

# **RESIDENTIAL 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.
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## **RESIDENTIAL 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:** One non-illuminated Wall Sign located on the front of the building shall be permitted per dwelling unit not to exceed three (3) square feet in area. Where attached dwellings exist on a property, the total square footage of a Wall Sign must not exceed three (3) square feet per dwelling unit. The wall sign shall be flush mounted, located on the ground floor and shall not project from the surface of the wall on which it is affixed by more than twelve (12) inches at any point.

Height of sign \_\_\_\_\_ x Width of sign \_\_\_\_\_ = Total sq. ft.\* \_\_\_\_\_  
\*Cannot exceed 3 sq. ft.

- Monument Sign for Subdivisions:** Each residential subdivision will be permitted one (1) double-faced Monument Sign at each public entrance for such subdivision. The Monument Signs shall be located on subdivision common ground or in an easement granted to the trustees of the subdivision. Monument Signs for Subdivisions require approval by the Planning and Zoning Commission and the Board of Aldermen before a permit will be issued.

Height of sign \_\_\_\_\_ x Width of sign \_\_\_\_\_ = Total sq. ft.\* \_\_\_\_\_  
\*Cannot exceed 24 sq. ft.  
Setback from Property Line\*: \_\_\_\_\_ Feet      Clearance from Finished Grade\*: \_\_\_\_\_ Feet  
\*Not within 5 feet of property line      \*Cannot exceed 6 feet in height

- Monument Sign for Multi-Family Complexes:** Each Multi-Family Complex will be allowed one (1) of the following signs for clubhouses and leasing offices:

- o **Monument Sign:**

Height of sign \_\_\_\_\_ x Width of sign \_\_\_\_\_ = Total sq. ft.\* \_\_\_\_\_  
\*Cannot exceed 24 sq. ft.

Setback from Property Line\*: \_\_\_\_\_ Feet      Clearance from Finished Grade\*: \_\_\_\_\_ Feet  
\*Not within 5 feet of property line      \*Not to exceed 6 feet in height

- o **Wall Sign:** The Wall Sign shall be oriented to the internal road system of the complex and flush mounted on the façade of the front of the building on the ground floor.

Height of sign \_\_\_\_\_ x Width of sign \_\_\_\_\_ = Total sq. ft.\* \_\_\_\_\_  
\*Cannot exceed 16 sq. ft.

- On-Premise Wall Sign for Home Occupation:** One (1) non-illuminated Wall Sign for home occupations are permitted.

Height of sign \_\_\_\_\_ x Width of sign \_\_\_\_\_ = Total sq. ft.\* \_\_\_\_\_  
\*Cannot exceed 1 sq. ft.

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**