



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 _____

Date of Application			Zoning District		Total Project Cost: \$	
Applicant						
Business Name						
Mailing Address						
E-Mail			<i>Number and Street</i>		<i>City, State, Zip Code</i>	
Phone Number						
Property Owner						
Project Address						
<i>Number and Street</i>						
Occupancy Considerations		Type of Permit and Fees			Additional Information	
A commercial occupancy permit will only be issued if one of these requirements is met ☐ A building permit for a tenant finish* is approved, project passes all inspections, including a final inspection ☐ A building permit for new construction* is approved, project passes all inspections, including a final inspection ☐ A change of occupant permit is approved after property passes a Health and Safety Inspection ☐ New Inspection *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		☐ New Construction ☐ Mechanical only ☐ Electrical only ☐ Plumbing only ☐ Addition ☐ Interior Alteration ☐ Exterior Alteration ☐ Other ☐ Office/Professional ☐ Church ☐ Industrial ☐ Retail/Customer Service ☐ Service Station ☐ Hospital/Medical ☐ Educational ☐ Other ☐ Construction- Fee Varies ☐ Tenant Finish- Fee Varies ☐ Change of Occupant Only- Fee Varies Maximum number of people to work at this location? _____ Any signage erected on this property will require additional permit.			Water Supply ☐ Public or Private Company ☐ Well or Cistern Sewage Disposal ☐ Public or Private Company ☐ Septic Tank Off Street Parking Spaces Number of Enclosed _____ Number of Outdoors _____ Dimensions Number of Stories _____ Total floor area (in square feet) _____ Total land area (in square feet) _____	
The total area of land to be disturbed: ☐ Less than 5,000 square feet ☐ At least 5,000 square feet & less than 1 acre ☐ At least 1 acre						
Land Disturbance Permit Application: ☐ Not Applicable ☐ A part of this building permit application ☐ By separate application						
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.						
Name/ License Number		Mailing Address/Daytime Telephone			Signature	
Architect or Engineer						
General Contractor and Builder						
Electrical Contractor and License Number						

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

DARDENNE PRAIRIE BUSINESS LICENSE IS ALSO REQUIRED.

Revised 9/23/15

City Approval

Zoning reviewed by: _____

Permitted or Conditional Use reviewed by: _____