



**CITY OF ST. JOHN**  
8944 ST. CHARLES ROCK ROAD, ST. JOHN, MO 63114  
TELEPHONE (314) 427-8700 #3 FAX (314) 427-6818  
www.cityofstjohn.org

## BUILDING PERMIT APPLICATION

**TWO SETS OF PLANS must be submitted with your building permit application.**

Address of Project: \_\_\_\_\_ Date: \_\_\_\_\_

Owner Information:

Contractor Information:

Name \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Phone \_\_\_\_\_

Phone \_\_\_\_\_

E-Mail Address \_\_\_\_\_

E-Mail Address \_\_\_\_\_

TYPE OF CONSTRUCTION: \_\_\_\_\_

DESCRIPTION OF PROJECT: \_\_\_\_\_

\_\_\_\_\_

COST OF CONSTRUCTION \_\_\_\_\_ (Inspector use- Permit # \_\_\_\_\_)

Name of Applicant \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ E-Mail Address \_\_\_\_\_

***ELECTRONIC PLANS WILL NOT BE ACCEPTED AT THIS TIME.***

***PLEASE BRING IN YOUR COMPLETED APPLICATION, BOND FORM, SURVEY (IF REQUIRED), ALONG WITH TWO SETS OF PLANS TO THE CITY HALL.***

Most permits for work on the exterior of the premises require boundary surveys. Please check with the clerk or the Building Inspector prior to submitting your plans to see if you will need to provide one. The survey should indicate the boundary of the property locating all improvements, such as buildings, drives, sidewalks, fences, the distance from the boundary lines to such improvements and the location of the proposed construction. Please ensure the corner pins for the premises are placed or exposed so as to be visible at the initial inspection.

**\*This permit may not cover all other necessary permits\***

**Please check with St. Louis County (314-615-7155) for electrical, mechanical and plumbing permit requirements.**

**All Commercial projects require approval from Community Fire District, (314-428-1128).**

## CONSTRUCTION PLAN CHECKLIST

Before you submit your plans please make sure you have reviewed this list and can submit all applicable items. It will expedite the review and approval process.

- Construction documents clearly indicate the location of your project on your property. For some projects a stake survey may be required (e.g. driveways, fences, etc.)
- Plans clearly show the nature and extent of the work being performed. Provide detailed drawings for all aspects of the repair, replacement, or new construction you are going to perform.
- Your plans must clearly demonstrate compliance with the provisions of the adopted building code (2012 IRC; 2012 IBC); St. John Municipal Code; local Fire Code; etc.
- Your plans must specify what materials you will use. For example, you must indicate metal or wood framing members; size, grade, and species of lumber used; wall and ceiling covering; insulation; window type if replacing windows, etc.
- Your plans must indicate placement of required items such as smoke detectors, handrails, fire-blocking, thumb turn deadbolt locks, etc.
- A plan review fee will be due at the time you submit your application, which covers the first two plan reviews. If additional plan reviews are necessary, additional fees will be required. Please have as much detail as possible on your plans to avoid any additional fees.
- You are submitting two (2) copies of your plans. One will be approved and returned to you and must remain on the job site (There will be a charge for copies if you do not have all copies needed when you apply).

Not every item listed above will be relevant to every project. This checklist is just a guide to help you develop and submit plans that contain all necessary information in order to allow the Building Inspector to process them in a timely manner.

Above all remember: **YOU MAY NOT BEGIN ANY WORK UNLESS YOU HAVE A BUILDING PERMIT ISSUED AND POSTED ON SITE.**

Permits may take as long as two weeks to get returned back to you, so please keep this in mind once you submit your permit.

**All inspections require at least a 24 hr. notice to schedule**, it may be longer if the inspector is already booked.

Failure to obtain all the required inspections will result in forfeiting your construction bond you have placed on this project.

If you have any questions about this checklist, please contact the Building Inspector.

David Campbell  
314-427-8700 x3  
[dcampbell@cityofstjohn.org](mailto:dcampbell@cityofstjohn.org)



# CITY OF ST. JOHN

8944 St. Charles Rock Road, St. John, MO 63114  
314-427-8700 Fax: 314-427-6818 www.cityofstjohn.org

## PROCEDURE FOR THE RETURN OF CONSTRUCTION PERFORMANCE BOND

Section 505.030.B of the Municipal Code of the City of St. John provides that a cash performance bond be provided at the time a building permit is issued. The cost of this bond is 10% of the total construction cost or \$100, whichever is greater. In order to have this bond returned you must meet the following conditions:

1. Obtain all inspections that your project requires. The attached permit has spaces marked by the Building Inspector which indicate what inspections are required for this project. When the inspection has been performed on each required phase, the inspector will sign off in the required space. *This document will be collected at the end of the project and submitted as proof that all required inspections have been performed.* **Failure to obtain all required inspections will result in the forfeiture of the performance bond.**
2. Complete the project in the time allowed. Each building permit is issued with a six month expiration date. All work must be completed and all inspections performed by that date. If more time is required to complete the project, a request for extension of time must be submitted, prior to the expiration date, in writing to the Building Inspector who may grant an extension in writing. **Failure to complete the project by the expiration date will result in the forfeiture of the performance bond.**

Any questions regarding this policy should be referred to the Public Works Director.

All refunds will be returned by mail.

Acknowledged:

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Signature

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Date

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Print Name

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Permit Number