



City of Florissant- Public Works

"Preserve and improve the health, safety, and welfare of our residents, businesses and the general public in the City of Florissant; while at the same time maintaining property values and improving the quality of life in the City of Florissant."

Electronic Submission Requirements

Permits submitted should include the property address in the subject line

EMAIL: Publicworks@Florissantmo.com

Public Works Application Documents:

https://www.florissantmo.com/egov/apps/document/center.egov?view=browse&eGov_searchTitle=&eGov_searchType=&eGov_searchDepartment=&eGov_searchCategory=&eGov_searchTopic=253&eGov_searchYear=&eGov_searchSubmit=Search

Occupancy Inspection

1. Application must be signed by owner or authorized agent
 - a. Ownership will be verified by STLCO. Applications submitted by new owner should include Proof of ownership.
2. Application must be completed in its entirety
3. Application must include copy of valid I.D.
4. Inspection requests must be submitted via email with available dates and times. All appointments will be scheduled at least 7 working days out unless otherwise notified.
5. Appointment time and date will be sent via Email.
6. Inspection Instructions
 - a. All Utilities must be on
 - b. Property conditions must be move-in ready.
 - c. All rental properties must have valid rental license
 - d. No person shall move in nor move belongings in without approved inspection.
7. Fees must be included with application
 - a. Residential
 - i. \$75 Vacant (2 inspections included)
 - ii. \$150 Occupied (2 inspections included)
 - iii. \$50 for additional inspections

Occupancy Permit Application

1. Complete the application in its entirety
2. Include a copy of valid ID
3. Include first and last page of your signed lease
4. If you have purchased your home include the first page of your closing statement
5. Mail or use the drop box at City Hall
6. Include your application and payment

An occupancy permit will be emailed to for completion

7. Fees for residential occupancy permit
 - i. \$50 for occupancy permit
 - ii. \$40.00 for update of occupancy permit
 1. Update requires copy of permission from owner or authorized agent

Building, Plumbing, Electrical, Mechanical quick issue permits

1. Permit Application must be completed in its entirety
2. Complete estimated cost of construction
3. Plumbing, electrical and mechanical permit requires a St. Louis County license.
 - a. Examples
 - i. Water Heater
 - ii. A/C Unit
 - iii. Furnace
 - iv. Plumbing Stack (if not concealed)
 - v. Electrical Panel / Service / Verify Electric
4. Sign and date.
5. A \$95.00 Fee is due upon receipt of permit
6. Permit approval and authorization card will be emailed
7. Please allow 72 hours for processing
8. Inspection requests must be submitted via email with available dates and times. All appointments will be scheduled at least 7 working days out unless otherwise notified.
9. Appointment time and date will be sent via Email.

Building permits requiring review

1. Construction Documents Required for building permits:
 - i. Detailed drawings (2 sets minimum)
 - ii. Detailed construction documents clearly indicating the scope of work
 - iii. Site plan – may include “spot” survey.
 - iv. Residential applications *may* require signed/sealed documents
 - v. Commercial applications require signed/sealed documents

2. No fee is due upon application. Fee is determined after plan review and due when permit is obtained. Fees are based upon installed construction cost or as determined:
 - a. Fee schedule is found here - <https://www.ecode360.com/33986921>
3. Sign Permit
 - i. Permanent Signs (see general construction permit requirements)
 - ii. Anniversary / Grand Opening
 1. Requires signed authorization from owner
 2. Site plan required
 - iii. Elevation / Rendering Drawings
 - iv. Exact measurements of sign required
4. Carnival Permit
 - i. Site Plan
 - ii. Insurance
 - iii. Safety inspection required prior to public opening.
5. Fence Permit
 - i. Site plan
 - ii. Must not violate front setback line/building line
6. Shed Permit
 - i. Site plan
 - ii. Must observe 3' side/rear yard setback minimum
7. Building Demolition Permit
 - i. Insurance documentation
 - ii. Utility Disconnect documentation/permit verifying termination of:
 1. Sewer - MSD
 2. Water – Missouri American
 3. Electric - Ameren
 4. Gas – Spire
 - iii. Waste hauling certificate
8. POD (storage container) / Dumpster Permit
 - i. 30 day permit limit
 - ii. Site Plan or location noted
9. Pool Permit
 - i. Site plan
 - ii. Electrical permit also required for equipment

Miscellaneous Code References

- iii. Building Regulations: <https://www.ecode360.com/28085073>
- iv. Building Construction Code: <https://www.ecode360.com/28085141>
- v. Existing Structures / Property Maintenance Code: <https://www.ecode360.com/28085621>

Commercial Inspection and Occupancy

1. Zoning authorization application must be completed and approved.
 - a. Please complete zoning application in detail.
 - b. You will be notified of zoning approval via Email
2. Inspection application must be completed in its entirety
3. Fees for Commercial inspection (include fee with application)
 - iii. \$100: less than 3000 square feet
 - iv. \$200: over 3000 square feet
 - v. \$50 for occupancy permit
4. Please allow 72 hours for processing
5. Inspection requests must be submitted via email with available dates and times. All appointments will be scheduled at least 7- 10 working days out unless otherwise notified.
6. Appointment time and date will be sent via Email.
7. Contact Fire Marshall for fire inspection approval
8. After approval contact the Finance Department for your Business License

Engineering Permits

8. Sewer Lateral-follow instructions on front of application and complete application in its entirety and submit with application the required documents noted on front of application
9. Excavation-complete application in its entirety and provide dimensions using map on back of application or your own submittal. Must have distance from furthest point of concrete to nearest property line as part of your dimensions
10. Water Tap-Plumbing Permit from the Building Department is required. If excavation is going to take place in City right of way, an Excavation Permit is also required.
11. Land Disturbance-Under 1 acre requires a Minor Land Disturbance Permit and over 1 acre requires a Major Land Disturbance Permit
12. Major and Minor Subdivision and Boundary Adjustment-complete application in its entirety
13. Any work in the Special Flood Hazard Area (100 year floodplain) requires a permit. Contact City Engineer for details.
14. See Engineering Dept. for specific instructions.

Boards / Commissions

1. Planning / Zoning
 - a. Application required with fee
 - b. Adequate plans from a Design Professional
 - c. Contact Building Commissioner for specific instructions for each process
2. Board of Adjustment

- a. Application required with fee
 - b. Survey
 - c. Request and hardship noted
3. Board of Appeals (Building Code / Property Maintenance)
 - a. Application required with fee
4. Landmark / Historic
 - a. Application required, no fee
 - b. Certificate of Appropriateness for Historic Resources
5. Zoning Code: <https://www.ecode360.com/28082280>

Rental License

1. Complete application in its entirety
2. Fee for license is \$50.00 per property
3. Submit copy of valid ID

Vacant Property Registration

1. Completed application
2. Fee for registration is \$200.00

All cost requirements are subject to review.

Permits submitted should include the property address in the subject line

EMAIL: Publicworks@Florissantmo.com