

COMMERCIAL BUILDING PERMIT PROCESS

1. A **Site Plan Permit** is required for land development PRIOR to New Construction. The Permit Application and Requirements can be found on the City of New Melle website: www.cityofnewmelle.com The City Engineer will review the Plan and upon approval forward the Plan to Planning and Zoning. The Planning and Zoning Commission will review the application, and approve and recommend the Plan to the Board of Aldermen, if applicable. Refer to the Fee Schedule for the appropriate Fee.
2. A **Land Use Permit** is required for all building applications and must be filed with the City Clerk. This would be in addition to any New Construction Permits that are required. The City Engineer will review and approve the Application. A Land Use ONLY Permit would be required for Room Additions, Garages (attached and detached) Swimming Pools, Fences or any Remodel or Repair Projects. The Fee for a Land Use Permit is \$75.00
3. A **New Construction Permit** is required for Commercial new builds.
For established Residential Subdivisions the Recorded Site Plan will need to accompany the Building Plans.
A Grading Permit may be required in addition to the New Construction Permit Application. The applications will be referred to the City Engineer for approval. The appropriate Fee for New Construction will need to accompany the Application and required documents.
For Non-Residential New Construction please review and submit the Site Plan Permit Application. After the Site Plan is submitted and approved by the City Engineer and the Planning and Zoning Commission, then a New Construction Permit will need to be submitted.
4. After final approval of the City Engineer, the Land Use Permit along with the building plans will need to be forwarded to the St. Charles County Building and Code Enforcement Department for a St. Charles County permit and all inspections.

For further information, please review the ordinances on the website or contact the City Clerk at (636) 828-4807. Submit all appropriate permit applications along with the Land Use Permit and fees to the City Clerk at the New Melle City Hall in person or by mail to 145 Almeling St., PO Box 114, New Melle, MO 63365