

HOW TO PROCESS HAUNTED HOUSE PERMITS LESS THAN 1000 SQUARE FEET IN SIZE

1. **Have applicant complete Haunted House application if the structure is less than 1000 square feet.** This application must be submitted not less than five (5) working days prior to activity. (If the structure is 1000 square feet or larger they must submit for a regular building permit allowing enough time for plan review.)
2. Research locator number.
3. Application must specify name of company/organization. Not for profit organizations do not require zoning approval (but I still ask John Watson to look at them) if the project address is in unincorporated St. Louis County and the structure is less than 1000 square feet, however we need a copy of the letter from the State of Missouri that shows they are a "Not for Profit" organization. If the application is for commercial use or is in a Municipality that St. Louis County has a building contract with, then zoning is required regardless.
4. Need dates of activity listed on the application.
5. Site plan and floor plan required as well as a letter from the owner of the property approving this activity.
6. On-site inspection required prior to issuance of permit.
7. Fee is \$79.00
8. Log in permit book. Enter permit number and fee on the application. Permits are numbered consecutively. Example: 12BLD-12345.
9. Complete permit card and attach to application before sending to inspections. (Use the same card that is used for Turkey Shoot permits.)
10. Refer applicant to checklist for any additional requirements.
11. Mail copy of application to the Licensing Division of the Department of Revenue, 4th Floor. Their number is 615-4217.
12. Distribution of permit copies is as follows:

White-Office Copy goes into Jim Sierberg's folder on Karen's desk
Canary-Accounting Copy goes to Accounting with check or cash
Pink-Applicant's Copy goes to applicant (stamp with "This is not a permit" stamp)
Goldenrod-Inspector's Copy goes into Jim Sieberg's folder on Karen's desk along with the White office copy