

City of St. James, Missouri
Building / Sign / Fence / Special Use
PERMIT APPLICATION

Building (All items except 8/9)

Sign (All items except 5/6/7/9/10)

Special Use (All items except 6/8/9)

Fence (All items except 5/6/7/8/10)

1. Site/Location/Address: _____

Lot Size: _____ x _____ x _____ = _____ sq/ft Acres: _____

2. Owner* Name: _____ Phone #: _____

Address: _____ Work#: _____

City, State, Zip: _____ Cell #: _____

3. Code Compliance Certification:

I hereby certify that I am the owner or duly authorized owner's agent, that I have read this permit application, that all applicable items and information are correct. I further certify that I have read, understand and will comply with all the provisions outlined hereon and the St. James City Code. I also certify that the plot plan(s), drawing(s), sketch(s) submitted are complete and accurate representation showing any and all existing and proposed structures on subject property.

Owner/Agent Signature: _____ Date: _____

Printed Name: _____ Phone #: _____

Primary Contact: _____ Estimated Project Cost: \$ _____ .00

4. Contractor Business Information:

Contractors Business Name / Address	Contactore Contact*	Bus Lic #*	Wk Phone / Cell Phone
(General)			/
(Foundation)			/
(Electrical)			/
(Mechanical)			/
(Other)			/

*Notice: All Owners, Agents, Contractors and Builders must comply with St. James City Code. Additionally, ALL Contractors and Builders must obtain a Business License at St. James City Hall prior to beginning any work on the site.

(Check item(s) that apply)

5. Type Construction Requested:

Construction will be on 1 (one) Lot. Construction will be on 2 (two) or MORE Lots: # _____ lots.

(Note: You may be required to replat or amend the subdivision plat which requires approval by the Planning & Zoning Board and City Council in accordance with City Code and recorded at Phelps County Records Office.)

Res-Single Family Res-Two-Family/Duplex Com-Multi-Family / # of Units _____ (see Item 7.)

Class A – Manufactured Home Mobile Home or Class B – Manufactured Home (complete item 10)

Primary Building Demolition Temporary

Subordinate or Accessory Bldg (complete item 6)

Size of addition/modification/building: _____ x _____ x _____ = _____ Total sq/ft.

Repair/upgrade/modification/reconstruction/moving or new construction of an existing building which does not change the overall size of an existing building or residence.

Repair/upgrade/modification/reconstruction/moving or new construction that increases the size of an existing building or residence.

Comments/Description of work: _____

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6. Type of Subordinate/Accessory Building Requested:

- Portable Shed/Storage (no foundation and no autos/vehicles)
- Permanent Shed/Storage (w/foundation and no autos/vehicles)
- Car Port (portable/manufactured/detached) Car Port (constructed) Detached Attached
- Private Garage Detached Attached (Com-Public Garage – see item 7. below)
- If this is a subordinate building what is the status of the main/principle building?
 - Existing Under Construction Pending Separate Building Permit

7. Type Commercial / Business Building Requested: (Note: Item 10 may apply)

- Com-Public Garage (Not for use with a residence and usually more than two bays)
- Com-Multi-Family / # of Units _____ Com Bldg/Motel/Hotel Condo/Townhouse
- Factory/Industry/Manufacturing/Other: _____.

City Use: Are open space requirements met for approved single or multiple main buildings.
 Indicate approved distance separation: 20ft 30ft 40ft Other _____ ft.

NON-REFUNDABLE REVIEW FEE Amount: \$100.00 \$250.00 \$1,000.00 \$2,000.00

FEE RECEIVED BY (Print/Sign): _____ / _____.

8. Type Sign Requested:

- Bulletin Board Billboard Outdoor Advertising Structure Non-flashing Sign

(All pertaining only to a use conducted within the building)

Size: (H) _____ x (W) _____ = _____ sq/ft
 Small Sign: Up to 32 sq/ft Large Sign: Larger than 32 sq/ft.

City Use: Authorized location (on same business property): _____.

9. Type Fence Requested:

- Chain Link Wood Manufactured/Custom Other: _____ Height of Fence: _____ ft/in.

Note: A completed and signed copy of an approved Fence Permit Agreement in accordance with Sec 25-71 (a)-(d) must be attached to the Fence Permit.

10. Type Special Use requiring City Council Approval:

Check below the item which requires a Special Use Permit in accordance with City Code Sec 25-254 (a) (1)-(11):

- Cemetery or Mausoleum (on sites of not less than 20 acres) Greenhouse or Nursery Nursery School
- Hospital, animal hospital for small pets, clinic or institution not primarily for the mentally ill or those with contagious diseases, provided that less than 40 percent of the total land area is occupied by buildings and that all the required yards are increased by one foot for each foot of building height in excess of height limits specified in this Ordinance.
- Landing field or strip for aircraft. Commercial radio tower or broadcasting station.
- Removal of gravel, topsoil or similar natural materials, with safeguards for the protection of adjoining property and the community as a whole.
- Riding stable. Sanitary fill for the disposal of garbage or trash.
- Trailer or mobile home park, permanent or temporary; provided: (See (A)-(I) City Code for specific requirements).
- Certain heavy industrial uses as listed in Section 25-211.

11. BEFORE YOU DIG: Call 811 or 1800-DIG-RITE (1-800-344-7483) and schedule site location of cable, telephone, utilities, etc at your dig site. Effective 1 Jan 2009 you must call 3 days before you dig. Would you like to receive a Dig Rite Locator Guide Packet? Yes No

Applicant Signature: _____ **Date:** _____.

For City Staff Use:

A. Indicate the number of sets of Plans/Drawings/Plats/Sketches submitted by applicant.

- ___ Site Plan ___ Survey Plat ___ Drainage/Topo Plan ___ Utilities Plan ___ Building Plan ___ Sketches

B. Indicate the Building/Fence/Sign/Special Use is located in the below listed Zoning District and it is allowed:

- R-1S R-1 R-2 B-1 B-2
- I-1 I-2 Industrial Park (see Restrictive Covenants)

Received By: _____ **Date:** _____