

PERMIT PROCESS OVERVIEW

Overview:

Drawings must be submitted to the following jurisdictions for review & approval in order to receive your building permit and ultimately commence construction. In all, this process typically takes **3-6 weeks** total.

- City of Chesterfield (<http://www.chesterfield.mo.us/building-permits.html>)
 - Zoning
- Monarch Fire District (<http://www.monarchfpd.org/index.php?194#sthash.rP7f2sNp.dpbs>)
- St. Louis County
(<http://www.stlouisco.com/YourGovernment/CountyDepartments/PublicWorks/Construction>)
 - Building
 - Mechanical
 - Electrical
 - Plumbing
 - Health (food tenants)

Submittal Process:

Note: Processes are subject to change. Document is intended for general reference and is only updated on a periodic basis. Tenant shall contact AHJ directly to confirm most current process & requirements.

Step #1:

- Drawings are submitted to City of Chesterfield & Monarch Fire District **CONCURRENTLY.**
 - City of Chesterfield review typically takes about **1 week.**
 - Submit: (1) copy of MZA application (available on website via link above) and (5) full sets of construction documents for review.
 - The MZA application must be signed by Landlord prior to submittal.
 - **Note: If any exterior façade changes are proposed (excluding signage) review can potentially take several weeks and even months depending on scope.**
 - Monarch Fire District review typically takes **2-4 weeks.**
 - Submit: (2) full sets of signed & sealed construction documents and (1) commercial permit application (available on website via link above).

Step #2:

- Once City of Chesterfield approval is obtained, drawings must be submitted to St. Louis County.
Note: you do NOT need Monarch Fire District approval in order to submit to County.
 - St. Louis County review typically takes **2-5 weeks.**
 - Submit: (1) permit application & (4) full sets of signed & sealed construction documents (must be stamped by City of Chesterfield) for review.

Step #3:

- Once, all divisions of St. Louis County have been approved, building permit will be issued.
 - Note: St. Louis County may allow you to pull mechanical, electrical, & plumbing permits immediately once each specific division has been approved. This would allow you to work until your first inspections. However, ALL divisions must be approved in order to pull final building permit.
 - Monarch Fire Permit is issued separately and must be provided to the center before commencing any work.

Contacts:

Note: these contacts are subject to change. Tenant shall contact AHJ directly to confirm most current contacts (if required).

City of Chesterfield:

Justin Wyse
636-537-4724
jwyse@chesterfield.mo.us

Monarch Fire District:

Jim McKay
314-581-2284
McKay.J@monarchfpd.org

Zach Fuchs
314-581-2282
Fuchs.Z@monarchfpd.org

St. Louis County:

General Information
314-615-5184

Note: you can also track plan review & approval status online via link below:

<https://aca.stlouisco.com/CitizenAccess/>