

City of Valley Park

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

GUIDE SHEET ALL BUILDING PERMIT APPLICATIONS

THE FOLLOWING ITEMS **MUST ACCOMPANY** AN APPLICATION FOR A BUILDING PERMIT:

1. A copy of the completed application from the Fire Department (if applicable).
2. Completed application for building permit (An approval letter from the Trustees of the subdivision where applicable).
3. Proof of ownership or proof of legal right to make improvement (Deed Copy / Lease Agreement).
4. Survey with any new additions or proposed structures depicted, must show Distances to the property lines and existing structure.

Construction documents – **4 sets**

- a. List of construction materials;
 - b. Clear, precise drawings with detailed measurements;
 - c. Location of smoke detectors; (where applicable)
 - d. Location of light switches, junction boxes, breaker box, and bathroom vents; (where applicable)
 - e. Mechanical systems (hot water heater, air conditioners, heating ducts and location of furnace); (where applicable)
 - f. Any information the Building Commissioner might deem necessary for review.
5. Twenty-four (24) hours' notice is required for all inspections.
 6. You must also obtain proper permits from St. Louis County; Plumbing, Electrical, Mechanical. Prior to Valley Park Inspections.
 7. Flood Plain Development Permit, if required.
 8. Copies of the Approved Construction documents to be available to the Inspector at the site for all inspection. If the documents are not on site for the Inspection, the inspection will have to be rescheduled, and a re-inspection fee Will be required.

****APPLICATIONS WILL NOT BE PROCESSED IF REQUIRED INFORMATION IS NOT SUBMITTED WITH THE COMPLETED APPLICATION FORM. ****