



VILLAGE OF TWIN OAKS

1393 Big Bend Road, Suite F • Twin Oaks, MO 63021
(636) 225-7873 • fax (636) 225-6547 • www.vil.twin-oaks.mo.us

COMMERCIAL BUILDING PERMIT APPLICATION

Application Fee: \$25.00

**Electric, Plumbing, Mechanical, Explosives, and Weights & Measures Permits
must be applied for through St. Louis County.**

TODAY'S DATE: _____ **ESTIMATED COST OF PROJECT:** _____

APPLICANT NAME: _____ **CONTACT NUMBER:** _____

PROJECT ADDRESS: _____

OWNER'S NAME/ADDRESS: _____

TYPE OF PROJECT:

- Building Addition
- Building Alteration
- *Demolition
- Other _____

***Additional deposits & performance security required as well. (Section 500.120)**

WORK TO BE COMPLETED:

- Patio
- Accessory Building/Shed
- Fire Damage
- Interior Finish
- Retaining Wall (2ft or higher)
- Other _____

DESCRIPTION OF PROJECT AND WORK TO BE COMPLETED: _____

WORK BEING COMPLETED BY: Yourself Outside Contractor(s)

Contractor Name/Address/Phone: _____

Applicant Signature: _____

**** FOR OFFICE USE ONLY ****

Application Fee: _____ **Amount Received:** _____ **Date Received:** _____
Cash/Check: _____ **Municipal Zoning Letter Attached:** _____

NOTICE TO CONSTRUCTION INDUSTRY APPLICATION FEE AT TIME OF FILING FOR PERMIT

June 28, 2011

Beginning September 1, 2011, St. Louis County Department of Public Works will collect an application fee at the time of submittal of applications for land disturbance, building, mechanical, electrical, plumbing, and drainlaying permits that require a plan review by the Department of Public Works. The application fee is intended to cover the \$22.00 permit processing fee and a portion of the plan review activity costs. Application fees paid at the time of filing the application will be credited towards the total permit fee required for issuance of the permit.

SLCRO Chapter 1100, Code Enforcement Fee Schedules, Section 1100.040 requires that the estimated fee for the activity to be performed by the Department of Public Works be paid in advance. The application fee will not be refunded should an application be denied, abandoned, or cancelled. Projects which qualify for while-you-wait will not be required to pay the application fee in advance of the while-you-wait plan review service since the intent is to issue the permit the same day. Payment of an application fee does not mean that the applicant can start construction. Only the issuance of the permit authorizes construction.

As indicated above, the application fee will be credited towards (subtracted from) the total permit fee and the applicant will only be charged the balance due at the time the permit is issued.

Example

Proposed project consists of interior alterations to an existing office space. Total construction cost is \$203,500 of which the general building construction portion of the total cost is \$124,100. Based on the general building construction cost, the total fee for the building permit will be \$838.00. The applicant pays an application fee of \$322.00 at the time of filing the application for the building permit. This application fee amount is subtracted from the eventual total building permit fee. The applicant pays a balance due of \$516.00 at the time of issuance of the building permit. Should the application be denied, abandoned, or cancelled the County will retain the application fee of \$322.00 to cover a portion of the County's plan review time/costs.