



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

**Permit Application Residential Updates**  
**Permit Number** \_\_\_\_\_

<b>Date of Application</b>		<b>Zoning District</b>	<b>Total Project Cost: \$</b>
<b>Applicant</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>Project Address</b>			
<input type="checkbox"/> <b>Basement Finish</b> <b>Permit Fee \$150.00</b> Two Copies of: 1. A detailed plan including: <ul style="list-style-type: none"> <li>• Framing detail with room dimensions and ceiling heights</li> <li>• Plumbing fixtures and locations,</li> <li>• Electrical outlets, switches, lights, and exhaust fans</li> <li>• Smoke alarm locations</li> </ul> <b>Required Inspections</b> 1. Ground Rough 2. Complete Rough 3. Final	<input type="checkbox"/> <b>Deck/Porch</b> <b>Permit Fee \$150.00</b> <input type="checkbox"/> <b>Deck/Porch Roof</b> <b>Permit Fee \$150.00</b> <b>(one fee if done together)</b> Two Copies of: 1. A site/plot plan including: <ul style="list-style-type: none"> <li>• Existing structures</li> <li>• Proposed location of deck</li> </ul> 2. Material list 3. Deck plans (including stair, rail, and slat specs) 4. *Letter of Approval from HOA <b>Required Inspections</b> 1. Pier 2. Final	<input type="checkbox"/> <b>Swimming Pool/Hot Tub/ Spa</b> <ul style="list-style-type: none"> <li>○ <b>In-Ground Pool (Permit Fee \$150)</b></li> <li>○ <b>Above Ground Pool (Permit Fee \$75)</b></li> <li>○ <b>Hot Tub/Spa (Permit Fee \$75)</b></li> </ul> Two Copies of: 1. A site/plot plan including: <ul style="list-style-type: none"> <li>• Existing structures</li> <li>• Proposed location of pool &amp; equipment</li> <li>• Pool's enclosure barrier location</li> </ul> 2. Detailed pool plans with specifications and structural calculations 3. The pool company's name and address 4. Pool fence specs.(type, location & height) 5. *Letter of Approval from HOA <b>Required Inspections for In-Ground Pool</b> 1. Excavation and Footing 2. Plumbing Rough 3. Electric Rough/Bonding 4. Fence Pier 5. Pool & Fence Final <b>Required Inspections for Above Ground Pool, Hot Tub/Spa</b> 1. Final <i>No pool shall be used until the permanent enclosure is installed and a final approval is granted by the City. Please refer to ordinance below regarding Ordinance 1886</i>	
<input type="checkbox"/> <b>Other (describe project):</b>			
<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 that I am the owner of deed or their authorized agent. I also certify that the proposed work will be performed by a person knowledgeable in the appropriate building codes, that I have verified the location of property lines and easements, 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. Issuance of a permit by the City of Dardenne Prairie does not guarantee or constitute subdivision approval. I attest that a fire sprinkler system has been offered to the purchaser prior to entering into the purchase contract. If there is no purchaser at the time of the permit application submittal, then verification of the offer shall be made as soon as there is a purchaser and prior to the issuance of a certificate of occupancy for the new residence. **\*I am responsible for contacting Subdivision HOA or trustees for any subdivision requirements.**

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

**Ordinance #1886 Section 550.035-Changes to Storm Water Management Systems, Including Swales on Private Property**  
 The construction of any structure or the performing of any activity which affects the ground surface and/or vegetation that is within or upon any area of a storm water management system, including, but not limited to, swales on private property, shall be prohibited except as approved by permit. A non-refundable application fee of \$400 plus \$100/acre of landed affected must be submitted to the City Engineer before approval of a permit.  
**PLEASE CHECK WITH FIRE DISTRICT FOR PERMIT REQUIREMENT**  
 Revised 7-28-2022

**City Approval**

