

# The City of Green Park



Application Date: \_\_\_\_\_

Application No.: \_\_\_\_\_

Fee: \$ \_\_\_\_\_

## -- COMMERCIAL BUILDING PERMIT APPLICATION --

New Construction or Addition \$150     Alteration or Tenant Finishing \$85

**Information Concerning Applicant:** Applicant hereby submits the following information concerning the proposed site:

Business Name: (Under which business will operate)

\_\_\_\_\_

\_\_\_\_\_ Address of Property \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code

( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
 \_\_\_\_\_ Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ Internet or Email Address

*Mailing Address (If different than above)*

\_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code

( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
 \_\_\_\_\_ Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ Email Address

Legal Name of Business: \_\_\_\_\_  
 (Provide full legal name of business)

If Corporation/Legal Entity – Charter Number: \_\_\_\_\_ State of Incorporation: \_\_\_\_\_

\_\_\_\_\_ Contact Person / Officer \_\_\_\_\_ Title

\_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code

( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
 \_\_\_\_\_ Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ Email Address

Name of Property Owner: \_\_\_\_\_

\_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code

( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
 \_\_\_\_\_ Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ Email Address

Lot locator number: \_\_\_\_\_ Zoning: \_\_\_\_\_

Occupancy Permit Number: \_\_\_\_\_ Date Issued: \_\_\_\_\_

**Information concerning work to be performed:**

Contractor Name: \_\_\_\_\_

\_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code

( ) \_\_\_\_\_ ( ) \_\_\_\_\_  
 \_\_\_\_\_ Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_ Email Address

Architect or Engineer Name: \_\_\_\_\_

Address		City	State	Zip Code
( )	( )			
Phone Number	Fax Number	Email Address		

Detailed description of type of new, alteration, or addition to be made: *(Attach additional sheets if more space is needed)*

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Detailed description of nature of business, organization or trade: *(Attach additional sheets if more space is needed)*

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Estimated cost of total improvement: \$ \_\_\_\_\_

**The applicant shall submit six (6) copies of the following information:**

- Site plans / plot plans showing existing buildings.
- Engineering and/or architectural plans and specifications for work to be performed. The plans shall be sufficiently detailed to allow the determination of compliance with all relevant City Codes, ordinances and regulations and shall show the proposed site improvements, including all new construction, and reconstruction, structural alteration or repair of existing structure.

**General Requirements:**

- Construction / Alteration shall comply with all pertinent Sections of the City's other technical codes.
- Construction / Alteration shall comply with all applicable provisions of the Building Code.
- For any public improvement greater than \$50,000. The applicant shall file a performance bond or escrow agreement to cover the cost of completion of improvements with the City Clerk in a form and with a company approved by the City Attorney.
- Application for permit will expire 12 months from the date of issuance unless extended by the City of Green Park in writing.
- Application must be made with St. Louis County after receiving approval from the City of Green Park.*

**Representation Concerning Authority & Compliance with Laws:**

I am authorized by the Applicant to sign on his/her/its behalf and have read this application in its entirety. The information contained herein is true, and correct and complete to the best of my knowledge, information, and belief.

Applicant hereby represents that the business conducted by Applicant does not and will not violate any ordinance of the City of Green Park and now complies and will continue to comply fully with the laws of the State of Missouri. Applicant acknowledges that failure to truthfully complete this application or failure to comply with all laws may result in revocation of this permit.

\_\_\_\_\_  
Signature of Principal Officer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

***City Use Only***

Building Permit Application:  Approved  Conditionally Approved  Disapproved

**Comments/Conditions:**

A Building Permit is required from St. Louis County.

\_\_\_\_\_  
Building Commissioner

\_\_\_\_\_  
Date

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Date

St. Louis County Permit Number: \_\_\_\_\_

Date Issued: \_\_\_\_\_

Green Park Permit Number: \_\_\_\_\_

Date Issued: \_\_\_\_\_

**-- MUNICIPAL ZONING APPROVAL FOR PERMIT APPLICATION --**

**To:** Department of Public Works  
Code Enforcement Division  
St. Louis County Government Center  
41 South Central Avenue  
Clayton, MO 63105

**From:** *The City of Green Park*  
11100 Mueller Road, Suite 6  
Green Park, MO 63123-6945

Green Park Application No.: \_\_\_\_\_

**Project Information:**

**Business Name:** \_\_\_\_\_

\_\_\_\_\_  
Address of Property City State Zip Code  
( ) ( )  
Phone Number Fax Number Lot Locator Number

**Name of Business Owner and/or Name and Title of Company Officer for above business:**

\_\_\_\_\_  
Name Title  
\_\_\_\_\_  
Address City State Zip Code

**Name of Property Owner:** \_\_\_\_\_

\_\_\_\_\_  
Address City State Zip Code

**Description of Work:** \_\_\_\_\_  
\_\_\_\_\_

**Zoning Approval:**

City of Green Park Zoning: \_\_\_\_\_ Project Located in a Flood Plain: Yes  No

\*Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

\*For Municipalities that also contract for Land Disturbance Code enforcement, Zoning Approval includes municipal approvals for municipal and private roadways (proposed and existing), flood plain management regulations, applicable private storm conveyance and/or control system regulations, collection and administration of site development escrows, and other applicable municipal laws and regulations.

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**Note:** Applicants for building and/or land disturbance permits must submit this form together with four (4) copies of the site plan approved, signed and dated by the Municipal Official to St. Louis County, Department of Public Works in order to obtain the permit. Applicants may file their application for permit with the county to start the County's review process while they finalize obtaining their Municipal Zoning Approval; however, the permit will not be issued until the Zoning Approval is received. Applicants should verify that the use and building/parking lot configuration on the site is approvable by the Municipality before submitting to the County.

***St. Louis County Permit Application Number (if known):*** \_\_\_\_\_

**-- RETURN COMPLETED FORM TO THE CITY OF GREEN PARK --**