

CITY OF SAINT LOUIS
DEPARTMENT OF PUBLIC SAFETY
BUILDING DIVISION

BUILDING PERMIT APPLICATION
SUBMITTAL/REVIEW PROCESS
INFORMATION GUIDE

FOR
RESIDENTIAL CONSTRUCTION
PROJECTS

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TELEPHONE DIRECTORY

- 1.) Building Division - Permit Section
Room 425, City Hall
1200 Market Street
Saint Louis, MO 63103
Hours: 8:00 a.m. to 4:30 p.m.
Phone: (314) 622-3313
Fax: (314) 622-3698

- 2.) Building Division - Plan Exam Section
Room 400, City Hall
1200 Market Street
Saint Louis, MO 63103
Hours: 8:00 a.m. to 5:00 p.m.
Phone: (314) 622-3332
Fax: (314) 552-7617

- 3.) Building Division - Zoning Section
Room 400, City Hall
1200 Market Street
Saint Louis, MO 63103
Hours: 8:00 a.m. to 5:00 p.m.
Phone: (314) 622-3666
Fax: (314) 552-7617

- 4.) Building Division - Plumbing Section
Room 425, City Hall
1200 Market Street
Saint Louis, MO 63103
Hours: 8:00 a.m. to 4:30 p.m.
Phone: (314) 622-3313
Fax: (314) 622-4094

- 5.) Building Division - Mechanical Section
Room 425, City Hall
1200 Market Street
Saint Louis, MO 63103
Hours: 8:00 a.m. to 4:30 p.m.
Phone: (314) 622-3313
Fax: (314) 622-4094

- 6.) Building Division - Electrical Section
Room 425, City Hall
1200 Market Street
Saint Louis, MO 63103
Hours: 8:00 a.m. to 4:30 p.m.
Phone: (314) 622-3313
Fax: (314) 622-4094

- 7.) Building Division - Inspection Section
Room 407, City Hall
1200 Market Street
Saint Louis, MO 63103
Hours: 8:00 a.m. to 5:00 p.m.
Phone: (314) 622-3313
Fax: (314) 589-6694

- 8.) Board of Adjustment
Room 400, City Hall
1200 Market Street
Saint Louis, MO 63103
Hours: 8:00 a.m. to 4:30 p.m.
Phone: (314) 622-3666
Fax: (314) 552-7617

- 9.) Board of Building Appeals
Room 400, City Hall
1200 Market Street
Saint Louis, MO 63103
Hours: 8:00 a.m. to 4:30 p.m.
Phone: (314) 622-3332
Fax: (314) 552-7617

- 10) Business Assistance Center
Room 421, City Hall
St. Louis, MO 63103
Hours: 8:00 a.m. to 4:30 p.m.
Phone: (314) 622-4120
Fax: (314) 622-3586

- 11) Fire Marshal
Fire Department Headquarters
1421 N. Jefferson Avenue
Saint Louis, MO 63106
Hours: 8:00 a.m. to 5:00 p.m.
Phone: (314) 289-1900
Fax: (314) 289-1977

- 12) Cultural Resources Offices
Planning and Urban Design Agency
1520 Market, Suite 2000
Saint Louis, MO 63103
Hours: 8:00 a.m. to 5:00 p.m.
Phone: (314) 657-3700
Fax: (314) 624-7014

- 13) Street Department
1900 Hampton
Saint Louis, MO 63139
Hours: 8:00 a.m. to 5:00 p.m.
Phone: (314) 647-3111
Fax: (314) 768-2888

- 14) Saint Louis Development Corporation
1520 Market, Suite 2000
Saint Louis, MO 63103
Hours: 8:00 a.m. to 5:00 p.m.
Phone: (314) 657-3700
Fax: (314) 613-7011

- 15) Metropolitan Saint Louis Sewer District
2350 Market Street
Saint Louis, MO 63103
Hours: 8:00 a.m. to 5:00 p.m.
Phone: (314) 768-6200
Fax: (314) 647-5487

