



**CREVE COEUR FIRE PROTECTION DISTRICT  
ADMINISTRATIVE CENTER  
11221 OLIVE BOULEVARD  
CREVE COEUR, MISSOURI 63141**

**BUILDING  
PERMIT  
APPLICATION**

(PHONE: 314-432-5570 - FAX: 314-432-2367)  
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 # \_\_\_\_\_

OWNER ADDRESS \_\_\_\_\_ FAX # \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_ OWNER EMAIL \_\_\_\_\_

CONTRACTOR \_\_\_\_\_ OFFICE PHONE # \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ CELL PHONE # \_\_\_\_\_

ADDRESS \_\_\_\_\_ FAX # \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_ CONTRACTOR EMAIL \_\_\_\_\_

ARCHITECT/ENG. NAME \_\_\_\_\_ OFFICE PHONE # \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ CELL PHONE # \_\_\_\_\_

ADDRESS \_\_\_\_\_ FAX # \_\_\_\_\_

CITY, STATE, ZIP \_\_\_\_\_ ARCHITECT/ ENG 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 :

<input type="checkbox"/> CHAPTER 99 TAX INCREMENT FINANCING
<input type="checkbox"/> CHAPTER 100 INDUSTRIAL BONDS ABATEMENT
<input type="checkbox"/> 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**

### **COMMERCIAL REQUIRED SUBMITTALS:**

- 1) Two sets of complete building plans, to scale and bearing the approval stamp of the City of Creve Coeur, Maryland Heights, Town and Country or St. Louis County.
- 2) All plans for construction shall bear the original embossed or wet ink seal, signature and date of a Missouri Registered Architect or Engineer on each sheet of set of plans.
- 3) All revisions must include a letter outlining locations of changes within plans.

### **SITE PLANS:**

- 1) Three site plans, to scale, showing, site development, landscaping, existing fire main and hydrants, building (s) and Fire District apparatus movements on the plot.

### **COMMERCIAL, SPRINKLER/FIRE SUPPRESSION/CLEAN AGENT OR FIRE ALARM REQUIRED SUBMITTALS:**

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

- A. Two complete sets of plans with complete hydraulic calculations along with cut sheet 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 located in St. Louis County.
- C. Both Maryland Heights and Creve Coeur Fire District issue sprinkler permits when project is located in Maryland Heights (**plans must be submitted to Maryland Heights first if there are 5 or more sprinkler heads**).
- D. **City of Creve Coeur & City of Town & Country** do not issue sprinkler permits.

#### **2) *Fire Alarms (3 or more devices):***

- A. Two complete sets of plans containing all required items for submittal for plan review per **the latest version of NFPA 72.**
- B. Town & Country, Maryland Heights and Creve Coeur Fire District issue fire alarm permits when project is located in City of Town & Country, Maryland Heights and Creve Coeur Fire District (**plans must be submitted to City of Town & Country & 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 alarms plans shall bear the original embossed or wet ink seal, signature and date of a Missouri Registered NICET level 3 or 4 Engineer on each sheet of a set of plans.**

#### **FEEES:**

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 = \$100.00 plus a \$3.00 per \$1,000.00 of estimated cost of construction.

### **SITE PLANS AND COMMERCIAL PERMIT EXTENSIONS:**

Based on a flat fee of \$100.00 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.

**EXTRA INSPECTION FEE/FINE:** \$50.00 (paid by check only prior to re-inspection) as stated in the adopted 2009 International Building Code amendments.

1/5/2017