

City of Des Peres  
 12325 Manchester  
 Des Peres, MO 63131  
[permits@desperesmo.org](mailto:permits@desperesmo.org)



**Pool  
 Addition  
 Accessory Structure  
 Retaining Wall**

Do NOT submit applications or plans to this email address.  
 Drop off or mail 2 sets of complete plans to the Public Works Office.

**PROJECT ADDRESS:** \_\_\_\_\_

**Applicant:** \_\_\_\_\_

|  |       |            |           |          |       |
|--|-------|------------|-----------|----------|-------|
|  | Owner | Contractor | Architect | Occupant | Other |
|--|-------|------------|-----------|----------|-------|

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

City, State, Zip: \_\_\_\_\_ Email: \_\_\_\_\_

**Owner (if different from above):** \_\_\_\_\_

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

City, State, Zip: \_\_\_\_\_ Email: \_\_\_\_\_

- REQUIREMENTS FOR PERMIT:**
1. Site Plan: Two (2) scale copies of a site plan showing the location of all proposed work and location of existing buildings and distances to all property lines;
  2. A differential storm water analysis & proposed mitigation method;
  3. Pool Only: a topographic survey showing the pool is not changing drainage patterns
  4. Processing/Plan Review Fee of \$100 due at dropoff
  5. Permit Fee of **\$6.00 per \$1,000 of improvement costs** (collected when permit issued);
  6. Refundable escrow: A check (collected when permit issued), for a refundable deposit is required with all permit types. This check is to be held in escrow, by the city, as assurance for completion of the project, compliance with all codes, repair of damage to public property and compliance with approved site plans and other requirements.
- |                     |          |               |          |
|---------------------|----------|---------------|----------|
| Accessory Structure | \$ 1,500 | Swimming Pool | \$ 1,500 |
| Retaining Wall      | \$ 1,500 | Addition      | \$ 1,000 |
7. Incomplete applications or plans will not be reviewed by the department. Applicants must obtain mechanical, electrical and plumbing permits from the St. Louis County Department of Public Works prior to commencing construction.
  8. I understand that deed restrictions and subdivision indentures may exist on said property, which are not reviewed or enforced by the City of Des Peres. The City recommends the property owner review the deed, subdivision plat, subdivision indentures, and other property title information before undertaking any construction.
  9. Inspections must be scheduled at least 24 hours in advance. Must email the Building/Public Works Department ([Permits@desperesmo.org](mailto:Permits@desperesmo.org)), to schedule inspection.

Please circle all that apply:

|  |                     |                |                          |
|--|---------------------|----------------|--------------------------|
|  | Accessory Structure | Retaining Wall | Covered Porch/Patio/Deck |
|  | Swimming Pool       | Addition       |                          |

Total Square Feet: \_\_\_\_\_ Value of Construction: \_\_\_\_\_

I hereby certify that the information contained in this application and accompanying documents are correct, and that I will conform to all applicable laws of the City of Des Peres.

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

Applicant's Name Printed: \_\_\_\_\_

**FOR OFFICE USE ONLY BELOW**

City of Des Peres Permit #: \_\_\_\_\_ Notified via email permit ready for pickup on: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Date

Initial

**\$ \_\_\_\_\_ review fee + \_\_\_\_\_ fee + \_\_\_\_\_ deposit = \_\_\_\_\_ TOTAL**