



CITY OF
OVERLAND

DEPARTMENT OF COMMUNITY DEVELOPMENT

9119 LACKLAND RD | OVERLAND, MO 63114

APPLICATION FOR DRIVEWAY PERMIT

Email application(s) and copy of Applicant's ID to: CDPermits@overlandmo.org

DATE OF APPLICATION:

PERMIT #:

PROJECT ADDRESS:

APPLICANT INFORMATION:

Name:

Mailing Address:

City:

State:

Zip Code:

Phone #:

Fax #:

Email Address:

PROPERTY OWNER INFORMATION (IF DIFFERENT THAN APPLICANT INFORMATION):

Name:

Mailing Address:

City:

State:

Zip Code:

Phone #:

Fax #:

Email Address:

CONTRACTOR INFORMATION:

Name:

Mailing Address:

City:

State:

Zip Code:

Phone #:

Fax #:

Email Address:

PROJECT INFORMATION:

Application for Driveway Permit (Revised: December 2025)

Department of Community Development

Telephone Number (314) 227-2930 • Fax Number (314) 428-4960

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Width of Driveway (In feet & inches): _____

Length of Driveway (In feet & inches): _____

Depth of Driveway (In inches): _____

Material to be used: ☐ Concrete ☐ Asphalt ☐ Other (Specify) _____

Will curb cut be necessary: ☐ Yes (Contractor/Property Owner Responsible for curb cut) ☐ No

Estimated total cost of this project (including labor and materials): \$ _____

SUBMITTAL REQUIREMENTS:

Please provide **TWO (2) COPIES** of the following items;

- Scaled site plan indicating location of proposed driveway, any existing driveway to remain, house, accessory structures, property lines, swimming pool (if applicable), etc. **Plat drawings are not acceptable.** A land surveyor's sealed site plans may be requested upon review of plans.
- Scaled construction plans are required. All plans must be drawn in a professional manner and contain all required information.

MAINTENANCE REQUIREMENTS:

Residential driveways and parking areas must be maintained in good repair and free of safety hazards. Surface coating for residential use shall not be less than two (2") inches of asphalt or four (4") inches of concrete installed over a four (4") inch compacted rock base. Driveways and parking areas in residential areas shall not exceed twenty (20) feet in width extending from the street to the building. Impervious surfaces are calculated into lot coverage total. Lot coverage may not exceed 40% of the total lot area.

NOTICE TO APPLICANT

By signing this application, the applicant affirms that as legal owner of the property in question or as the agent to whom permission has been granted by the legal property owner of record, that all information contained hereon is accurate and true. The applicant also grants the City of Overland, Missouri authority to enter onto this property to conduct all inspections allowed by law during reasonable hours. Additionally, the applicant agrees to ensure that all aspects of this project shall conform to all applicable laws, codes and ordinances. Failure to comply shall cause the revocation of this permit.

APPLICANT ACKNOWLEDGEMENT:

Signature: _____

Name: _____

Date: _____

DRIVEWAY PERMIT APPLICATION INSTRUCTIONS AND REQUIREMENTS

1. **Two (2) copies** of a site plan are required to be submitted with your construction plans. Plat drawings are not acceptable. A land surveyor's sealed site plans may be requested upon review of plans.
2. **Two (2) copies** of scaled construction plans are required. All plans must be drawn in a professional manner and contain all required information.
3. All applications must be fully completed and signed as required. Failure to provide all required information will cause a delay in the review process.
4. A valid state issued photo ID is required with all applications.
5. Required inspections will be specified when permit is issued.
6. Please allow seven (7) to ten (10) business days to review process to be completed.
7. All inspections must be scheduled at least **Forty-Eight (48) hours** in advance.

BUILDING PERMIT FEE

Building Valuation	Building Permit Fee
Less than \$1,000.00	\$50.00
Plus \$5.00 for each \$1,000.00 or fraction thereof over the first \$1,000.00	

Normal inspection fees are included in the above schedule of building permit fees, however, where, in the judgment of the Building Commissioner, additional inspections are required and/or where inspections are called for by the contractor, but the work is found not ready for inspection and/or where the work fails to pass inspection and a re-inspection is required, then an additional ten dollars (\$10.00) per such inspection will be made and must be paid before an occupancy permit is issued.

FOR DEPARTMENT OF COMMUNITY DEVELOPMENT USE ONLY

PROJECT ADDRESS: _____

I hereby certify that permission has been granted to this applicant for the work represented on this application and associated plan. This permit shall be void if the authorized work is not commenced within six (6) months after issuance of the permit, or if the project is not completed within one (1) year of issuance.

Authorized By: _____

Date: _____

Approved By: _____

Date: _____

Permit #: _____

Date: _____