



Warren County Planning and Zoning

101 Mockingbird Lane, Suite 201 · Warrenton, MO 63383

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It is strongly suggested that prior to coming in for this permit, you call the office to make sure the Sanitarian and Planning & Zoning Administrator will be in the office.

SECTION 1: Residences For cost of your Structure Permit, see the Fee Schedule included in this packet. (Checks must be made payable to WARREN COUNTY TREASURER.)

STEP 1: SOIL EVALUATION If *you are building a home that will be on an individual septic system*, obtain a soil evaluation from one of the State and County approved Soil Scientists and work with the Warren County Sanitarian to obtain a Septic Permit. (*Some home additions may also require a Septic Permit. Contact the Warren County Sanitarian for guidance before planning an addition to your residence.*) **If a Septic Permit is required it must be issued before the Structure Permit. A Structure Permit may only be issued once this step is completed and a permit has been issued for the individual septic system. The Septic and Structure permits may be issued on the same visit, if schedules are coordinated between applicant and both departments.**

STEP 2: FLOODPLAIN - If you are building in the floodplain, you will be given information on the process you need to follow. All parcels are checked for floodplain, per County Codes.

STEP 3: PERMITS - If you are on a community sewage system, a Structure Permit is required BEFORE a residence may be built or a modular home/mobile home/RV is brought on to the property. If the residence will be served by an on-site septic system, two permits are required, one for septic and one for the structure, and must be obtained before the work begins. (Permit fees double if not obtained as required. Violations may result in prosecution.) If your home is being constructed on-site, you may obtain a Temporary Electric Sticker with your Structure Permit, to be used for construction purposes only. Your Permanent Electric Sticker is issued only after the septic system has passed final inspection, and this sticker will allow for permanent electrical service to the structure. Structure Permits expire 1 year from the date of issuance. Permits should be displayed at the construction site. If the property owner listed on the deed is unable to obtain the permits, a signed, notarized affidavit must be presented giving someone else permission to obtain the permits. If you are building a new residence, bringing a modular home/mobile home/RV onto the property and there is an existing home on the property, you have 60 days to remove the old home.

When Applying - Bring the Following:

- ☐ Copy of building plans (unless you are building in the floodplain, plans will be returned after review) or
- ☐ A layout of the new/used mobile/manufactured/modular home with make, model and year. Zoning codes don't allow a home constructed off-site to be placed on a property and/or issued a Permanent Electric Sticker for a new residence until a final inspection of the sewage system has been completed and the system has passed.
- ☐ Mobile home/modular home/RV title or bill of sale, showing make, year, model and VIN/Serial Number.
- ☐ Address Assignment from 911 Business Offices - call **(636)456-7088** to obtain a valid address assignment.
- ☐ Recorded warranty deed if the property has been purchased less than 6 months ago.
- ☐ Completed permit application & appropriate fee. Checks should be made payable to Warren County Treasurer.
- ☐ A photo ID of the property owner or their designated representative (with a notarized affidavit). If the property is in a trust, an LLC, or owned by something other than an individual name, legal documents must be provided showing the person applying for the permit has the authority to make decisions/sign legal documents.

STEP 4: ELECTRIC STICKERS - If you are on an individual septic system, your Permanent Electric Sticker will only be released after your septic system has passed final inspection. When the sewage system is completed and has been inspected by the Warren County Sanitarian you will be notified by the Sanitarian and you can pick up your final sewage inspection form and Permanent Electric Sticker.

*** NOTE: Warrenton and Wright City Fire Districts require building permits. Contact them for info at:**
Warrenton Fire – (636) 456-8935 Wright City Fire – (636) 745-2262

Monthly County Permit Lists are supplied to local Fire Districts.

It is the property owner's responsibility to take the necessary measures to determine whether additional permits are required, and to be aware of all legal restrictions that may apply to the property, structures, shared roads, or use of the property. It is also the property owner's responsibility to take appropriate steps to identify property lines, easements, right of ways, and public or private roads and comply with setback requirements. If you will be creating a new entrance point from your property onto a STATE road, you MUST contact MoDOT at 573-248-2490; if the new entrance point will be onto a COUNTY road, you MUST contact the County Road & Bridge Department at 636-456-3512.

