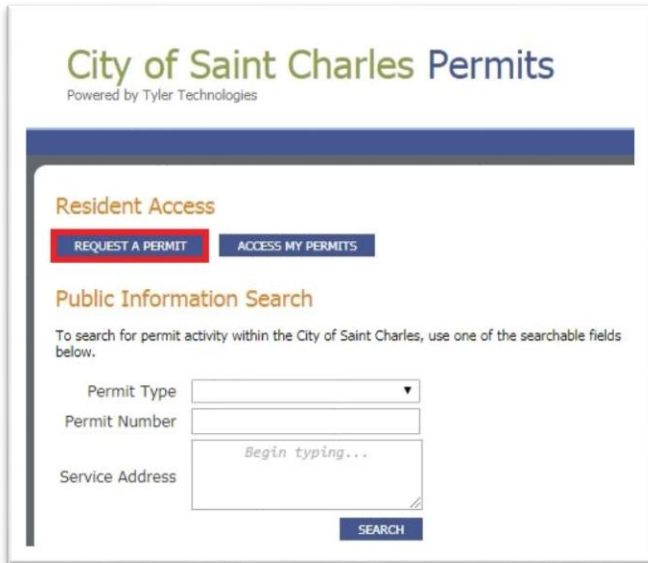

How to Apply for a Residential Engineering Permit

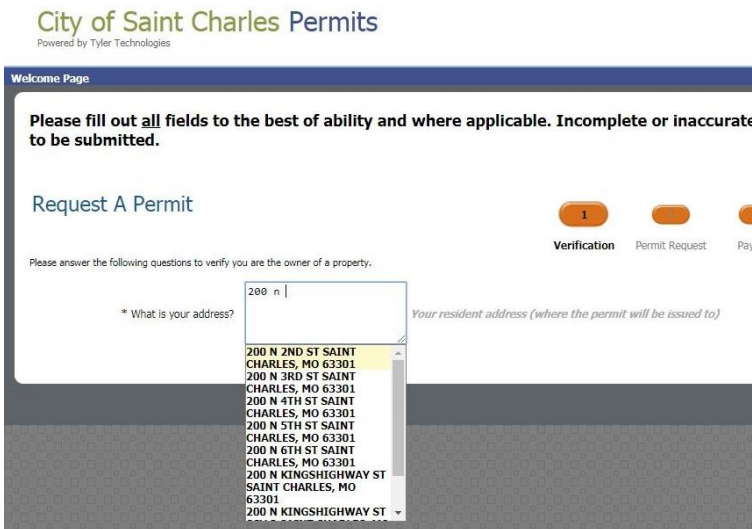
Visit <https://esuite.stcharlescitemo.gov/esuite.permits/>

- Select “Request A Permit”



The screenshot shows the 'City of Saint Charles Permits' website. Under the 'Resident Access' section, there are two buttons: 'REQUEST A PERMIT' (highlighted in red) and 'ACCESS MY PERMITS'. Below this is the 'Public Information Search' section, which includes a search instruction and three input fields: 'Permit Type' (a dropdown menu), 'Permit Number' (a text box), and 'Service Address' (a larger text box with the placeholder 'Begin typing...'). A 'SEARCH' button is located at the bottom right of the search section.

- Type in your address, the form will then show only valid city addresses.



This screenshot shows the 'Request A Permit' form. At the top, it says 'Please fill out all fields to the best of ability and where applicable. Incomplete or inaccurate to be submitted.' Below this, there are three progress indicators: '1 Verification' (active), 'Permit Request', and 'Paym'. The main question is '* What is your address?' with a text input field containing '200 n'. A dropdown menu is open, showing a list of valid city addresses: '200 N 2ND ST SAINT CHARLES, MO 63301', '200 N 3RD ST SAINT CHARLES, MO 63301', '200 N 4TH ST SAINT CHARLES, MO 63301', '200 N 5TH ST SAINT CHARLES, MO 63301', '200 N 6TH ST SAINT CHARLES, MO 63301', '200 N KINGSHIGHWAY ST SAINT CHARLES, MO 63301', and '200 N KINGSHIGHWAY ST'. A note on the right says 'Your resident address (where the permit will be issued to)'.

- Now select a permit from the drop-down box and then fill in all the other applicable information. Don't forget to click the Checkbox down by the “Continue” button. Required fields will be denoted with a *

City of Saint Charles Permits
Powered by Tyler Technologies

My Permits Request Permit Logout

Please fill out all fields to the best of ability and where applicable. Incomplete or inaccurate information submitted may be subject to longer delays and/or rejected. If rejected, a new request will need to be submitted.

Request Permit

Verification **Permit Request** Payment Finish & Print

* Permit Type: Select Permit Type...
Select Permit Type...

** Worksite Address: CD - Fence (ft and under)
CD - Tent Perms

Contractor: Driveway/Sidewalk - Commercial - ENG
Driveway/Sidewalk - Resident - ENG
Excavation - ENG

* Description of Work Being Done: Grading - ENG
Right of Way Usage - ENG
Sanitary Main Ext - ENG

Description of Location: Storm Sewer - ENG
Street Light - ENG
Structure Move - ENG
Subdivision - ENG
Water Extension - ENG

Comments/Additional Info

I have documents to include with this permit request.

I am the owner of the above listed property and I agree to the Terms and Conditions of this website.

Lot Number:
Current Property Value:
Estimated Improvement Value:
Improvement Sq. Ft.:
* Contact Email Address:
* Phone Number:
EXT.:

CONTINUE

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- 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.