- 16) Board of Public Service
Secretary's Office
Room 301, City Hall
1200 Market Street
Saint Louis, MO 63103
Hours: 8:00 a.m. to 5:00 p.m.
Phone: (314) 622-4650
Fax: (314) 589-6598

- 17) Office on the Disabled
Room 30, City Hall
Saint Louis, MO 63103
Hours: 8:00 a.m. to 5:00 p.m.
Phone: (314) 622-3686
Fax: (314) 622-4019
TTY: (314) 622-3693
TDD - Answering Machine (314) 622-3692

- 18) Department of Health Services
1520 Market Street
P.O. Box 14702
Saint Louis, MO 63178
Hours: 8:00 a.m. to 5:00 p.m.
Phone: (314) 612-5100
Fax: (314) 612-5105

BUILDING DIVISION

The Building Division was established by Article XIII, Section 15 of the Saint Louis City Charter as a Division within the Department of Public Safety. The Building Division is responsible for the enforcement of all codes and ordinances regulating the protection of the public health, safety, and welfare as related to both existing buildings and new construction.

The construction codes adopted by the City of Saint Louis provides for minimum standards to insure the public health, safety and welfare relative to new construction, the maintenance of existing buildings and to safety secure life and property from all hazards incident to the occupancy of buildings.

The Building Division enforces the following codes:

- 1.) 2018 International Building Code, as amended
- 2.) 2018 International Residential Code, as amended
- 3.) 2018 International Existing Building Code, as amended
- 4.) 2018 International Property Maintenance Code, as amended
- 5.) 2018 International Energy Conservation Code
- 6.) 2018 International Fire Code, as amended
- 7.) 2009 Uniform Plumbing Code, as amended
- 8.) 2018 International Mechanical Code, as amended
- 9.) 2018 International Fuel Gas Code, as amended
- 10.) 2017 National Electrical Code, as amended

In addition to the above Codes, the Building Division enforces a Zoning Ordinance as well as a number of other separate, stand alone ordinances, including those governing hotels, rooming houses, bed and breakfasts, arcades, junk yards and Housing Conservation Districts.

The Building Division has established a Fire Safety Unit to enforce certain provisions of the Fire Code, as amended, on both a recurring inspection basis and in the inspection of occupancy permits. The enforcement of this code will have a positive effect in streamlining the occupancy permit process.

The Building Division - Inspection Section conducts a number of inspection programs designed to stabilize neighborhoods and stop the spread of blight. Chief among these programs is the **HOUSING CONSERVATION DISTRICT PROGRAM**. This program requires an inspection when there is a change of ownership of a residential building or when there is change of tenant in a residential rental unit in a Housing Conservation District. A Housing Conservation District must be established by ordinance. Only the Alderman of the Ward in which the district is located can introduce a bill in the Board of Alderman to establish such a district.

A DOOR-TO-DOOR INSPECTION PROGRAM is conducted on a house-by-house systematic basis in selected areas of the City. This program is concerned primarily with exterior conditions and focuses on painting, gutters, downspouts, porches and similar items that contribute to the overall perception of the neighborhood.

The Building Division - Inspection Section also provides inspection support to the Neighborhood Stabilization Team a program designed to coordinate all city services in all City neighborhoods. The Building Division investigates building related complaints, conducts house-to-house inspections and provides demolition and/or board-up support to address vacant building problems in all City neighborhoods.

A DEMOLITION/BOARD-UP PROGRAM is also conducted on a city-wide basis to combat the vacant building problem faced by many of the city's neighborhoods. The number of structurally unsound buildings that can be removed is dependent on the funds appropriated for building demolition. All building demolition is done on a contractual basis, utilizing private certified and bonded demolition contractors. Buildings that are vacant but structurally sound are secured in the hope of preserving them for future rehabilitation and occupancy. The Building Division has its own board-up crews that are able to respond to the priority request to secure or re-secure vacant buildings.

The Building Division responds to a variety of complaints concerning existing buildings and property conditions as well as new construction.

The Building Division has separate Plumbing, Mechanical and Electrical Sections that inspect the installation, repair or replacement of equipment and systems within their jurisdictions.

