

## COMMERCIAL ZONING REVIEW PROCEDURES

The City of Crestwood must review and approve the building plans with respect to zoning, municipal code, and fire regulations prior to submittal to St. Louis County. The City of Crestwood has contracted with St. Louis County to administer its Building Code. The County issues Building Permits and performs on-site inspections to ensure compliance with appropriate building standards and practices.

### Procedures for Obtaining Commercial Zoning Approval

1. All contractors with a business address outside of the City of Crestwood must obtain an annual Contractor's Business License from the City Clerk's office prior to applying for the Commercial Zoning Review.
2. Applicant shall submit six (6) complete sets of the proposed plan drawn to scale, proposed construction, and a site plan of the property with the completed Commercial Zoning Review Application. The property owner's signature must be included.
  - A fee of \$400.00 (CASH OR CHECK ONLY) to the City for Commercial Zoning Review Permits when the application and plans are submitted.
  - IF applicable, a construction cost fee of \$4.00 for every \$1,000.00 (CASH OR CHECK ONLY) in construction cost when the application and plans are submitted.
3. Commercial plans must be signed and sealed by a *Missouri registered professional engineer or architect*. *Commercial plans must show the plat* of the property indicating the proposed improvement including distances from property lines.
4. A permit is required for a Dumpster to be stored on-site. For longer than seven (7) days a permit fee of \$50.00 is due at time of application.
5. Submitted plans are reviewed for zoning, and municipal code by the Project Manager.
6. Two different fire services protect the City, the Crestwood Department of Fire Services and the Affton Fire Protection District. If the work site address is located in the Crestwood Department of Fire Services, the permit application will be forwarded to Crestwood's Fire Marshall for review and inspection. An "Authorized Inspection Record" will be created. ***This "Authorized Inspection Record" should be displayed on the worksite at all times during the project.***

If the work site address is located in the Affton Fire Protection District, the applicant should instead contact the Affton Assistant Fire Chief at 314-631-1803 for their instructions.

7. After the plans are approved the applicant will be notified that their four sets of plans are ready for pick-up. If applicable, the "Authorized Inspection Record" will be included.
8. Commercial Zoning Review Permit must be prominently displayed at the work site.
9. The applicant will then take their four sets of approved plans to the St. Louis County Department of Public Works for their review and approval. If all County requirements are met, the project will be approved and a building permit will be issued by St. Louis County Department of Public Works. The applicant would then be notified that the plans and permit are ready for pick-up and any required inspections by County would be explained at that time. St. Louis County permit must be prominently displayed.



DEPARTMENT OF PUBLIC SERVICES

One Detjen Drive | Crestwood, MO 63126

Commercial Zoning Review Permit Application

Application Fee \$ 400.00 plus fire department construction inspection fee if applicable Application Date:
(Cash or check due at time of application-non-refundable)

WORK SITE ADDRESS:

Property Owner Name:

Address: Phone:

Architect/Engineer Name:

Address: Phone:

Contractor Name:

Address: Phone:

Contact: Phone: Email:

Estimated Construction Cost: Work Site: Interior Exterior Both

Description of work to be done:

- Plans may be subject to the approval of St. Louis County Department of Public Works.
Development may be subject to Commercial Occupancy Permit Requirements.
Any building permit under which no construction work has been commenced within six (6) months after the date of issuance of the permit or under which proposed construction has not been completed within two (2) years of the time of issuance shall expire by limitation.
Storage Containers and Commercial Storage Containers do not require a permit, but Public Works must be notified of usage. Storage containers are allowed no longer than ten (10) consecutive days.
Temporary Portable Restrooms do not require a permit, but Public Works must be notified of usage. Portable restrooms are allowed for the duration of the commercial zoning permits. They must be located as directed by staff.

Property Owner or Authorized Agent Signature: Date:

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OFFICE USE ONLY

Permit #: Approval Date: Approved By:

Zoning Section

Title:

Municipal Zoning District:

Project Located in Flood Plain: Yes No

Structural & Exterior Fire Protection

Use Group Classification:

Fire District: Crestwood Affton

Approved By: Date:

Inspection Necessary: Yes No

Comments:

Payment Section

Date Paid: Payment Amount:

Payment: Cash Check

Received By:

Variance needed: Yes No

Contractor's Business License:

PLEASE NOTE: A Contractor's Business License is required for all contractors that do not have a CRESTWOOD BUSINESS LICENSE.