

**THE CITY OF OAKLAND
PLAN REVIEW/BUILDING PERMIT APPLICATION**

PERMIT FEE: \$100.00
INSPECTION FEE: \$ 30.00 EACH

DATE: _____

Name of Property Owner: _____

Property Owner Address: _____

Project Address: _____

Property Owner Contact Numbers:
_____ cell _____ day _____ evening

Contractor's Name: _____

Contractor's Street Address/Phone: _____

Description of Project: _____

Estimated Cost of Project: _____ Applicant Signature: _____

INSTRUCTIONS:

Please attach two (2) copies of the plans and a site plan to be reviewed by the City of Oakland. When application is completed, please return with check made payable to the ***City of Oakland, P. O. Box 220511, St. Louis, MO 63122.*** Should you have any questions about your project, please contact the City Administrator/City Clerk at 314-416-0026. To schedule an inspection, please contact Greg Hanser at 420-7481.

If your plan requires a dumpster or temporary storage pod, a permit will be needed before it arrives on location.

FOR OFFICE USE ONLY:

Zoning Review Approved: _____ Date: _____

Plan Review Approved: _____ Date: _____

Inspections needed: _____ Total Cost of Permit: _____

**CITY OF OAKLAND
BUILDING PERMIT PROCEDURES**

RESIDENTIAL-

1. Complete Plan Review/Building Permit Application form.
2. Submit two (2) copies of the completed form along with two (2) copies of site plan (showing dimensions of new construction and its distance from property line) to the City of Oakland, P.O. Box 220511, Oakland, MO 63122.
3. After the application has been processed by the City Administrator, the plans will be reviewed by the Code Compliance Officer. Upon approval, the City of Oakland will issue an approved permit and contact the applicant to let them know the cost of the permit with inspections needed.
4. Once a check for the amount due is received at the above address, a building permit will be issued and sent to the applicant along with an inspection sign-off card to be kept on the construction site location during the length of the project for the Inspector to sign. During the inspection process, please contact Greg Hanser at 420-7481 to arrange a residential building, electrical, plumbing or mechanical inspection.
5. All inspections (building, electrical, plumbing & mechanical) should be called in 24 hours in advance to 314-420-7481. No inspections will be scheduled or made unless a permit has been issued by the City of Oakland.
6. Other permits that may need to be gotten through the City regarding your project include a tree preservation plan (new construction only), dumpster/temporary storage unit, excavation, electrical, plumbing, or mechanical.
7. All work and excavations in the public right-of-way shall be approved by the City of Oakland; St. Louis County; or the Missouri Department of Transportation. The owner is responsible for obtaining these necessary permits and approvals.
8. The owner is responsible for permits and inspections from other agencies as applicable; including, but not limited to: Metropolitan Sewer District (MSD); Laclede Gas; AmerenUE; Missouri American Water Company; AT&T.
9. Questions concerning the Building, Electrical, Plumbing and Mechanical Codes should be directed to Code Compliance Officer, Greg Hanser at 420-7481.
10. Other items that will be reviewed include:
 1. Zoning Regulations;
 2. Floodplain Regulations;
 3. Driveway entrances, curb cuts, excavations & other work on public right of way;
 4. St. Louis County regulations including Department of Highways and Traffic;

5. Missouri Department of Transportation regulations;
6. MSD regulations (storm water run-off and sanitary sewage); and
7. Fire regulations.

COMMERCIAL-

All projects on commercial properties will be handled by St. Louis County at 41 S. Central, Clayton, MO 63105. For questions, please contact St. Louis County Public Works at 314-615-2559.