

TEMPORARY STRUCTURES SUBMITTAL INSTRUCTIONS

Please allow a minimum of four (4) weeks for processing the application after being received by the Department of Public Works.

The following information is required to be submitted in order to obtain a building permit to erect, place, or construct a temporary structure:

1. A completed application for Temporary Structure permit. Applications and plans / supporting documentation for Temporary Structure permits shall be submitted through the Permitting Portal and Digital Plan Room <https://aca.stlouisco.com/CitizenAccess/Default.aspx>.
2. A cash surety deposit (see attached form) or a performance bond (see attached form) made payable to the "Treasurer of St. Louis County, Missouri" for the following amounts:

<u>TYPE OF TEMPORARY STRUCTURE</u>	<u>CASH SURETY/BOND AMOUNT</u>
Structures or trailers used as residential subdivision sales offices	\$1,000.00
Tents, including tent canopies:	
• Tents larger than 2000 sq. ft. up to 10,000 sq. ft.....	\$500.00
• Tents larger than 10,000 sq. ft.....	\$1,000.00
Trailers on Wheels (other than above real estate or sales offices):	
• Snow cone & similar small trailers up to 200 sq. feet.....	\$200.00
• Single wide trailers up to 1000 sq. feet.....	\$500.00
Stages (without roof/canopy):	
• Stages larger than 500 sq. ft. up to 1000 sq. ft.....	\$200.00
• Stages larger than 1000 sq. ft.....	\$500.00 plus additional \$100.00 for each additional 500 sq. ft. or fraction thereof.
All Other Temporary Structures	
• All other temporary structures..... (such as membrane covered cable or frame structures, air-inflated or air-supported structures, large trailers on wheels, structures with removable wheels, structures on skids, stages with roof canopies, etc.)	Minimum of \$500.00 for structures up to 1000 sq. ft. For structures greater than 1000 sq. ft. a minimum of \$1000.00 plus an additional \$200.00 for each 500 sq. ft. or fraction thereof. Note: The Code Official may, at his discretion, set a higher bond amount on large unique structures that are more permanent in nature and not easily removed.

Cash escrow/Bond amount listed is for each temporary structure (i.e., 2 subdivision sales trailers would require a \$2,000.00 cash surety deposit/bond amount).

Permits for tents and tent canopies to be used for sales promotions or display shelters and those used on church property for worship or other religious purposes may be issued without posting a cash surety deposit/performance bond.

The cash surety deposit /bond shall guarantee the removal of the structure at the direction of the Director of Public Works or upon expiration of the permit. Please see the "Cash Surety Deposit/Temporary Structure Bonds Information" sheet for an acceptable cash surety deposit/bond format.

3. Site Plan showing the location of the structure in relation to any other existing structures on the site and the distances to the property lines. Please contact County Zoning Review, 314-615-2525, or the Zoning Official

of the contracting municipality, if within a contracting municipality, for placement restrictions for a particular parcel.

4. A complete set of plans identifying how the structure will be anchored and or braced to resist wind loads referenced by the County Ordinance 24,444, Chapter 1115 SLCRO and Chapter 16 of the '09 IBC as amended. St. Louis County Public Works reserves the right to request plans and/or structural calculations prepared and sealed by the appropriate Missouri Registered Design Professional.
5. Plans and details for anything that is to be field constructed (i.e. entrance stairs, landing, ramp, deck, canopy) and/or plans for the temporary trailer.
6. The flame resistance of the tent fabric shall be verified by an affidavit documenting the following information for all tent structures:
 - a. Names and addresses of the owners of the tent structure.
 - b. Date the fabric was last treated with flame resistant solution.
 - c. Trade name or kind of chemical used in treatment.
 - d. Name of person or firm treating the material.
 - e. Name of the approved testing agency and test standard by which the fabric was tested. The membrane material shall meet one of the following criteria:

Noncombustible (Section 704.4)

or

Flame resistant when tested in accordance with small-scale and large scale tests in NFPA 701-96.

or

Treated in an approved manner to render the material flame resistant.

7. All temporary structures shall either provide, or have nearby access to, an adequate water supply, plumbing facilities, and sewerage disposal in accordance with the Plumbing Code, Chapter 1103 SLCRO, as amended. If the temporary structure has toilet facilities within, the applicant must provide a letter to Plumbing Inspections specifying the method of sewage disposal (i.e. temporary hook-up to sewer line, holding tank, etc.). Include a copy of the contract with the waste hauler, if a holding tank is to be used, with the letter.

