



PLANNING & DEVELOPMENT SERVICES DEPARTMENT  
10 North Bemiston Avenue, Clayton, Missouri 63105  
(314) 290-8463 Code Questions – [codequestionsbd@claytonmo.gov](mailto:codequestionsbd@claytonmo.gov)

## AMENDMENT to EXISTING PERMIT

**INTERIOR AMENDMENT - \$50.00 + \$10.00 PER PAGE OF ACCOMPANYING DOCUMENTATION**  
**EXTERIOR AMENDMENT - \$100.00 + \$10.00 PER PAGE OF ACCOMPANYING DOCUMENTATION**

Permit # \_\_\_\_\_ (Required) (Updated October 25, 2023)

Applicants Name \_\_\_\_\_

Applicants Phone (\_\_\_\_\_) \_\_\_\_\_ E-Mail \_\_\_\_\_

Street No. \_\_\_\_\_ Street Name \_\_\_\_\_ Suite/Unit \_\_\_\_\_

### APPLICANT REQUESTS:

**AMENDMENT TO:**  Building Permit  Plumbing Permit  Mechanical Permit  Sign Permit

**PROJECT TYPE:**  New Construction  Alteration/Addition

**LOCATION:**  Interior only  Exterior only  Both interior and exterior

Briefly describe nature of amendment: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**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.

**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 \_\_\_\_\_