications and submittals are made by the applicant to St. Louis County, the County assigns them an entry number which is then provided to the city prior to the issuance of the city building permit.
6. Approval of the Metropolitan Sewer District and all other agencies (as required).
7. After receiving City approval, take two (2) sets of plans (that bear the City of Creve Coeur's approval stamp on them) to the appropriate Fire District. Obtain Fire District approval. The building plans that are required to be on the job site shall bear both the City and Fire District approval stamps on the same set of building plans.
8. The City of Creve Coeur may issue a footing and foundation permit, which allows placement of concrete to occur while the Fire District is completing their plan review. This is a separate building permit application with specific submittal requirements.

Processing fee:

- There is *no* processing fee due at the time of submittal.

Permit Fee

- Permit fee is based on a charge of \$7.00 per \$1,000 of valuation for the first \$1,000,000; then \$6.00 per thousand of valuation from \$1,000,001 to \$9,000,000; then \$5.00 per thousand from \$9,000,001 and up. Valuation set by the Building Division with a minimum fee of \$80.00.
- Plus. A separate check for a refundable deposit (these funds to be held in escrow by the City as assurance for completion of the project, compliance with the building and zoning codes, compliance with all storm water and land disturbance ordinances, repair of damage to public property and compliance with the approved site plans).
 - (1) Commercial project with a construction valuation of equal or more than one hundred twenty five thousand dollars (\$125,000) – Two percent (2%) of the construction valuation with the escrow amount not to exceed ten thousand dollars (\$10,000).
 - (2) Commercial project with a construction valuation of equal or more than ten thousand dollars (\$10,000.00) but less than one hundred twenty-five thousand dollars (\$125,000) --- \$2,500.00.
 - (3) Commercial project with a construction valuation of less than ten thousand dollars (\$10,000.00) -- \$500.00

Plan Revisions Fee for revisions *not* requested by the building division—Up to \$200.00

Miscellaneous:

- Clearing and grading parking lots and driveways require separate permits that are issued by the Department of Public Works. Please contact them at 872-2533 for further information regarding these types of projects.



city of CREVE COEUR

300 North New Ballas Road • Creve Coeur, Missouri 63141
(314) 432-6000 • Fax (314) 872-2539 • Relay MO 1-800-735-2966
www.creve-coeur.org

RESIDENTIAL TREE PROTECTION AND REPLACEMENT REQUIREMENTS

BACKGROUND

On October 28, 2022, the Creve Coeur City Council approved Ordinance #5809 which established tree protection and replacement requirements for certain single family residential projects. This ordinance created a new section in the Zoning Ordinance, Section 405.560. Please refer to this section in the City's Code of Ordinances for additional information.

APPLICABILITY

These requirements apply to the following single family residential construction activities:

- **New homes on existing platted lots.** This includes tear down of the existing residence and rebuilding of a single-family home on an existing lot. It *does not* include new home sites which are part of a newly platted subdivision. Tree protection and replacement requirements for new residential subdivisions are found in Section 410.320 within the City's Subdivision Regulations.
- **Vacant single-family lots that are not part of a newly platted subdivision.** Existing, legally platted lots that are vacant where a new home permit is filed are subject to these requirements.
- Any construction activity on a single-family residential lot that would result in an increase of 50 % or more of impervious coverage on the lot.

TREE PROTECTION AND REPLACEMENT PLAN SUBMITTAL REQUIREMENTS

Residential projects meeting the above criteria are required to submit a Tree Protection and Replacement Plan (TPRP) with the demolition permit application or the Residential Development Permit application, as may be applicable. The TPRP shall be completed by a licensed landscape architect, architect, engineer, or an International Society of Arboriculture (ISA) certified arborist and include the following minimum information:

- Project title listing the project name, owner name, and name and credentials of individual or firm preparing the plan.
- North arrow, graphic and written scale which shall be based on the site plan showing existing and proposed grades, utility easements, new utility lines, and location of all existing and proposed improvements.
- A survey of all existing trees 6-inch diameter at breast height (DBH) or greater on the property, indicating their type (botanical and common name), diameter size in inches, and whether to be removed or to remain.
- Location of all trees removed in the past 12 months prior to the date of application, if known.
- Graphic depiction showing the location and type of tree protection fencing and showing City of Creve Coeur Tree Protection Details and Standards.
- Location of new trees graphically shown and keyed to a tree chart providing size (DBH), species and quantity.
- Street Trees as defined by Section 410.300 should be specifically marked as such separately from other trees on survey

TREE REMOVAL AND REPLACEMENT REQUIREMENTS

- 50% of all existing trees 6-inches DBH or greater in fair or better condition shall be retained on site.
- Trees proposed to be removed above 50% are required to be replaced on a 1:1 ratio. Trees greater than 20-inches DBH are required to be replaced on a 2:1 basis.
- All replacement trees are to be sized at a minimum of 2.5 caliper inches at time of planting.
- Replacement trees are to be selected from the same category based on the mature tree height as much as possible. Replacement trees are to be selected from the City's recommended tree list which can be found on the City's website: www.crevecoeurmo.gov.
- Trees that are in poor condition, hazardous, dead or diseased or are considered invasive can be removed without replacement.
- Street Trees: Street trees selected from the City's Street tree list are required to be placed at ratio of 1, 2.5 inch caliper tree per 30-lineal feet of street frontage. Existing and or new trees are allowed to meet with this requirement.
- Any additional tree removal that occurs after the approval of the TPRP by the City are to be replaced in accordance with the requirements of this Section.