Issuing building permits for new construction and for additions or alterations to existing buildings is one of the key functions of the Building Division. This Information Guide for Residential Construction has been prepared to assist in the permitting process and provide answers to many of the questions concerning permits. However, it is not intended to address every possible permit application and there may be situations that have requirements or approvals which exceed the general guidelines presented in this Information Guide for Residential Construction.

WHAT IS A BUILDING PERMIT

A building permit is an agreement between the City of Saint Louis and the applicant whereby the applicant agrees to follow all codes and the City agrees to inspect the construction to ensure that all codes are followed. A building permit issued by the Building Division - Permit Section serves as a formal and legal authorization to start the construction work.

Normally, the applicant must submit construction documents to show what they intend to do. In many instances, the construction documents will be required to be prepared by a registered architect and/or engineer who is licensed in the State of Missouri. When the construction documents are approved, the construction must conform to the construction documents. Any deviations and/or changes in construction that differ from the approved construction documents cannot be approved in the field. This is why it is essential for the application to determine in detail the scope of work to be done before applying for a building permit. For information, call the Building Division - Permit Section at (314) 622-3313.

WHY DO I NEED A BUILDING PERMIT

The easiest answer to this question is simply "for your own protection". A building permit guarantees the work will be inspected by the Building Division - Inspection Section. The building inspector may discover shoddy work, faulty materials, deviations from construction documents and violations of the codes that may result in unsafe or hazardous conditions for you and your family. Another consideration that cannot be overlooked is the fact that it is a violation of City Ordinance not to have a building permit when the work being performed requires one. Failure to obtain the necessary building permits may result in prosecution in the Housing Court with a maximum possible fine of \$500.00 plus court cost and/or imprisonment not exceeding ninety (90) days.

WHEN DO I NEED A BUILDING PERMIT

A building permit is required when any structural change or major alteration is made to an existing building or when any new construction is undertaken. Normal building maintenance does not require a building permit in most instances. Separate permits for plumbing, mechanical and electrical work are also required when applicable.

Some examples of work that generally do not require permits:

Ordinary repairs to residential buildings and structures up to four (4) units; tuckpointing, plaster patching, exterior and interior painting, floor sanding and refinishing, floor tile, carpeting, replacement of flooring with like materials, wall paper, cabinet installation; repair or replacement of gutters and downspouts; applications of pre-finished aluminum, steel or vinyl on soffits, fascia boards, rake boards and overhangs; replacement or repair of existing windows and frames, whenever no modification is made to the opening; installation of storm windows and doors, glazing and glass replacement; replacement or repair of exterior doors and non-fire rated interior doors whenever no modification is made to the opening; sidewalks and driveways within property lines provided the surface drainage water does not adversely effect the adjacent property or create a nuisance; exterior stairs and/or steps which are on grade and not attached to the structure and within property lines; paved areas for residential use on the same lot as the primary structure, without roof, covers or enclosures; site work, landscaping, excavation of fill creating a permanent change in property elevation less than 6" along property lines; fixed or retractable awnings that do not project over property lines and not 40 square feet in projected area; wall panelling applied directly to wall surfaces; acoustical ceiling tile applied directly to ceiling surfaces; installation of battery-operated smoke detectors; small accessory buildings 120 square feet in area or less, provided such accessory buildings maintain setbacks required by the Zoning Ordinance; above-ground swimming pools and in-ground swimming pools less than 24" water depth with a surface area of less than 250 square feet; roof replacement when done with like material and replacement of 25% or less of the roof sheathing; new aluminum, steel or vinyl exterior siding with no change to existing openings; replacement of existing fencing, same height, material and location in the rear or side yards; retaining walls 18" or less in height; non-dish radio or television antennae 12 feet or less in height; tents smaller than 1,000 square feet; statues on private property. However property located within a City Historic District or is a City Landmark requires approval of exterior painting, gutters and downspouts, windows, doors, tuckpointing, all fences, awning and canopies and similar exterior work. In most instances a building permit is required by the Cultural Resources Office even though it is not required by the Building Code. This is done to protect the exterior appearance of the building. Copies of design standards for the 14 historic districts or 112 landmarks can be obtained by contacting the Cultural Resources Office at (314) 657-3700 or from the Register's Office in City Hall.

