



CITY OF VALLEY PARK  
55 Crescent Avenue  
Valley Park, Missouri 63088  
Phone: (636) 25-5171  
kberry@valleyparkmo.org



## **BUILDING PERMIT APPLICATION**

Date: \_\_\_\_\_

Permit #: \_\_\_\_\_

**All Applications require 1 copy and a PDF copy of Plans of work to be performed. Incomplete and/or Unsigned Applications will not be processed. Contractor's and/or Authorized Agent's signatures are required.**

- ✓ All Commercial Renovations, New Buildings, Additions, and Accessory Buildings require Architectural Plans that are signed and sealed by a licensed Architect or Engineer, **except** Accessory Buildings that are under 400 square feet in size.
- ✓ Decks with a Roof Structure, 2-Story Decks, or Decks of unusual size or configuration, require signed and sealed plans. All exterior work requires a Site Plan or Plot Plan with new construction highlighted on the Plan.
- ✓ HOA Approval Letter when Required.

Project Address: \_\_\_\_\_

Lot #: \_\_\_\_\_ Subdivision Name: \_\_\_\_\_

Description of Work: \_\_\_\_\_

Estimated Construction Cost: \$ \_\_\_\_\_ Total Square Feet: \_\_\_\_\_

- |                                      |  |                                   |                                       |                                      |
|--------------------------------------|--|-----------------------------------|---------------------------------------|--------------------------------------|
| <input type="checkbox"/> Residential | <input type="checkbox"/> New Construction  | <input type="checkbox"/> Addition | <input type="checkbox"/> Fence/Wall   | <input type="checkbox"/> Garage/Shed |
| <input type="checkbox"/> Commercial  | <input type="checkbox"/> Alteration/Finish | <input type="checkbox"/> Deck     | <input type="checkbox"/> Pool/Hot Tub | <input type="checkbox"/> Other       |

Submitted by: ☐ Contractor ☐ Property Owner ☐ Engineer ☐ Architect

### **Contractor Information:**

Company Name \_\_\_\_\_ Office Phone No. \_\_\_\_\_ Contact Cell No. \_\_\_\_\_

Contact Name \_\_\_\_\_ Contact Email \_\_\_\_\_

Company Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

### **Property Owner Information:**

Owner Name \_\_\_\_\_ Owner Telephone/Cell \_\_\_\_\_ Owner Email \_\_\_\_\_

Owner Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

### **OFFICE USE ONLY**

Application Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Fee Due: \_\_\_\_\_