



# City of Byrnes Mill

141 Osage Executive Circle • Byrnes Mill, MO  
63051(636) 677-7727 • f: (636) 677-5533  
www.byrnesmill.org

## RETAINING WALL PERMIT APPLICATION CHECKLIST

***Applicant must provide all applicable documents to submit application for plan review***

***\*Permits are only required if Retaining Wall has 4 ft. of exposed wall or holds a surcharge of any kind Engineering will be required***

- Completed Building Permit Application, \$40.00 Administrative Fee and permit fee.
- Property located in a designated flood hazard area  YES  NO

*(if yes, a flood development permit application may need to be submitted for approval)*

- Two copies of drawings
  - Include cross sectional view (showing elevations, geogrid, drain tile, etc.)
  - Fall protection, if applicable (showing railing, spacing, post, piers, height, etc.)
- Two complete sets of Site Plans drawn to scale
  - Include location & dimensions of existing structures, distance from lot lines & between structures
  - Location & width of any easements and/or right-of-way
  - Location & dimension of the proposed structure; distance from property lines & existing structures
- Engineering Calculations (required if greater than 4 ft. from the bottom of the footing to top of wall, or if supporting a surcharge)
- Copy of Warranty Deed or Deed of Trust for Property
- Copy of Paid Real Estate Tax Receipt from Previous Year
- HOA Approval, if applicable)

***Note: All applications and plans will go to plan review for further inspections of detail before approval will be granted for issuance. Other items or detail not designated above may be required.***



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### OFFICE USE ONLY

App. Approved:  Yes  No Date: \_\_\_\_\_

Permit # \_\_\_\_\_

Permit Fee:  Cash  Check # \_\_\_\_\_  Credit/Debit

Amount: \_\_\_\_\_ Date: \_\_\_\_\_

## BUILDING PERMIT APPLICATION

### PROJECT INFORMATION & LOCATION

Project Type:  Residential  Multi-Family  Commercial CONSTRUCTION COST \$ \_\_\_\_\_

Structure Type:  New Building  Existing Building  Temporary Structure AMEREN PREMISE # \_\_\_\_\_

Brief Description of Work: \_\_\_\_\_

Project Address: \_\_\_\_\_

Subdivision: \_\_\_\_\_ Lot # \_\_\_\_\_

### OWNER / CONTRACTOR INFORMATION

Owner: \_\_\_\_\_ Contractor: \_\_\_\_\_

Owner Address: \_\_\_\_\_ Contractor Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### DESCRIPTION OF STRUCTURE

Dwelling Space: \_\_\_\_\_ sq. ft. Width: \_\_\_\_\_ Length: \_\_\_\_\_ Stories: \_\_\_\_\_

Bedrooms: \_\_\_\_\_ Bathrooms: \_\_\_\_\_ Basement: \_\_\_\_\_ sq. ft. Width: \_\_\_\_\_ Length: \_\_\_\_\_

Garage: \_\_\_\_\_ sq. ft. Width: \_\_\_\_\_ Length: \_\_\_\_\_ Septic or Public Sewer: \_\_\_\_\_

IS THE PROPERTY LOCATED IN ANY AREA OF SPECIAL FLOOD HAZARD?  YES  NO

NOTICE: The disposal of demolition waste is regulated by the Department of Natural Resources under Chapter 260, RSMo. Such waste, in types and quantities established by the department, shall be taken to a demolition landfill or a sanitary landfill for disposal.

I understand if the information I have given above is not true, my permit may be revoked by Byrnes Mill Code Enforcement, and I agree to abide by, and comply with, the conditions of all Building regulations.

THIS STRUCTURE SHALL NOT BE OCCUPIED AND/OR USED UNTIL A FINAL INSPECTION HAS BEEN APPROVED.

I hereby certify that the owner(s) of record authorizes the proposed work and I have been authorized by the owner(s) to make this application as their agent. Inspections must be requested 48 hours in advance.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_