Some examples of work that do require a building permit:

New structures of any description, including main buildings, garages, carports, room additions and/or extensions or enlargement of existing rooms; accessory buildings over 120 square feet; porches,

decks, and retaining walls; any work which involves the installation, removal or cutting of any structural beams, joist replacement or bearing support; foundations and footing repair and/or replacement, underpinning or shoring of structure; any work that changes the class of construction of the building; the conversion of basement or below-grade space to living quarters, conversion of attic space to living quarters; the removal or installation of any partition in a habitable or occupiable space; swimming pools more than 24 inches deep or more than 30 inches wall height and with a surface area of 250 square feet or more; involve structural work and/or supports and all pools that have a permanently equipped water circulating system; the installation of pre-cast stone also requires a permit; all new fences of any type, except the replacement of existing fencing, of the same height, material and location in the rear or side yard; an entire new roof, when roof work is not replacement of like material, and/or when more than 25% of the roof sheathing is removed and replaced.

WHERE DO I GET A BUILDING PERMIT

An application for a building permit is made in the Building Division - Permit Section, Room 425, City Hall. The application can be made by the Owner, Licensed Design Professional or the Contractor. It is, however, the Owner's responsibility to see that a building permit is secured and posted on the project job site. All building permits are issued in the name of the Owner.

Generally, five (5) sets of construction drawings are required. These are necessary to enable the Building Division Plan Exam Section to determine if the new construction, addition or alteration to existing buildings will meet all the safety requirements of the Building Code. In many instances, it will be necessary to have the project construction drawings prepared by a licensed Architect and/or Engineer who is licensed in the State of Missouri. Photographs are required for building permits that must be reviewed by the Cultural Resources Office.

The construction drawings should be in sufficient detail to show the location of the property lines, dimensions of the project, kind and size of materials used and building elevations.

Certain items of work, for example, general repairs to an existing building, do not require construction drawings, but do require a detailed work write-up, explaining the scope of the project, the location of the project relative to the property lines, what work will be done and what materials will be used.

ONE-STOP-SHOP FOR PERMITS

In April, 1999, the City Building Division implemented a full scale effort to streamline the building permit process with the creation of the Business Assistance Center (BAC) Project Steward Program, a more comprehensive Preliminary Project Review process, and the **One-Stop-Shop for Permits**. Our goal is to significantly increase the number of **Same-Day Permits** and reduce the time frame for reviewing, approving, and issuing other building permits to between 3-5 working days after the building permit application has been made. **Presently, Same-Day Permits make up about 80% of all building permits issued.**

The focal point of the new streamlined permit process is the One-Stop-Shop for Permits which operates out of the Building Division - Permit Section, Room 425, City Hall. The key components of the One-Stop-Shop are: 1) a central location (front door) to process all same-day building permits as well as all routed permits; 2) a direct link to the Business Assistance Center Project Steward Program where Business Assistance Specialists coordinate preliminary project review meetings and assist with expedited permit issuance; 3) professional staff assigned to review projects in historic districts and special redevelopment areas; and, 4) a licensed design professional to review all building permit applications and documents, and approve all **Same-Day Permits**.

A One-Stop Shop for Permits Preliminary Project Review Meeting can be arranged through the Building Division - Plan Exam Section or through the Business Assistance Center (BAC) Project Steward Program.

HOW MUCH DOES A BUILDING PERMIT COST

Building permit costs for residential (one and two family) construction is based upon the estimated construction cost of the project, whether the project is new construction or alterations to an existing building, and calculated as follows:

<u>Estimated Construction Cost</u>	<u>Application Fee</u>	<u>Permit Fee</u>
\$0 - \$1,000.00	\$25.00	\$19.00
\$1,001 - \$2,000	\$25.00	\$23.00
Over \$2,000	\$25.00	\$10.00 per thousand estimated construction cost or fraction thereof

All fees paid to the City of Saint Louis for building permits are non-refundable. Only the application fee is payable at the time the building permit application is filed. The permit fee will be required when final approvals have been received and the building permit is ready to be issued by the Building Division - Permit Section. The application fee and the permit fee may be paid by cash, check, or money order only, made payable to the City of Saint Louis.

