

City of Pasadena Hills

3915 Roland Blvd.
Pasadena Hills, MO 63121-2517
Phone: (314) 382-4453
Fax: (314) 382-2760
cityhall@pasadenahills.com
www.pasadenahills.com



RESIDENTIAL BUILDING PERMIT APPLICATION

Project Address _____

Applicant is: Architect/Engineer Contractor Owner

Type of Structure: Single Family Residential Multi-Family Residential

PROPERTY OWNER			
Name:		Phone:	
Address:	City:	State:	Zip:
Email:			
CONTRACTOR			
Name:		Phone:	
Address:	City:	State:	Zip:
Email:			
ARCHITECT/ENGINEER			
Name:		Phone:	
Address:	City:	State:	Zip:
Email:			
Type of Permit			

Check all that apply and submit relevant plans/specifications per Municipal Code Ch. 505 as attached.

- Roofing \$35.00 Deck \$70.00 Driveway \$35.00 Garage (new) \$70.00 Storage Shed \$25.00
 Siding \$17.50 Room Addition \$87.50 Interior Renovation \$52.50 Fence \$35.00
 Air Condition (window) \$17.50 Satellite Antenna \$35.00 New Residential Construction \$210.00
 Sidewalk/Walkway \$5.00 Exterior Wall \$35.00 Retaining Wall \$35.00

Plumbing, Electrical and Mechanical Permits must be obtained from St. Louis County 314-615-5000

Estimated Completion Date: _____ Estimated Cost of Project: \$ _____

Completion Deposit: \$ _____ (See section 500.130)

OFFICE USE ONLY	
DATE APPROVED BY BLDG. COMMISSIONER ____/____/____	PERMIT NO. _____
ISSUE DATE: ____/____/____	TOTAL BUILDING PERMIT FEE \$ _____ RECEIPT NO. _____

Please allow 5-7 days from receipt of application for processing.
Please Note: A Certificate of Appropriateness (COA) is required for all building permits per section 415.050 and is subject for review by the Historic Preservation Commission. Please attach COA application.

City of Pasadena Hills - Pasadena Hills Historic Preservation Commission

City Hall, 3915 Roland Blvd., Pasadena Hills, Mo. 63121 Phone, 314-382-4453

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

The Pasadena Hills Historic Preservation Commission meets the third Tuesday of every month in the City Hall meeting room, 3915 Roland Blvd., at 7 P.M. Applications should be submitted not less than ten (10) working days prior to a scheduled meeting. A hearing on the application will be conducted at the next regular meeting after the application is deemed to be complete. Refer to the Design Guidelines for information on appropriate work. Design Guidelines are available at the City Hall and online line at www.pasadenahills.com.

PROJECT ADDRESS: _____

Alteration ___ Repair ___ New Construction ___ Demolition ___ Addition ___ Landscape ___ Other _____

PROPERTY OWNER: _____

STREET ADDRESS: _____

CITY/STATE/ZIPCODE: _____

PHONE NUMBERS: HOME: _____ CELL: _____

EMAIL ADDRESS: _____

CONTRACTOR: _____

STREET ADDRESS: _____

CITY/STATE/ZIPCODE: _____

PHONE NUMBERS: HOME: _____ CELL: _____

EMAIL ADDRESS: _____

ARCHITECT: _____

STREET ADDRESS: _____

CITY/STATE/ZIPCODE: _____

PHONE NUMBERS: HOME: _____ CELL: _____

EMAIL ADDRESS: _____

DESCRIBE PROJECT IN DETAIL (Use additional sheets as necessary): **ESTIMATED COST:** _____

ESTIMATED COMPLETION DATE: _____

Attach additional information to completely describe the proposed work. Elevations, site plans, architectural renderings, specifications, photos, material samples, or other drawings may be required. Failure to supply sufficient documentation could result in processing delays and/or denial. **Applications shall include a photo of the building/lot to be altered and a photo(s) of properties contiguous to the project address that front on the same street. Three (03) copies of project plans will be required as part of the application.**

I hereby certify that I am the owner of this building/property. I will comply with all applicable laws, ordinances and codes and make the proposed changes only in accordance with the submitted plans and specifications, if approved by the Pasadena Hills Historic Preservation Commission.

I understand that issuance of a Certificate of Appropriateness is not an authorization to begin work. In addition, an approved building permit authorized by the Pasadena Hills Building Commissioner will be required to begin work.

PROPERTY OWNER SIGNATURE: _____ **DATE:** _____

PASADENA HILLS HISTORIC PRESERVATION COMMISSION USE ONLY:

APPLICATION RECEIVED: (date) _____ Next Commission Meeting: _____

Comments: _____

APPROVED: _____ **DENIED:** _____