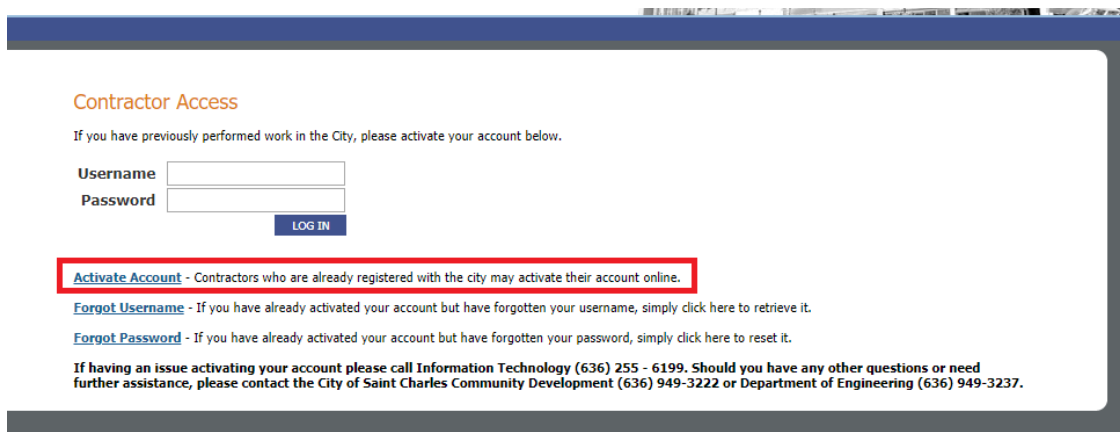

How to Apply for a Commercial Engineering Permit

Prior to applying for a commercial Permit of any kind, you will need a valid Business license with the City of Saint Charles. If you are unsure if your license is valid you can call the City's Collection department at 636-949-3212.

Visit <https://esuite.stcharlescitemo.gov/esuite.permits/>

All companies requesting a permit will need a company account with setup with our Permit Portal. You can do so by clicking **Activate Account** and filling in the required information.

If you do not have a business license with the City you will not be able to create an account. If you run into this problem contact the City's Collection department at 636-949-3212.



Contractor Access

If you have previously performed work in the City, please activate your account below.

Username

Password

[LOG IN](#)

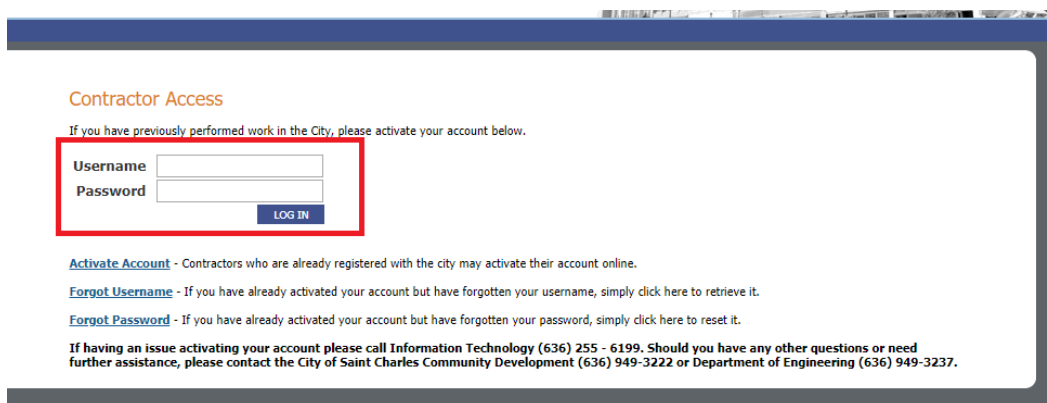
Activate Account - Contractors who are already registered with the city may activate their account online.

[Forgot Username](#) - If you have already activated your account but have forgotten your username, simply click here to retrieve it.

[Forgot Password](#) - If you have already activated your account but have forgotten your password, simply click here to reset it.

If having an issue activating your account please call Information Technology (636) 255 - 6199. Should you have any other questions or need further assistance, please contact the City of Saint Charles Community Development (636) 949-3222 or Department of Engineering (636) 949-3237.

Once you have created your account you must login with your new username and password.



Contractor Access

If you have previously performed work in the City, please activate your account below.

Username

Password

[LOG IN](#)

[Activate Account](#) - Contractors who are already registered with the city may activate their account online.

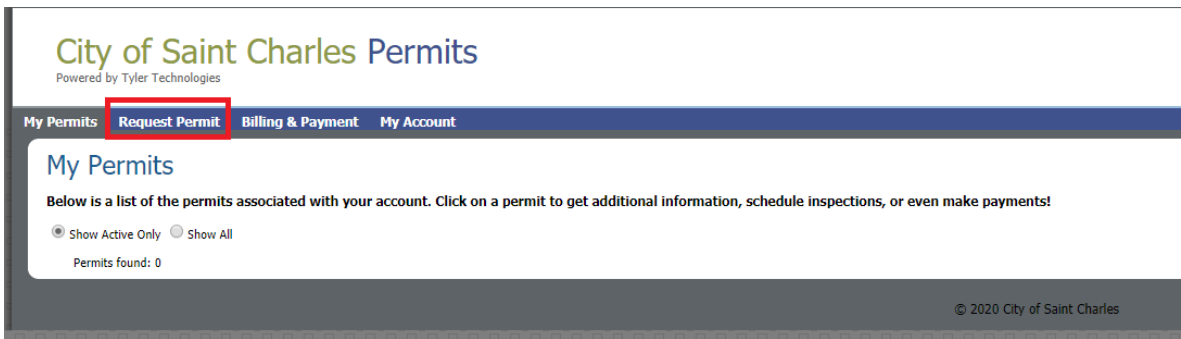
[Forgot Username](#) - If you have already activated your account but have forgotten your username, simply click here to retrieve it.

