

City of Des Peres  
 12325 Manchester  
 Des Peres, MO 63131  
 P: (314) 835-6130  
[permits@desperesmo.org](mailto:permits@desperesmo.org)



## Commercial Building Permit Application

\*\*Do not submit plans or applications to this email address, electronic submittals are not accepted.

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

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

Owner                      Contractor                      Architect                      Occupant                      Other

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

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

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

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

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

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**REQUIREMENTS FOR PERMIT:**

1. Two sets of SEALED construction documents/plans;
2. Processing/Plan Review/Zoning Review Fee of \$150 due at time of submittal
3. Permit Fee of **\$6.00 per \$1,000 of improvement costs** (collected when permit issued);
4. 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.
 

New Building over 50,000 sqft	\$ 5,000	New Building under 50,000 sqft	\$ 3,000
Accessory Structure	\$ 2,000	Addition	\$ 2,500
Interior Alteration	\$ 1,000	Parking Lot Modification	\$ 1,000
5. Sprinkler/Fire Suppression permits are separate
6. 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.
7. 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.
8. No building or structure can be occupied or used for any purpose whatsoever until the [OCCUPANCY PERMIT](#) has been issued by this department.

Please circle all that apply:    New Building    Accessory Structure    Commercial Addition

Interior Alteration    Interior Demolition    Retaining Wall    Parking Lot Modification

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

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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: \_\_\_\_\_

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**FOR OFFICE USE ONLY BELOW**

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

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

Date                      Initial

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**\$ \_\_\_\_\_ fee + \_\_\_\_\_ deposit + \$ 150 review fee = \_\_\_\_\_ TOTAL**