

COMMERCIAL SIGN PERMIT CHECKLIST

Complete These Forms

- St. Louis County / Municipal Zoning Approval for Permit Application
- Sign Worksheet

Present These Documents

- Five (5) copies of site plan that:
 - Is drawn to Scale (example: 1"=30'-0") and the scale indicated on site plan
 - Shows a north arrow
 - Shows the shape of the parcel and the parcel dimensions
 - Shows the street names abutting the parcel
 - Shows the shape of the main building and the building dimensions
 - Shows the dimensioned location of the main building on the parcel
 - Shows the parking spaces and indicates the handicapped parking spaces
 - If a multi-tenant building, indicates your proposed tenant space and dimensions
 - If a multi-tenant building, indicates how many square feet you occupy
 - Shows location of the proposed sign
- Elevation view, if applicable, showing the dimensioned sign location and dimensions of building face or applicable portion if multi-tenant building
- Approval from Building Owner
- Five (5) sets of construction documents that:
 - Show the dimensions of the sign
 - Show the wording and graphics on the sign
 - Indicate the colors used on the sign
 - Describe the materials, including material thickness of the sign face
 - Describe the flammability of materials used
 - Show the details of construction, including loads and stresses (for County)
 - Show the mounting details or anchorage.

Pay These Fees (due prior to processing)

- \$1.00 per square foot for each sign face (minimum fee of \$10.00 per face) plus a \$15.00 processing fee for each permit

Note:

See Chapter 430 Article IV of the Zoning Code for sign regulations.

Next Step:

Once approved for zoning by the City of Fenton, pick up signed documents and submit to St. Louis County for building permits.

ST. LOUIS COUNTY / MUNICIPAL ZONING APPROVAL FOR PERMIT APPLICATION

Application Date: _____	Permit No.: _____
Dep \$ _____ Fee \$ _____	Total: _____
Payment Method: _____	
Deposit Refund Date: _____	

CITY OF FENTON, 625 New Smizer Mill Road, Fenton, MO 63026

PLEASE PRINT

PROJECT INFORMATION:

Parcel Address: _____ Locator # _____
 Project Address _____
 Tenant Name: _____
 Description of Work: _____ Sq. Ft.: _____

Property Owner Name
& Address: _____

Prop. Owner Phone No.: _____

Applicant Name & Address: _____

Applicant Phone No.: _____
Applicant Email: _____

Municipal and St. Louis County Approval:

<input type="checkbox"/> New Construction <input type="checkbox"/> Additions <input type="checkbox"/> Land Disturbance <input type="checkbox"/> Sign Permit <input type="checkbox"/> Interior Finish/Remodel	<input type="checkbox"/> Retaining Wall <input type="checkbox"/> Occupancy <input type="checkbox"/> Swimming Pool <input type="checkbox"/> Demolition <input type="checkbox"/> Other: _____
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Municipal Approval Only:

Parking Lots
 Excavation
 Clearing
 Other: _____

Is this project located in a Floodplain? No: _____ Yes: _____ Rating: _____

Value of construction: \$

Applicant Signature _____
Print Name _____

* I certify that I am the Property Owner/Agent for the owner and/or otherwise authorized to perform this work.

Note: Applicants for building permits must submit this form with four (4) copies of the site plan approved, signed and dated by the municipal official at the time the building permit application is submitted to St. Louis County, Department of Public Works.

Zoning Classification:	Approved:	Not approved:
Comments:		
Zoning Signature:		Date:
<i>Community Development Director</i>		

ST. LOUIS COUNTY PERMIT APPLICATION NUMBER: _____

PERMIT NO.

COMMERCIAL SIGN WORKSHEET

Qty. of Existing Signs: _____ Qty. of Proposed New Signs: _____ TOTAL QTY. of Signs after this project: _____

Erected By: _____ Address: _____ Phone #: _____

Illuminated: Y N Number of Faces: _____ Materials: _____

NOTE: Electrical signs must be connected by a licensed electrician who shall obtain all necessary permits.

- Wall Sign: Sign(s) on one façade only:** Wall sign shall not exceed a total of fifteen percent (15%) of the façade to which it is attached, or a maximum of 500 square feet in the “C-1” District or PID, or 150 square feet in all other districts.
To calculate the maximum allowable sign area on one facade of the building:

Height of wall _____ x Width of wall _____ = _____ x 15% = _____
Allowable sq. ft. for sign

Height of sign _____ x Width of sign _____ = Total sq. ft.* _____
*Cannot exceed allowable sq. ft.

Sign(s) on more than one façade: Wall Signs are allowed on more than one façade, up to a maximum of four (4) façades. Where more than one façade has a Wall Sign, then the total Wall Sign faces shall not exceed five percent (5%) of the façade to which they are attached, or a maximum of 500 square feet in the “C-1” District or PID, 150 square feet in all other zoning districts.

To calculate the maximum allowable sign area on more than one facade of the building:

Height of wall _____ x Width of wall _____ = _____ x 5% = _____
Allowable sq ft for sign

Height of sign _____ x Width of sign _____ = Total sq. ft.* _____
*Cannot exceed allowable sq. ft.

- Small Wall Sign:** One non-illuminated Small Wall Sign may be installed by each exterior entrance.

Height of sign _____ x Width of sign _____ = Total sq. ft.* _____
*Cannot exceed 2 sq. ft.

- Monument Sign:** One Monument Sign or Pole Sign (below) is permitted per lot frontage.

Height of sign face _____ x Width of sign face _____ = Total sq. ft.* _____
*Cannot exceed 35 sq. ft.

Setback from Property Line*: _____ Feet
*Not within 5 feet of property line

Clearance from Finished Grade*: _____ Feet
*Not to exceed 7 feet in height

- Pole Sign:** One Pole Sign or Monument Sign (above) is permitted per lot frontage.

Height of sign face _____ x Width of sign face _____ = Total sq. ft.* _____
*Cannot exceed 100 sq. ft.

Setback from Property Line*: _____ Feet
*Not within 5 feet of property line

Clearance from Finished Grade*: _____ Feet
*Not to exceed 20 feet in height

NOTE: If the frontage of the property is along an Interstate highway, the sign face shall not exceed 150 square feet and the sign structure shall not exceed 35 feet in height.

- Small Pole Sign:** Maximum of two Small Pole Signs may be located at the entrance and exit of a lot.

Height of sign _____ x Width of sign _____ = Total sq. ft.* _____
*Cannot exceed 6 sq. ft.

Clearance from Finished Grade: _____ Feet
*Not to exceed 3.5 ft. in height

I certify that the above information is correct:

Signature of Building/Property Owner

Signature of Applicant

Print Name (Applicant)

ST. LOUIS COUNTY PUBLIC WORKS PERMIT OFFICES

**CLAYTON OFFICE
41 SOUTH CENTRAL AVENUE
ST. LOUIS, MO 63105
314-615-5184**

**NORTH SATELLITE OFFICE*
NORTHWEST CROSSING
715 NORTHWEST PLAZA DRIVE
ST. ANN, MO 63074
314-615-7304**

**SOUTH SATELLITE OFFICE*
4554 LEMAY FERRY ROAD
KELLER PLAZA
ST. LOUIS, MO 63129
314-615-4076**

**WEST SATELLITE OFFICE*
74 CLARKSON WILSON CENTRE
CLARKSON WILSON CENTRE
CHESTERFIELD, MO 63017
314-615-0902**

Your application may be submitted at any of the above locations.

***Excluding PAC projects**