



PLANNING & DEVELOPMENT SERVICES DEPARTMENT
10 North Bemiston Avenue, Clayton, Missouri 63105
(314) 290-8463

AMENDMENT - ADDENDUM EXTENSION - REACTIVATION CONTRACTOR CHANGE REQUEST

INTERIOR AMENDMENT - ADDENDUM - \$50.00 + \$10.00 PER PAGE OF ACCOMPANYING DOCUMENTATION

EXTERIOR AMENDMENT - ADDENDUM - \$100.00 + \$10.00 PER PAGE OF ACCOMPANYING DOCUMENTATION

THIS ALSO INCLUDES SUBMISSION OF SUPPLIMENTAL INFORMATION/DOCUMENTS FOR PENDING PERMITS

REQUEST FOR EXTENSION - NO CHARGE

Code Questions – codequestionsbd@claytonmo.gov

REQUEST FOR PERMIT REACTIVATION - \$50.00

Application Submission – applicationsbd@claytonmo.gov

Permit # _____ (Required)

Applicants Name _____

Applicants Phone (_____) _____ E-Mail _____

Location:

Street No. _____ Street Name _____ Suite/Unit _____

APPLICANT REQUESTS:

AMENDMENT TO: Building Permit Plumbing Permit Mechanical Permit Sign Permit

ADDENDUM TO: Building Permit Plumbing Permit Mechanical Permit Sign Permit

REQUEST FOR EXTENSION – Anticipated completion date _____

Reason for request: _____

Extensions are at the discretion of the Building Official and are NOT guaranteed.

REQUEST FOR PERMIT REACTIVATION

Reason for request: _____

Permit reactivation is at the discretion of the Building Official and is NOT guaranteed. Reactivation for permits approved under a previous code year are not permitted

PROJECT TYPE: New Construction Alteration/Addition

LOCATION: Interior only Exterior only Both interior and exterior

Briefly describe nature of amendment: _____

**AMENDMENT - ADDENDUM
EXTENSION - REACTIVATION
CONTRACTOR CHANGE REQUEST
Continued**

ADDITIONAL INFORMATION PER CODE OFFICIALS REQUEST/RESPONSE TO COMMENTS:

Has this project received Plan Commission/Architectural Review Board Approval: No N/A

Yes – Date Approved: _____ All changes to a PC/ARB approved plan must be clouded and note referenced

Fully detail nature of proposed amendment(s) to PC/ARB approval: _____

FEES:

Additional construction cost including additions \$ _____
Additional cost for alterations and repairs \$ _____

NOTE:

1. A decrease to construction costs will not result in a refund of fees.
2. An increase in construction cost may result in additional permit cost.
3. Additional inspection fees may also apply.

CHANGE OF CONTRACTOR:

New Contractors Name _____
Contractors Address _____
City _____ State _____ Zip Code _____ Phone (____) _____
Contractor E-Mail Address _____

Signature _____ Date _____
Property Owner's Signature is Required to Change Contractor

CONTRACTOR WITHDRAWAL FROM PROJECT

Contractors Name _____ Effective Date _____

I hereby certify the above information is correct and that I am the legal owner of the property or have been authorized by the owner to make application for the work described above.

Signature _____ Date _____
Please Print Name _____