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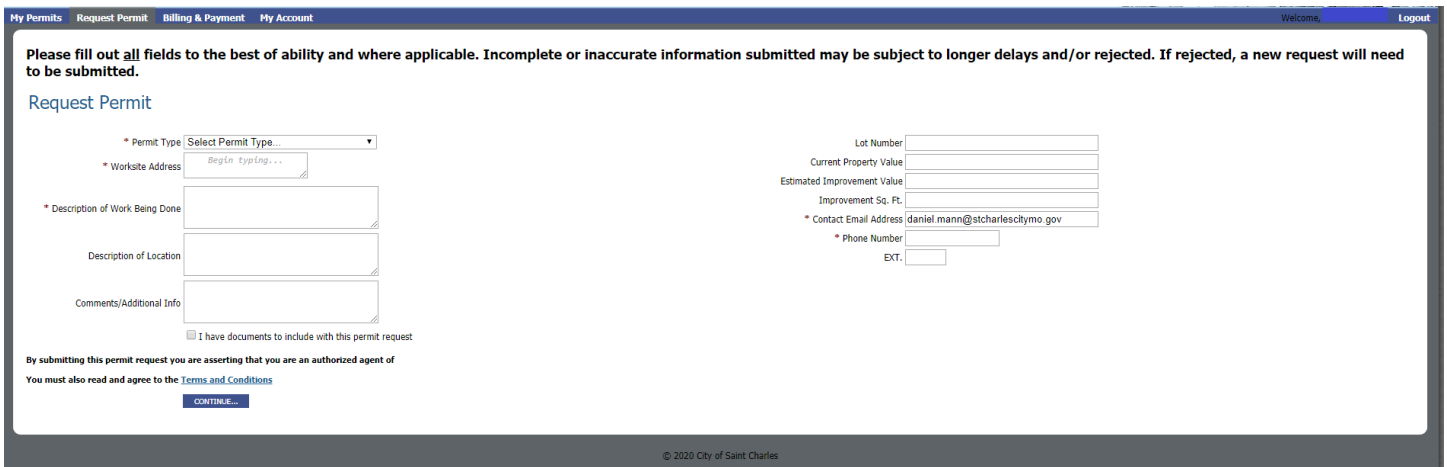
If having an issue activating your account please call Information Technology (636) 255 - 6199. Should you have any other questions or need further assistance, please contact the City of Saint Charles Community Development (636) 949-3222 or Department of Engineering (636) 949-3237.

This will take you to the **My Permits** page.

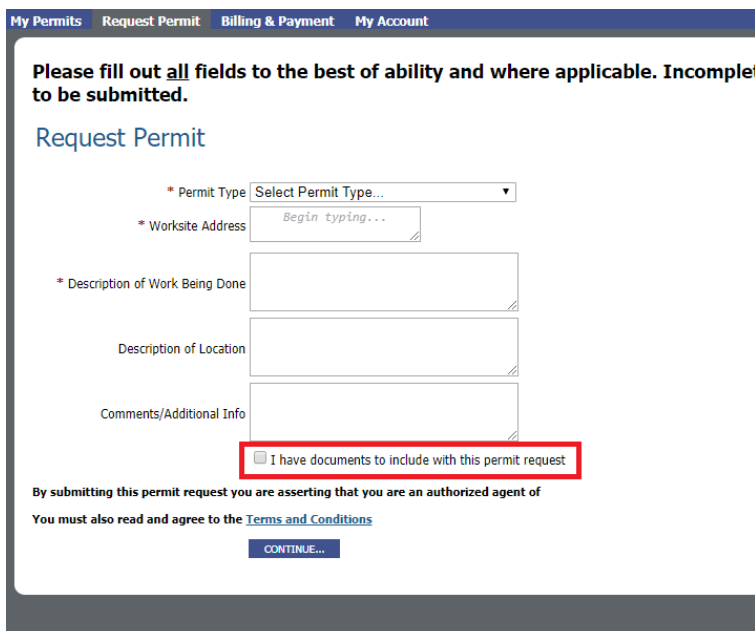
To request a new permit, click the **Request Permit** tab



This will open the Request Permit form. You will need to provide information for all the fields marked with a *.



If you have maps or drawings for your work please check the **I have documents to include with this permit** box



You will then be prompted to attach the files associated with the permit.



After you are done uploading your files, click **Continue**

Your permit is now ready for the approval process. City staff will then review your permit and approve your permit. In the event your permit does not contain enough information or cannot be approved City staff will contact you directly.

If you do have questions regarding any of the steps outlined please contact the Engineering Department at **636-949-3237**