



# CITY OF ST. JAMES COMMERCIAL & 3+ FAMILY BUILDING PERMIT APPLICATION

## Site/Property Information

App. Date \_\_\_\_\_ Street Address \_\_\_\_\_ Subdivision \_\_\_\_\_  
 Lot # \_\_\_\_\_ Zoning \_\_\_\_\_ Total Estimated Project Cost \_\_\_\_\_

## Owner(s) Information

Name \_\_\_\_\_ Street Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
 E-Mail \_\_\_\_\_

## Contractor Information

Name/Company \_\_\_\_\_ Business Lic. # \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_  
 E-Mail \_\_\_\_\_

## Required Information

<p><b><u>Commercial Use</u></b></p> <p><input type="checkbox"/> 3+ Family  <input type="checkbox"/> Commercial</p>	<p><b><u>Utilities</u></b></p>						
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Total Electric Service: _____ AMPS</td> <td style="width: 50%;">Natural Gas Service (Y/N): _____</td> </tr> <tr> <td>Water Service Size: _____</td> <td>Sewer Lateral Size: _____</td> </tr> <tr> <td>Water Meter Size: _____</td> <td>Street Excavation Needed (Y/N): _____</td> </tr> </table>	Total Electric Service: _____ AMPS	Natural Gas Service (Y/N): _____	Water Service Size: _____	Sewer Lateral Size: _____	Water Meter Size: _____	Street Excavation Needed (Y/N): _____
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Water Service Size: _____	Sewer Lateral Size: _____						
Water Meter Size: _____	Street Excavation Needed (Y/N): _____						

Lot Area (Sq. Ft): _____	Total Bldg. Area (Sq. Ft): _____	Front Setback (Ft): _____
Side Setback (Ft): _____	Rear Setback (Ft): _____	Bedrooms (#): _____
Full Baths (#): _____	Partial Baths (#): _____	Fireplaces (#): _____
Off Street Parking (#): _____	Garage (Y/N): _____	Basement (Y/N): _____

## Electrical

Total Service _____ AMPS	Number of Circuits: _____ 2 WIRE _____ 3 WIRE _____ 4 WIRE	Number of Service Outlets _____ 110V _____ 220V
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## Plumbing & Mechanical

<b><u>Number of Fixtures &amp; Mechanical Units</u></b>							
Bathtubs/showers		Garbage Disposal		Forced Air Furnace		Electric Cook Stove	
Toilets		Gas Water Heater		Electric Furnace		Gas Cook Stove	
Sinks		Electric Water Heater		Heat Pump		Split System A/C	
Dishwasher		Hose Bibbs		Sump/Grinder Pump		Window A/C Unit	

## Additional Information

<b>Description:</b>

### Important Notes

The City of St. James has adopted the 2015 ICC Building Codes as well as 2014 NEC (Electric Code). All construction must conform to any and all City Codes. All permits must be paid in full before issuance. Utility tap fees, utility deposits and road excavation permits must be paid in full before connection of any utilities. If a new sewer tap is needed, there is a \$50 tap fee plus cost of materials. If the sewer main is located in a public right of way such as a street, a street excavation permit must be obtained along with a \$100 non-refundable fee and a \$500 refundable deposit. All applications submitted must, at the very least, include a sketch drawing of a picture of the lot from the County GIS. Some applications may require engineered plans. Each primary structure must be placed on a single lot without crossing lot lines. Please schedule footing/foundation inspections 24 hours in advance. For help or more information, contact the Code Official at 573-265-7011 Ext. 130 [nbrowne@stjamesmo.org](mailto:nbrowne@stjamesmo.org) or the Public Works Director at 573-265-7011 Ext. 200.

I hereby certify that I am the owner of record of the named property, or that the work is authorized by the owner of record and that I have been authorized by the owner to make this application as his or her authorized agent and I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the Code Official or other authorized representative of the City of St. James shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit. I also understand that I, along with all parties involved, are responsible for assuring that inspections are scheduled as necessary, and a representative must be present at all scheduled inspections. Failure to meet these requirements may result in a Stop Work Order and or a fine(s) as outlined in the regulations and ordinances of the City of St. James.

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Signature of Applicant	Address	Phone Number
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Responsible Person in Charge of Work, Title	Phone Number
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***You may choose to fill out and scan/e-mail this application to [nbrowne@stjamesmo.org](mailto:nbrowne@stjamesmo.org) or drop off at City Hall.***



# CITY OF ST. JAMES COMMERCIAL & 3+ FAMILY BUILDING PERMIT APPLICATION

A large grid area for sketches or drawings, consisting of approximately 20 columns and 40 rows of small squares.

USE FOR SKETCHES OR DRAWINGS