PAYMENT IN-LIEU OF REPLACEMENT

- If the required trees cannot be replaced on-site due to site constraints and approved by the Zoning Administrator, a payment in lieu of replacement is required. The payment is based on the current year planting cost per tree for labor and material determined by the Department of Public Works. The proceeds from these payments will be credited to the City's Forestry account.

PRE-DEVELOPMENT TREE REMOVAL

- Unless previously documented and approved by the City, trees removed in order to the prepare the land for development within 1 year preceding the filing of a TPRP are required to be replaced on a 1:1 basis or if larger than 20-inches DBH, replacement is on a 2:1 basis.

TREE PROTECTION REQUIREMENTS

- All tree protection measures depicted on the TPRP are to be installed and inspected by the City prior to commencement of any demolition or other site work.
- Tree protection fencing is to be installed around the dripline of the tree in accordance with the City's Tree Protection Detail and as shown on the TPRP.

FINAL REPORT AND INSPECTION

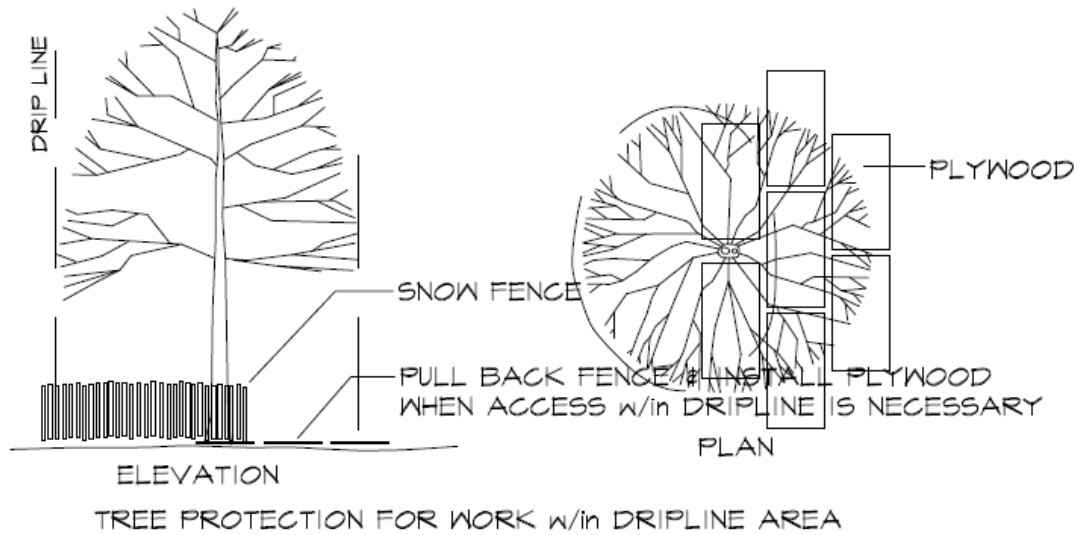
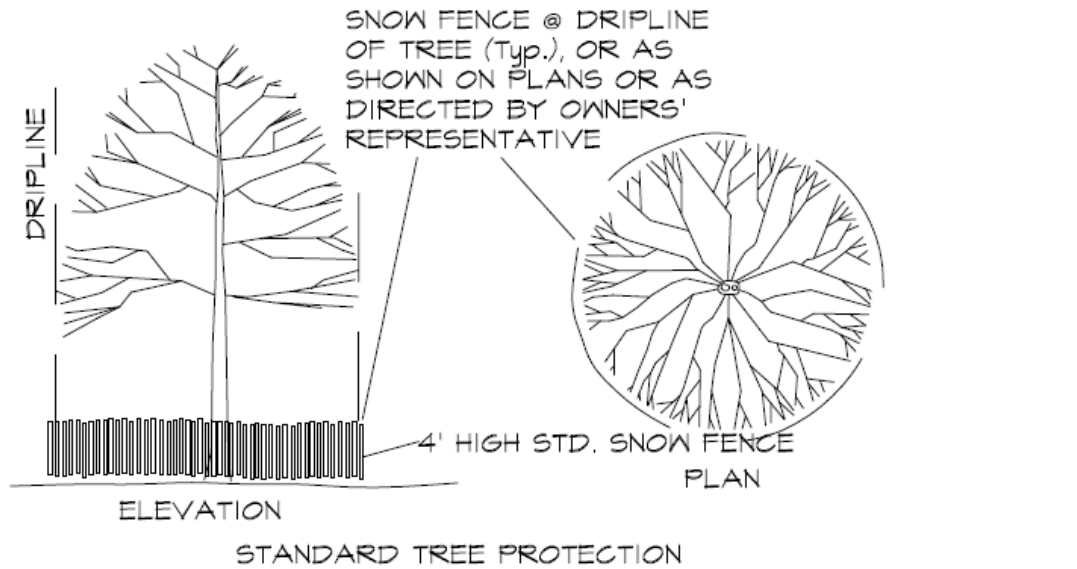
- A Final Report verifying compliance with the approved (or amended) TPRP prepared by the individual or entity who developed the TPRP is required prior to final inspection by the City and release of the escrow.

MINIMUM REQUIRED CITY INSPECTIONS

- First Inspection: After installation of required tree protection measures and before commencement of any demolition or site work.
- Final Inspection: After the Final Report is submitted to the City and prior to final occupancy approval by the City.

For additional information, please refer to Section 405.560 of the Zoning Ordinance which can be found on the City's website, www.crevecoeurmo.gov or call the Planning Division at 314-442-2087.

City of Creve Coeur Tree Protection Detail



TREE PROTECTION DETAIL

N.T.S.