

City of Valley Park

320 Benton Valley Park MO 63088 Phone (636) 225-5171 Fax (636) 225-0643

Basement Finish Guide Sheet

General:

A Complete building permit application, along with three (3) sets of plans may be submitted to the Valley Park City Hall at 320 Benton St. between 8:00 AM and 4:30 PM, Monday through Friday. The plan review takes on the average of 2 to 3 working days. When approved, the applicant will be notified.

This is intended as a general guideline, additional items may vary or additional items may be required. Failure to submit all of the below listed information will result in a delay in processing your permit application.

Plan Requirements:

1. Building Plans - Plans should indicate the location of the proposed improvements with ties to the existing walls. Show all items that will be altered by construction. Provide atypical section of a wall. Include a floor plan, adequate secondary emergency egress will be required. Plans shall be in a minimum scale of $\frac{1}{4}'' = 1'$.
2. Required Permits - All electrical, plumbing and mechanical permits are subject to permits and inspections by St. Louis County. Valley Park Fire District will also require a permit.
3. ADDITIONAL INFORMATION - Additional information or drawings may be required by the City of Valley Park.

Three total plans sets will be required for submission.

FEES:

Fees are based on construction cost and one final inspection. Permit fees include the cost of review and the minimum required inspections. Be advised, additional fees will be assessed in the event of a failed inspection.