Jim Showmaker, Plumbing Inspections (314-615-0330)
St. Louis County Public Works Department
41 S. Central Avenue, 6th Floor
St. Louis, MO. 63105

8. Zoning approval from St. Louis County Zoning Review (314-615-2525) or from the Zoning Official of the contracting municipality if the temporary structure is to be located within a contracting municipality.
9. Fire District or Fire Department approval. (see attached form)
10. Property Owners or Lessee's Permission form sealed, signed and dated for St. Louis County or a municipality contracting with St. Louis County to enter the site. (refer to attached form)

TEMPORARY STRUCTURE CASH SURETY DEPOSIT INFORMATION

In order to obtain a temporary structure permit, the owner and/or operator of the temporary structure may be required (see submittal instructions) to post a cash surety deposit for the stipulated amount with the Treasurer of St. Louis County, to guarantee removal of the structure upon expiration of the permit or at the direction of the Director of Public Works.

The cash surety deposit submitted shall consist of:

- A) The temporary structure cash surety deposit form. (Must be signed and dated by the owner/operator of the temporary structure)
- B) Cash, money order, or check for the stipulated sum to be deposited with the Treasurer of St. Louis County.

The temporary structure cash surety deposit shall be submitted in the same form as the attached sample **without alterations.**

TEMPORARY STRUCTURE BOND INFORMATION

In lieu of providing the cash surety deposit noted above, a performance bond must be posted to guarantee removal of the structure upon expiration of the permit or at the direction of the Director of Public Works.

The bond submitted shall consist of:

- A) The temporary structure bond. (Must bear the seal of Surety Company and Principal if a corporation.)
- B) The power of attorney.
- C) The notary acknowledgment.

The temporary structure bond shall be submitted in the same form as the attached sample **without alterations.**

St. Louis County Counselor
TEMPORARY STRUCTURE CASH SURETY DEPOSIT

I/We as owner(s) and/or operator(s) of a temporary structure proposed to be located at _____ are held firmly bound unto _____
(address of temporary structure location)

The Treasurer of St. Louis County, Missouri a cash surety deposit in the sum of _____ Dollars (\$_____) for which sum we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

The Condition of this obligation is such that

WHEREAS, I/We have requested that I/We be granted a permit by St. Louis County to construct a temporary structure at _____

(hereinafter referred to as "temporary structure"); and

WHEREAS, I/We agree that upon the expiration of the building permit or lawful extension thereof, authorizing this temporary structure, the temporary structure must be removed from its site noted above and that site returned to its condition immediately prior to the construction of the temporary structure (hereinafter referred to as "original condition");

WHEREAS, I/We agree that if the temporary structure is not removed upon the expiration of the building permit or lawful extension thereof, authorizing the temporary structure, St. Louis County may cause the temporary structure to be removed and/or demolished and the site returned to its original condition; and

WHEREAS, I/We agree that this cash surety deposit is to reimburse St. Louis County for all reasonable expenses incurred in the removal and/or demolition of the temporary structure and in any work necessary to return the site to its original condition;

NOW, THEREFORE, I understand that if I comply with all applicable ordinances of St. Louis County or any municipality within St. Louis County and upon expiration of the building permit authorizing said temporary structure, remove the temporary structure and return the site to its original condition, then this obligation to be void; otherwise, this obligation shall remain in full force and effect.

This cash surety deposit shall be construed to cover the interests of any Municipality in St. Louis County and shall be available for the protection of such Municipalities and the residents of St. Louis County and any Municipality within St. Louis County.

This cash surety deposit shall remain in effect until the Director of Public Works, or his designee, has inspected the site and is satisfied that the temporary structure has been removed from the premises and the site returned to its original condition. Once the temporary structure has been removed and the site restored to its original condition, I/We may request that the cash surety deposit be returned.

