



City of Dardenne Prairie  
 2032 Hanley Road  
 Dardenne Prairie, MO 63368  
 636-561-1718  
 636-625-0077 (fax)

**Permit Application  
 Commercial Building & Occupancy**

Permit Number \_\_\_\_\_

<b>Date of Application</b>			<b>Zoning District</b>			<b>Total Project Cost: \$</b>		
<b>Applicant</b>								
<b>Business Name</b>								
<b>Mailing Address</b>								
<i>Number and Street</i>						<i>City, State, Zip Code</i>		
<b>E-Mail</b>			<b>Phone Number</b>					
<b>Property Owner</b>						<b>Email:</b>		
<b>Project Address</b>								
<i>Number and Street</i>								
<b>Occupancy Considerations</b>			<b>Type of Permit and Fees</b>			<b>Additional Information</b>		
<p><b>A commercial occupancy permit will only be issued if one of these requirements is met</b></p> <p><input type="checkbox"/> A building permit for a <b>tenant finish*</b> is approved, project passes all inspections, including a final inspection</p> <p><input type="checkbox"/> A building permit for <b>new construction*</b> is approved, project passes all inspections, including a final inspection</p> <p><input type="checkbox"/> A <b>change of occupant permit</b> is approved after property passes a Health and Safety Inspection</p> <p><i>*Provide 2 sets of plans including plot plan, all pertinent information, specifications, dimensions, and materials relevant to the construction process with application. State Statutes require a Missouri engineer's or architect's seal on all commercial or multi-family plans</i></p>			<p><input type="checkbox"/> New Construction</p> <p><input type="checkbox"/> Mechanical only</p> <p><input type="checkbox"/> Electrical only</p> <p><input type="checkbox"/> Plumbing only</p> <p><input type="checkbox"/> Addition</p> <p><input type="checkbox"/> Interior Alteration</p> <p><input type="checkbox"/> Exterior Alteration</p> <p><input type="checkbox"/> Other</p>			<p><input type="checkbox"/> Office/Professional</p> <p><input type="checkbox"/> Church</p> <p><input type="checkbox"/> Industrial</p> <p><input type="checkbox"/> Retail/Customer Service</p> <p><input type="checkbox"/> Service Station</p> <p><input type="checkbox"/> Hospital/Medical</p> <p><input type="checkbox"/> Educational</p> <p><input type="checkbox"/> Other</p>		
			<p><input type="checkbox"/> New Construction- fee varies</p> <p><input type="checkbox"/> Tenant Finish- \$150.00</p> <p><input type="checkbox"/> Change of Occupant Only- \$75.00</p>			<p><b>Water Supply</b></p> <p><input type="checkbox"/> Public or Private Company</p> <p><input type="checkbox"/> Well or Cistern</p> <p><b>Sewage Disposal</b></p> <p><input type="checkbox"/> Public or Private Company</p> <p><input type="checkbox"/> Septic Tank</p> <p><b>Off Street Parking Spaces</b></p> <p>Number of Enclosed _____</p> <p>Number of Outdoors _____</p> <p><b>Dimensions</b></p> <p>Number of Stories _____</p> <p>Total floor area (in square feet) _____</p> <p>Total land area (in square feet) _____</p>		
			<p>Maximum number of people to work at this location?        _____</p> <p><i>Any signage erected on this property will require additional permit.</i></p>					
<p>The total area of land to be disturbed: <input type="checkbox"/> Less than 5,000 square feet <input type="checkbox"/> At least 5,000 square feet &amp; less than 1 acre <input type="checkbox"/> At least 1 acre</p> <p>Land Disturbance Permit Application: <input type="checkbox"/> Not Applicable <input type="checkbox"/> A part of this building permit application <input type="checkbox"/> By separate application</p> <p>It shall be unlawful for the owner of a property and/or that owner's agent to perform land disturbance activities affecting five thousand (5,000) square feet or more without obtaining a land disturbance permit. For land disturbance activities affecting at least five thousand (5,000) square feet but less than one (1) acre, a property owner may apply for a land disturbance permit as part of the building permit application. For land disturbance activities affecting greater than one (1) acre, a property owner shall apply for a land disturbance permit pursuant to Section 412.060 of the Municipal Code.</p>								
<b>Name/ License Number</b>			<b>Mailing Address/Daytime Telephone</b>			<b>Signature</b>		
<b>Architect or Engineer</b>								
<b>General Contractor and Builder</b>								
<b>Electrical Contractor and License Number</b>								

I hereby certify the above to be true and accurate in all respects to the best of my knowledge and belief. I also certify that the proposed work will be performed by a person knowledgeable in the appropriate building codes, and that I agree to conform to all applicable laws of this jurisdiction. The Building Inspector will be allowed access to the property to ensure outlined procedures and codes are followed. I understand that this is an application and not a permit. The business cannot be occupied until the Dardenne Prairie Business License and Commercial Building and Occupancy Permits are issued.

Signature of applicant \_\_\_\_\_ Print Name \_\_\_\_\_ Telephone Number \_\_\_\_\_

**PLEASE CHECK WITH FIRE DISTRICT FOR PERMIT REQUIREMENT**

Revised 5/8/25

<p><b>City Approval</b></p>  <p>Zoning reviewed by: _____</p> <p>Permitted or Conditional Use reviewed by: _____</p>
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