It is strongly suggested that prior to coming in for this permit, you call the office to make sure there will be someone in the Planning & Zoning office.

SECTION 2: Additions, Improvements, or Non-Residential Structures

Some home additions without plumbing may also require a septic inspection. Contact the Warren County Sanitarian for guidance before planning your home addition.

To determine the cost of your permit(s), see the Fee Schedule included in this packet.
(Checks must be made payable to Warren County Treasurer.)

All structures in unincorporated Warren County require a permit, regardless of size or use.

STEP 1: PLUMBING – If your structure will have internal plumbing, contact the Sanitarian regarding septic requirements. If a septic permit is required, it must be obtained prior to the structure permit.

STEP 2: FLOODPLAIN - If you are building in the floodplain, you will be given information on the process you need to follow. All parcels are checked for floodplain, per County Codes.

STEP 3: PERMITS - Permits expire 1 year from the date of issuance. Display the permit at the construction site. If the property owner listed on the deed is unable to obtain the permit, a signed, notarized affidavit must be presented giving someone else permission to obtain permits for the property. Certain non-residential activities require Conditional Use Permits. Contact this office for more information.

When Applying - Bring the Following:

- ☐ Address Assignment from 911 Business Offices – to obtain a valid address call **(636) 456-7088**, unless the property already has an address assigned by the 911 Office.
- ☐ Recorded warranty deed if the property has been purchased less than 6 months ago.
- ☐ Completed permit application with the appropriate fee. Checks should be made payable to Warren County Treasurer.
- ☐ Photo ID of the property owner or their designated representative (with a notarized affidavit). If the property is in a trust or owned by an LLC or owned by something other than in an individual name, legal documents must be provided showing the person applying for the permit has the authority to make decisions and sign legal documents on behalf of the trust, LLC, or other entity.

If you will be creating a new entrance point from your property onto a STATE road, you MUST contact MoDOT at 573-248-2490; if the new entrance point is onto a COUNTY road, you MUST contact the County Road & Bridge Department at 636-456-3512.

It is the property owner's responsibility to take necessary steps to identify property lines, easements, right of ways, and public or private roads and comply with the appropriate setback requirements.

Step 4: ELECTRIC STICKERS - When the Structure Permit is approved and purchased, an Electric Sticker will be issued for non-residential structures, if requested.

*** NOTE: Warrenton and Wright City Fire Districts require building permits. Please contact them at:**

Warrenton Fire – (636) 456-8935

Wright City Fire – (636) 745-2262

Monthly County Permit Lists are supplied to local Fire Districts.

