



**CREVE COEUR FIRE PROTECTION DISTRICT
ADMINISTRATIVE CENTER
11221 OLIVE BOULEVARD
CREVE COEUR, MISSOURI 63141
(PHONE: 314-432-5570 - FAX: 314-432-2367)**

**BUILDING
PERMIT
APPLICATION**

Office Hours: Monday through Friday - 7:30 a.m. until 4:00 p.m.
APPLICATION MUST BE COMPLETED IN ITS ENTIRETY

CONTROL # _____

PERMIT TYPE	<input type="checkbox"/> COMMERCIAL	<input type="checkbox"/> CLEAN AGENT	<input type="checkbox"/> GENERATOR	<input type="checkbox"/> DAS
	<input type="checkbox"/> TENANT FINISH	<input type="checkbox"/> HOOD SUPPRESSION	<input type="checkbox"/> UNDERGROUND WATER MAIN	<input type="checkbox"/> PAINT BOOTH
	<input type="checkbox"/> FIRE SPRINKLER	<input type="checkbox"/> SITE PLAN	<input type="checkbox"/> SMOKE CONTROL SYSTEM	<input type="checkbox"/> SOLAR PANEL
	<input type="checkbox"/> FIRE ALARM	<input type="checkbox"/> ACCESS CONTROL SYSTEM	<input type="checkbox"/> UNDER/ABOVE GROUND FUEL TANK	<input type="checkbox"/> OTHER _____

APPLICATION DATE _____ NAME OF PERSON FILLING OUT APPLICATION _____

BUSINESS NAME _____ SUITE # _____

OR JOB SITE _____

ADDRESS _____

SCOPE OF WORK _____

OWNER _____ OFFICE PHONE # _____

CONTACT PERSON _____ CELL PHONE # _____

FAX # _____

OWNER ADDRESS _____ OWNER _____

CITY, STATE, ZIP _____ EMAIL _____

CONTRACTOR _____ OFFICE PHONE # _____

CONTACT PERSON _____ CELL PHONE# _____

FAX # _____

ADDRESS _____ CONTRACTOR _____

CITY, STATE, ZIP _____ EMAIL _____

ARCHITECT/ENG. NAME _____ OFFICE PHONE # _____

CONTACT PERSON _____ CELL PHONE # _____

FAX # _____

ADDRESS _____ ARCHITECT/ ENG _____

CITY, STATE, ZIP _____ EMAIL _____

COST OF CONSTRUCTION REQUIRED _____ USE OF BUILDING _____

LOCATION CITY OF CREVE COEUR CITY OF TOWN & COUNTRY
 CITY OF MARYLAND HEIGHTS UNINCORPORATED ST. LOUIS COUNTY

MANDATORY

REVISED STATUTES OF MISSOURI **HAVE** BEEN USED FOR THE FUNDING OF THIS PROJECT.

CHECK ALL THAT APPLY :

- CHAPTER 99 TAX INCREMENT FINANCING
- CHAPTER 100 INDUSTRIAL BONDS ABATEMENT
- CHAPTER 353 URBAN REDEVELOPMENT

REVISED STATUTES OF MISSOURI CHAPTERS 99, 100, AND/OR 353
HAVE NOT BEEN USED FOR THE FUNDING OF THIS PROJECT

RESPONSIBLE PARTY FOR PERMIT _____

ADDRESS OF PARTY PAYING FOR PERMIT _____

OFFICE USE ONLY

FEE \$ _____

PERMIT # _____

CONTROL # _____

DATE APPROVED _____

PERMIT SERIAL #

DATE PICKED UP

APPROVED BY _____

DATE ISSUED _____

FIRE PERMIT APPLICATION REQUIREMENTS

*****SEE REQUIRED PERMITS ON WEBSITE*****

COMMERCIAL REQUIRED SUBMITTALS:

- 1) Digital submission bearing the approval stamp of the City of Creve Coeur, Maryland Heights, or St. Louis County.
- 2) All plans for construction shall bear an original embossed seal, signature, and date of a Missouri Registered Architect or Engineer on each sheet of the plans.
- 3) All revisions must include a letter outlining locations of changes within plans.

SITE PLANS:

- 1) Digital plans, to scale, showing, site development, landscaping, building (s) and Fire District apparatus movements on the plot.

SPRINKLER AND/OR FIRE ALARM SUBMITTALS:

1) ***Sprinklers/Fire Suppression (3 or more devices):***

- A. Digital plans with complete hydraulic calculations along with cut sheets on all devices and all other required items for submittal for plan review per **the latest version of NFPA 13**.
- B. Both St. Louis County and Creve Coeur Fire District issue sprinkler permits when project is in St. Louis County.
- C. Both Maryland Heights and Creve Coeur Fire District issue sprinkler permits when project is in Maryland Heights (**plans must be submitted to Maryland Heights first if there are 5 or more sprinkler heads**).
- D. **City of Creve Coeur** does not issue sprinkler permits.

2) ***Fire Alarm (3 or more devices):***

- A. Digital plans containing all required items for submittal for plan review per **the latest version of NFPA 72**.
- B. Maryland Heights and Creve Coeur Fire District issue fire alarm permits when project is located in Maryland Heights and Creve Coeur Fire District (**plans must be submitted to Maryland Heights first. Maryland Heights only if 5 or more devices**).
- C. **City of Creve Coeur & St. Louis County** does not issue fire alarm permits.
All sprinkler and fire alarm plans shall bear the original embossed seal, signature, and date of a Missouri Registered NICET level 2 or higher engineer on each sheet of the plans.

FEES:

The Building Permit Fee for plan review and building inspections shall be based upon the following schedule:

COMMERCIAL BUILDINGS, FIRE SPRINKLER, FIRE ALARM, FIRE SUPPRESSION OR HOOD SUPPRESSION SYSTEMS AND ALL OTHER BUILDINGS:

Based on estimated cost of construction = \$200.00 plus a \$3.50 per \$1,000.00 of estimated cost of construction.

SITE PLANS AND COMMERCIAL PERMIT EXTENSIONS:

Based on a flat fee of \$200.00 per event.

Starting construction without a permit: Any work started without permit shall result in the doubling of the permit fee up to \$500.00. No inspections will be made until the fee is paid at the Administration Building by check only.

LOST PLANS/EXTRA INSPECTION FEE/FINE: \$200.00 (paid by check only prior to re-inspection) as stated in the Ordinance 23-1 amendments.

3/23/2023