

# Demolition Permit Application Guideline

The following overview outlines the general procedures for obtaining a **Demolition Permit**. This overview summarizes the Demolition Permit application procedure and does not constitute an agreement between the City of Shrewsbury and the applicant. The City of Shrewsbury comprehensively reviews and evaluates the merits of *each permit application individually*. The general Demolition Permit application step-by-step procedure is as follows:

**Forms:** Before obtaining a Shrewsbury Demolition Permit, the applicant must submit a St. Louis County Department of Health's "**Demolition Permit Release Authorization**". Once the applicant has obtained the appropriate authorizations in writing from St. Louis County, the applicant must thoroughly fill out the Shrewsbury "**Application for Demolition Permit**" form, sign and date.

**Required Documentation:** The applicant must clearly describe the scope and nature of the demolition by providing detailed information on the structure's dimensions, the surrounding environment, and the operational conditions.

**Fee Determination:** The fee will be determined upon application approval. The Building Commissioner will determine the applicable fees.

**Security Deposit:** The applicant must submit a **two-thousand dollar (\$2,000) security deposit** in check form guaranteeing that the wrecking and demolition work will be completed within **ninety (90) days** from the date of issuance of the permit, that it will be done in a workmanlike manner, and that all demolition work will be done in full compliance with the City of Shrewsbury Municipal Codes and ordinances.

**Payment Methods:** City Hall accepts Cash, Personal Checks, and Credit Cards (Visa , MasterCard or Discover) for the permit cost.

**Revisions & Withdrawals:** Significant revision to the project and/or its total cost may incur further review and additional fees. Withdrawn applications may be subject to administrative fees.

The utility companies must be contacted by the contractor to request written confirmation of disconnect and shall be faxed to the Building Department at 314-647-1811. Disconnect confirmation must be received directly from the utility company.

Prior to demolition, all connections to MSD sewer lines must be properly abated with the benefit of a Shrewsbury Plumbing permit.

Siltation devices shall be installed and approved prior to demolition.

There will be a pre-demolition site inspection required prior to the issuance of a permit.



**2 DAYS BEFORE YOU DIG**  
**CALL TOLL FREE**  
**1-800-344-7483**  
 www.mo1call.org  
 MISSOURI ONE CALL SYSTEM, INC.

**CITY OF SHREWSBURY**

5200 Shrewsbury Avenue  
 Shrewsbury, MO 63119  
 Phone: 314-647-5795 Fax: 314-647-1811  
**DEMOLITION APPLICATION and PERMIT**

**Permit No.** \_\_\_\_\_

**Date:** \_\_\_\_\_

Application is hereby made to the City of Shrewsbury, Missouri for a permit to demolish a building at:

Address: \_\_\_\_\_

County Locator Number: \_\_\_\_\_

In accordance with the following description, and in conformity with the provisions of the building ordinances, said building was occupied, or used as: \_\_\_\_\_

Number of Stories: \_\_\_\_\_

Extreme Height of Building Above Grade: \_\_\_\_\_

Give distance from nearest buildings on adjoining lot: \_\_\_\_\_

Condition of the site when work is completed: \_\_\_\_\_

Date to be started: \_\_\_\_\_

Date to be finished: \_\_\_\_\_

**THIS PERMIT EXPIRES WITHIN (90) DAYS OF ISSUANCE**

**Contractor:** \_\_\_\_\_

**Owner:** \_\_\_\_\_

Address: \_\_\_\_\_

Phone No.: \_\_\_\_\_

Phone No. : \_\_\_\_\_

Signature: \_\_\_\_\_

*I hereby certify that the owner(s) of record authorizes the proposed work and I have been authorized by the owner(s) to make this application as their agent.*

**Please Note: All demolition work will be done in full compliance with the Nuisance Chapter of City Code (Chapter 205)**

\*\*\*\*\*

**Office Use Only:**

**Permit Fees:** \_\_\_\_\_ **Inspections Fees:** \_\_\_\_\_

**TOTAL:** \_\_\_\_\_

DEPOSIT POSTED: \_\_\_\_\_ (\$2,000.00) DATE: \_\_\_\_\_ CHECK NO. \_\_\_\_\_

Pursuant to Municipal Code Section 500.020 sub section 110.2.1, City of Shrewsbury, Missouri, the applicant hereby deposits with the City of Shrewsbury, Missouri, the sum of \$ \_\_\_\_\_, for which permission is hereby granted to said applicant to demolish in above named property, not to exceed stated lineal feet.

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_