



# CITY OF TWIN OAKS

1381 Big Bend Road • Twin Oaks, MO 63021  
(636) 225-7873 • fax (636) 225-6547 • [www.cityoftwinoaks.com](http://www.cityoftwinoaks.com)

## APPLICATION FOR MUNICIPAL APPROVAL OF COMMERCIAL BUILDING PERMIT

**For fee information, see Section 400.460 of the City Code. For electric, plumbing, mechanical, explosives, and weights/measures permits, apply directly to St. Louis County.  
*Please allow up to two weeks for review of your permit application.***

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**COMPLETE INFORMATION REQUIRED FOR ALL SECTIONS BELOW. PLEASE PRINT CLEARLY.**

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**APPLICANT NAME:** \_\_\_\_\_ **CONTACT NUMBER:** \_\_\_\_\_

**COMPANY NAME:** \_\_\_\_\_ **EMAIL:** \_\_\_\_\_

**Applicant is: (check one)**      **Owner**  **Contractor**  **Architect**  **Engineer**  **Other**

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

**OWNER'S NAME/ADDRESS:** \_\_\_\_\_

**TYPE OF PROJECT:**

- New Building Construction       Building Alteration       \*Demolition  
 Tenant Finish       Other \_\_\_\_\_

**\*Additional deposits & performance security required as needed. (Section 500.100)**

**PLEASE INCLUDE THE FOLLOWING WITH THIS APPLICATION:**

- Site or plot plan showing existing and proposed improvements to scale including parking spaces calculations (*not applicable for interior-only projects*)
- Sealed construction and architectural drawings

**DESCRIPTION OF PROJECT AND WORK TO BE COMPLETED:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WORK BEING COMPLETED BY:**

**Contractor Name/Address/Phone/email:** \_\_\_\_\_

**\*\* No building or structure can be occupied or used for any purpose whatsoever until the OCCUPANCY PERMIT has been issued.**

**\*\* FOR OFFICE USE ONLY \*\***

**Application Date:** \_\_\_\_\_ **Fee:** \_\_\_\_\_ **Pmt type/paid date:** \_\_\_\_\_  
**Municipal Zoning Letter Attached:** \_\_\_\_\_ **Approved by:** \_\_\_\_\_