

BUILDING PERMIT PROCESS

1. A Land Use Permit is required for all building applications and must be filed with the City Clerk.
2. Submit all appropriate permit applications along with the Land Use Permit and fees to the City Clerk at the New Melle City Hall in person or by mail to 145 Almeling St., PO Box 114, New Melle, MO 63385
3. The applications will be referred to the City Engineer for approval.
4. Upon approval by the City Engineer, the applications will be submitted to the Planning and Zoning Commission for approval and recommendation to the Board of Aldermen, if applicable.
5. After final approval of the Board of Aldermen, the Land Use Permit along with the building plans will be forwarded to the St. Charles County Building and Code Enforcement Department for all inspections.
6. For further information, please review the ordinances on this website or contact the City Clerk at (636) 828-4807.