Temporary Structure owner/operator Name: _____

Signature: _____

Date: _____

STATE OF MISSOURI)
COUNTY OF ST. LOUIS) SS

On this _____ day of _____, 20____, before me personally appeared _____, who being sworn, stated that he/she is the person named above and that he/she executed the same as his/her free act and deed.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My commission expires:

Notary Public

TEMPORARY STRUCTURE BOND
(SAMPLE)

KNOW ALL MEN BY THESE PRESENTS, that we, _____ (Name of Principal)
as Principal, and the _____ (Name of Surety Company), a _____ (State)
corporation, as Surety, are held and firmly bound unto The Treasurer of St. Louis County, Missouri, as Obligee, in
the sum of _____
_____ Dollars (\$ _____) for which sum, well and truly to be paid, we bind ourselves, our
heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

Signed, sealed, and dated this _____ day of _____, 2_____.

The Condition of this obligation is such that

WHEREAS, the Principal has been or is about to be granted a permit by St. Louis County to construct a temporary
structure at _____ (Location of Temporary Structure)

(hereinafter referred to as "temporary structure"); and

WHEREAS, the Principal and Surety agree that upon the expiration of the building permit authorizing this temporary
structure, the temporary structure must be removed from its site at _____ (Location of Temporary Structure)

and that site returned to its condition immediately prior to the construction of the temporary structure (hereinafter
referred to as "original condition");

WHEREAS, the Principal and Surety agree that if the temporary structure is not removed upon the expiration of the
building permit authorizing the temporary structure, St. Louis County may cause the temporary structure to be
demolished and the site returned to its original condition; and

WHEREAS, Surety agrees to reimburse St. Louis County for all reasonable expenses incurred in the demolition of
the temporary structure and in any work necessary to return the site to its original condition;

NOW, THEREFORE, if the Principal shall comply with all applicable ordinances of St. Louis County or any
municipality within St. Louis County and upon expiration of the building permit authorizing said temporary structure,
remove the temporary structure and return the site to its original condition, then this obligation to be void; otherwise,
this obligation shall remain in full force and effect.

This bond shall be construed to cover the interests of any Municipality in St. Louis County and shall be available for
the protection of such Municipalities and the residents of St. Louis County and any Municipality within St. Louis
County.

This bond shall remain in effect until the Director of Public Works, or his designee, has inspected the site and is
satisfied that the temporary structure has been removed from the premises and the site returned to its original
condition.

Revised 04/11/01

TEMPORARY STRUCTURE BOND

KNOW ALL MEN BY THESE PRESENTS, that we, _____
as Principal, and the _____, a
_____ corporation, as Surety, are held and firmly bound unto The Treasurer of St. Louis
County, Missouri, as Obligee, in the sum of _____
_____ Dollars (\$ _____) for which sum, well and truly to be paid, we bind
ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by
these presents.

Signed, sealed, and dated this _____ day of _____, 2____.

The Condition of this obligation is such that

WHEREAS, the Principal has been or is about to be granted a permit by St. Louis County to construct a
temporary structure at _____

(hereinafter referred to as "temporary structure"); and

WHEREAS, the Principal and Surety agree that upon the expiration of the building permit authorizing this
temporary structure, the temporary structure must be removed from its site at

and that site returned to its condition immediately prior to the construction of the temporary structure
(hereinafter referred to as "original condition");

WHEREAS, the Principal and Surety agree that if the temporary structure is not removed upon the
expiration of the building permit authorizing the temporary structure, St. Louis County may cause the
temporary structure to be demolished and the site returned to its original condition; and

WHEREAS, Surety agrees to reimburse St. Louis County for all reasonable expenses incurred in the
demolition of the temporary structure and in any work necessary to return the site to its original condition;

NOW, THEREFORE, if the Principal shall comply with all applicable ordinances of St. Louis County or any
municipality within St. Louis County and upon expiration of the building permit authorizing said temporary
structure, remove the temporary structure and return the site to its original condition, then this obligation to
be void; otherwise, this obligation shall remain in full force and effect.

This bond shall be construed to cover the interests of any Municipality in St. Louis County and shall be
available for the protection of such Municipalities and the residents of St. Louis County and any
Municipality within St. Louis County.

This bond shall remain in effect until the Director of Public Works, or his designee, has inspected the site
and is satisfied that the temporary structure has been removed from the premises and the site returned to
its original condition.