It is the property owner's responsibility to take the necessary measures to determine whether additional permits are required, and to be aware of all legal restrictions that may apply to the property, structures, shared roads, or use of the property.

~~~~~The Zoning Permit fee will double if not obtained before the project is started.~~~~~

Additional information regarding Warren County's zoning codes is available on the website at www.warrencountymmo.org

Warren County Planning and Zoning Application

PARCEL ID _____

PERMIT # _____

Complete this section in full:

APPLICANT NAME(S) _____

Check One: OWNER(S) _____ OTHER (Owner(s) Notarized Affidavit Attached*) _____

Applicant's Mailing Address

STREET: _____

CITY: _____ STATE: _____ ZIP CODE: _____

Applicant's Phone # _____

Site Address ~ Actual Location to be Permitted

Site must have a valid address assignment from the
911 Business Office at 636-456-7088.

STREET: _____

CITY: _____ STATE: _____ ZIP CODE: _____

If property was purchased within the last 12 months, list previous owner: _____

DIRECTIONS TO PROPERTY: _____

List all buildings presently on the property: _____

Complete ***ONLY*** the following section(s) that apply to the permit(s) you are requesting at this time ----

Rezone	Check here if requesting a change in Zoning _____
	Current zoning of parcel is _____
	Requesting a Rezone of the parcel to _____

****IF THIS APPLICATION IS FOR A REZONE OR CONDITIONAL USE PERMIT, ADDITIONAL DOCUMENTS ARE REQUIRED. OBTAIN AND COMPLETE APPLICABLE DOCUMENTS & ATTACH****

Conditional Use Permit	Check here if applying for a Conditional Use Permit _____ Zoning District _____
	Specify the Conditional Use(s) sought (from the Conditional Uses list in the appropriate zoning district of the current Warren County Zoning Codes): _____

Permit for a Dwelling	Select 1: Residence Constructed On-Site _____ Mobile Home _____ Modular Home _____ RV _____
	Select 1: Single Family _____ Multi Family _____
	Select 1: Single Story _____ Two Story _____ Multi Story _____
	Select 1: Basement _____ Slab Foundation _____ Piers/Posts _____ Concrete with Crawl Space _____
	Select 1: Central Sewer _____ Individual Septic _____ (Septic must be permitted prior to Structure Permit)
	Answer Each: Total # of Bedrooms _____ Total # of Bathrooms _____ Total Square Footage _____
	Plans provided to P&Z/Sanitarian for review _____ Date Reviewed _____ Staff Initials _____
	If Mobile Home/Modular Home/RV attach a copy of the title or bill of sale and complete the following:
	Model _____ Make _____ Year _____
	VIN/Serial # _____
	If removing a Mobile or Modular and replacing, check here _____ Floor Plan Attached _____
	Address where Mobile/Modular is being moved from: _____

If exchanging Mobile Home or Modular Home the old dwelling **must be removed within 60 days.**

Permit for Other Structures

Home Additions, In Ground Pools, Privacy Fences

Commercial Buildings & Signs

Improvements: Non-Residential Structures such as Storage Sheds, Carports, Decks, Patios, Pole Barns, Livestock Shelters, Barns, Grain Bins, Machine Sheds, Garages, etc.

All structures require a permit, regardless of size or use.

Select the structure you plan to build from the list below:

Commercial/Business-Related Building or Structure _____ Sign _____
In Ground Pool _____ Privacy Fence _____ Deck _____ Patio _____
Carport _____ Detached Garage _____ Attached Garage _____ Shed _____
Pole Barn _____ Machine Shed _____ Livestock Shelter _____ Grain Bin _____
Home Addition _____ Other (Specify Type) _____

Home additions require septic review before the Structure Permit can be issued.

If a home addition, how many bedrooms will be added? _____

If a home addition, will the addition have plumbing? _____

If for business use, describe the use of the structure in detail – _____

Additional permits may be required for construction of any structure intended for other than personal use. Contact the P&Z office for information regarding Conditional Use Permits or other zoning questions prior to submitting a building permit application.

Answer each of the following:

Will the new structure have internal plumbing? YES _____ NO _____

Dimensions of the structure to be built or added? _____

Total Square Feet of the New Structure or of the Addition _____

Will your structure be electrified? YES _____ NO _____ Not at this time _____

If electrified, will the structure have its own meter base? YES _____ NO _____

It is the property owner's responsibility to take the necessary measures to determine whether additional permits are required, and be aware of all legal restrictions that may apply to the property, structures, shared roads, or use of the property.

It is also the property owner's responsibility to take necessary steps to identify property lines, easements, right of ways, and public or private roads and comply with the appropriate setback requirements.

Signature valid only if notarized or witnessed by Planning & Zoning/Sanitation Office Staff.

PHOTO ID REQUIRED

SIGNATURE: _____ **DATE:** _____

(By signing this application you acknowledge you have been informed and agree to the stipulations and/or conditions required under the Warren County Zone Order to obtain the necessary permit(s).)

PERMIT FEES ARE NON-REFUNDABLE Staff Witness _____

Reviewed by _____ **P&Z OFFICE USE ONLY**
CONDITIONAL USE _____ **REZONE** From _____ To _____
PARCEL ID _____ **ACREAGE** _____ **+/-**
SECTION _____ **TOWNSHIP** _____ **RANGE** _____
SUBDIVISION _____ **PLAT** _____ **LOT** _____
ZONED _____ **FLOODPLAIN** _____ **PERMIT #** _____
FIRE DISTRICT _____ **PLANS REVIEWED** _____
Temporary Electric Sticker # _____ () Permanent Electric Sticker # _____ ()