

CITY OF ST. LOUIS  
ENCROACHMENT PERMIT APPLICATION REQUIREMENTS FOR  
RAMPS IN THE PUBLIC RIGHT OF WAY

1. An application for an encroachment permit in the public right of way can be made in person in the Board of Public Service Secretary's Office, Room 300 City Hall between 8:00 am and 5:00 pm, Monday through Friday. The office is closed on all City holidays. Applicants must have four (4) complete sets of construction documents that show the encroachment in the public right of way. Drawings should show the location of the ramp, the size and dimensions of the ramp and the design of the handrails.
2. An application for an encroachment permit in the public right of way can also be made by letter, directed to: Board of Public Service, Room 300 City Hall, 1200 Market Street, St. Louis, Missouri 63103. The letter must include the address of the proposed encroachment and four (4) complete sets of construction documents that show the encroachment in the public right of way. Drawings should show the location of the ramp, the size and dimensions of the ramp and the design of the handrails.
3. The application and construction documents will be referred to, reviewed and approved by all pertinent City departments. Applicants will be notified by mail and with an approval or denial. If approved, the permit will be issued by the Secretary, Board of Public Service after acceptance of duly executed conditions.
4. For information on the encroachment permit process, call Cherise Leachman at 622-4650. For information on accessibility requirements or ramps and handrail design for persons with disabilities, call Deborah K. Dee, Ph.D., Office on the Disabled at 622-3686. For design standards in historic districts, call Kate Shea, Cultural Resources Commission at 622-3400.

Effective Date:  
November 25, 1996