Revised 04/11/01, 10/11/10

INSURANCE/BONDING COMPANY NAME _____
BOND # _____

ACKNOWLEDGEMENT OF PRINCIPAL

(Firm / Corporation / Individual)

PRINCIPAL: _____ (contractor's company name)

By: _____ (signature of company's responsible officer)
(name and title typed or printed below)

STATE OF _____)
COUNTY OF _____) SS

On this _____ day of _____, 20____, before me personally appeared _____ (name of company officer) the above signed officer who acknowledged himself/herself to be the _____ (title) of _____ (name of company) and that he/she as such officer being authorized to do so, executed the foregoing instrument for the purposes therein contained by signing the name of the _____ (company name)

a _____ (company/corporation/partnership) by himself/herself as such officer.

In witness whereof, I hereunto set my hand and official seal.

Notary Public

My commission expires: _____

ACKNOWLEDGEMENT OF SURETY

SURETY: _____
(Name of insurance / bonding company)

By: _____
(Signature of Attorney-in-Fact)

STATE OF _____)
COUNTY OF _____) SS

On this _____ day of _____, 20____, before me personally appeared _____, who being sworn, stated that he/she is attorney-in-fact for surety, _____, and that he/she signed this instrument as attorney-in-fact for the foregoing surety.

Notary Public

My commission expires: _____

APPROVED AS TO LEGAL FORM:

St. Louis County Counselor

**FIRE PROTECTION DISTRICT OR FIRE DEPARTMENT APPROVAL
OF
TEMPORARY STRUCTURE PERMIT**

TO: Temporary Structure Permit Processing
Department of Public Works
Code Enforcement Division
St. Louis County Government Center
41 S. Central Avenue, 6th Floor
Clayton, MO 63105

FROM: _____
(FIRE PROTECTION DISTRICT OR FIRE DEPARTMENT)

County Application No.: _____ Municipality: _____

Applicant's Name: _____ Phone Number: _____

Mailing Address: _____

Address & Location of Temporary Structure _____

Proposed Use of Structure: _____

Date of Usage: From _____ To _____

FIRE DISTRICT OR DEPARTMENT APPROVAL OF THE TEMPORARY STRUCTURE

As required by Section 3104.16 of St. Louis County Ordinance 20311, 1-05-01, approval is hereby given by the Fire Protection District or Fire Department for the Temporary Structure noted above.

Approved by: _____ Date: _____

Title: _____

Note: Applicants for Temporary Structure permits must submit this form verifying Fire Protection District or Fire Department approval of the temporary structure to St. Louis County, Department of Public Works before a permit can be issued for the structure.

All temporary structures must be removed by the expiration date of the permit. Permits for membrane structures including tents are limited to less than ninety (90) days. Permits for all other temporary structures are limited to time of service or length of season, not to exceed six (6) months, except for classroom structures which are permitted for ten (10) months, and unoccupied display structures and subdivision sales offices which are permitted for a period up to one (1) year.

Revised 02/12/13

**PROPERTY OWNER'S OR LESSEE'S PERMISSION FOR ST. LOUIS COUNTY OR MUNICIPALITY
CONTRACTING WITH ST. LOUIS COUNTY TO ENTER THE SITE**

This is to certify that I am the owner or lessee, or authorized legal agent of either, of the property (land) located at

_____ (address of temporary structure location)

being the site where a permit to construct a temporary structure is requested from St. Louis County Department of Public Works (hereafter referred to as "St. Louis County").

I understand that before such permit is granted by St. Louis County the owner/operator of the proposed temporary structure may be required to provide St. Louis County with a performance bond or cash surety deposit to ensure the removal of the temporary structure should the owner/operator of the temporary structure fail to remove the structure upon the expiration of the temporary structure permit.

Should the temporary structure owner/operator fail to remove the temporary structure by the permit expiration date, or lawful extension thereof, I _____, as the property owner or lessee, or authorized legal agent of either, having the authority to grant permission as noted herein, hereby grant permission to St. Louis County or any municipality within the County that contracts with the County for code enforcement, or their agents, to enter the site for the purpose of removing or demolishing the temporary structure and any work necessary to return the site to its original condition.

IN TESTIMONY WHEREOF, I execute this instrument and accept the above understandings and conditions of approval for the temporary structure permit.

Property Owner's, Lessee's or Agent's Signature _____

Date _____

Printed Name _____ Phone# _____

STATE OF MISSOURI)
COUNTY OF ST. LOUIS) SS

On this _____ day of _____, 20____, before me personally appeared _____, who being sworn, stated that he/she is the person named above and that he/she executed the same as his/her free act and deed.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

Notary Public

My commission expires:

Revised 02/12/13