

**St. Louis County Department of Public Works  
Division of Code Enforcement**

## INSTRUCTIONS FOR CHRISTMAS TREE LOT, PUMPKIN PATCH, AND SIMILAR MISCELLANEOUS USE PERMITS

Application must be submitted not less than five (5) working days prior to the start of the activity. Submittal for application is required to be in person. Permit will be returned to you after we have processed it.

Application must specify name of sponsoring company/organization. Not-for-Profit organizations do not require St. Louis County zoning approval; however, you must submit proof from the State of Missouri that you are a Not-for-Profit organization. If application is for commercial use, St. Louis County zoning approval must be obtained. We only issue Christmas Tree Lot, Pumpkin Patches, and similar Miscellaneous Use permits for such activities within unincorporated St. Louis County.

The permit is issued to set up premise for safety inspections only. Property may not be used or occupied for sales purposes until safety inspection approval and the Occupancy Authorization Card has been signed by the inspector and given to the applicant. When all safety issues are met, the Inspector will provide the Occupancy Authorization Card. The Occupancy Authorization Card is to be permanently and visibly posted on site during the dates of operation. Only then can the premise be occupied for sale and related activities.

A site plan must be submitted showing the lot size, all existing structures, and proposed parking.

The applicant must provide a statement from the owner of the property approving this activity.

The site must be completely cleaned after the operation of the activity.

Electrical permits are required for all electrical installations. Permits must be taken out and work done by a licensed electrical contractor that is licensed with St. Louis County.

Permit fee will be a minimum of \$126.00 which includes permit processing and 2 inspections. Additional inspections will be charged at a rate of \$47.00 per inspection if required.

Permit approval form shall be maintained on the premise until safety inspection approval and Occupancy Authorization Card are given to applicant.

Please arrange for the safety inspection by calling 314-615-7140, Monday thru Friday between 7:30 AM and 9:00 AM.

Adequate fire extinguishers must be provided. Contact local fire districts regarding other possible permit requirements.



# APPLICATION FOR CHRISTMAS TREE LOT, PUMPKIN PATCH, & MISCELLANEOUS USE PERMITS

Date of Application: \_\_\_\_\_ Locator # \_\_\_\_\_ Fee \$ \_\_\_\_\_

FOR: \_\_\_ CHRISTMAS TREE LOT \_\_\_ PUMPKIN PATCH \_\_\_ MISCELLANEOUS USE

Project Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Fire District \_\_\_\_\_ Municipality \_\_\_\_\_

Proposed Tenant (Company Name) \_\_\_\_\_

Proposed Tenant (Individual Name) \_\_\_\_\_

Proposed Use \_\_\_\_\_ Profit \_\_\_\_\_ Not-For-Profit \_\_\_\_\_

Property Owner \_\_\_\_\_ Owner's Phone # \_\_\_\_\_

Property Owner Address \_\_\_\_\_

Dates of Event Operation \_\_\_\_\_

Number of Parking Spaces \_\_\_\_\_ Is Parking Lot Paved \_\_\_\_\_ Unpaved \_\_\_\_\_

The undersigned herewith applies for a Christmas Tree Lot, Pumpkin Patch, or Miscellaneous Use permit for the above described premises under the terms of the St. Louis County Building Code. **The permit fee and site plan must accompany this application.** If the property is in a municipality, written approval must be obtained from the municipality prior to submitting the application. (NOTE: Have the municipal official (if any) fill out and approve in the Zoning Review area below). **Permit is issued with the conditions that the premises shall not be used or occupied until and inspection is made and all discrepancies (if any) are met and corrected. Permit Fee is non-refundable.**

Applicant's Signature \_\_\_\_\_ Telephone \_\_\_\_\_ Email Address \_\_\_\_\_

Applicant's Address \_\_\_\_\_ Zip Code \_\_\_\_\_

### FOR OFFICE USE ONLY

Zoning Review: Zoned \_\_\_\_\_ Approved \_\_\_\_\_ Not Approved \_\_\_\_\_

Comments \_\_\_\_\_

Zoning Signature \_\_\_\_\_ Date \_\_\_\_\_

### PERMIT APPROVAL — (Prominently display at site until Occupancy Authorization Card is issued.)

Issue Date \_\_\_\_\_ Issued by \_\_\_\_\_

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Inspector Signature \_\_\_\_\_ Approved for Use and Occupancy: Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_