The Permit Section will be glad to provide details about the cost of the building permit for your proposed project. You may call them at (314) 622-3313.

It should be noted that all information concerning building permit cost is based upon the application and permit fee schedules in place at the time of this publication.

RESPONSIBILITIES FOR OBTAINING A PERMIT

Once a building permit has been obtained from the Building Division - Permit Section, there are certain responsibilities placed on the Owner and/or Contractor.

OWNER:

All building permits are issued in the name of the Owner.

Must post the building permit on the project job site during the entire time of construction.

BUILDING OWNER AND/OR CONTRACTOR:

Must inform the Building Division - Inspection Section twenty-four (24) hours before starting construction work.

Must call after excavation for the structure is complete and trenches for footings, column pads, piers, spread footings, or other types of footings are ready for concrete. No concrete shall be poured without a soil inspection.

Must call when the foundation forms and reinforcing steel are set in place and before concrete is poured.

Must call after all framing members and plumbing, mechanical, and electrical rough-ins are in place and before being covered with lath and plaster, drywall, paneling, etc.

Must call at the completion of all work covered by the building permit and prior to use of occupancy.

PLUMBING CONTRACTOR:

Must call Building Division - Plumbing Section for an inspection involving: ground rough, roughs, finishes.

MECHANICAL CONTRACTOR:

Must call Building Division - Mechanical Section when mechanical work is completed and ready for inspection.

ELECTRICAL CONTRACTOR:

Must call Building Division - Electrical Section when electrical work is completed and ready for inspection.

BUILDING PERMITS

622-3313

All applications for building permit must be made in person in the Building Division - Permit Section, Room 425, City Hall, between 8:00 a.m. and 4:30 p.m., Monday through Friday. A residential same day building permit shall be reviewed, if needed, between 9:00 a.m. and 3:00 p.m. The office is closed on all City holidays. Building permits are required for all new construction, structural alterations, additions or alterations to existing buildings on private property. They require an inspection by the Building Division - Inspection Section and normally require construction drawings.

When all required project information is in order, some building permits may be issued the same day they are applied for, such as fences, porches, siding, garages, room additions, etc; other projects may take more extensive plan review, such as new dwelling construction, major additions and/or alterations and commercial construction. All building permits are issued in the name of the Owner.

For all construction projects in an area designed as a flood area per the FEMA Floodway or FIRM maps, a Floodway Development Permit must be issued even though a building permit may not be required by the Building Code.

Generally, most building permits which cannot be issued as Same-Day Permits are reviewed, approved, and issued within 10-15 working days. However, if the project requires Cultural Resources Office and/or SLDC-LCRA approval, it may be somewhat longer. Most projects, however, can be processed in a much shorter time.

PLUMBING PERMITS

622-3313

Plumbing permits are applied, reviewed, approved and issued in the Building Division - Plumbing Section, Room 425, City Hall, between 8:00 a.m. and 4:30 p.m., Monday through Friday. The office is closed on all City holidays.

Examples of plumbing work requiring plumbing permits and inspections include the placement of new plumbing fixtures, soil pipe connections, replacement of sewer laterals, soil stacks, vent pipes and water supply lines.

Plumbing permits are issued to Master Plumbers and Drainlayers who are licensed by the City of Saint Louis. The Plumbing Section can be contacted for license verification.

An Owner can receive a plumbing permit if they reside in an Owner occupied single-family dwelling and pass an exam.

- Contact the Plumbing Section for further information and restrictions.

MECHANICAL PERMITS

622-3313

Mechanical permits are applied, reviewed, approved, and issued in the Building Division - Mechanical Section, Room 425, City Hall, between 8:00 a.m. and 4:30 p.m. Monday through Friday. The office is closed on all City holidays.

All mechanical work requires a mechanical permit issued to a contractor licensed by the City of St. Louis.

The Mechanical Section may be contacted for license verification.

There is no provision that allows a homeowner to perform mechanical work.

ELECTRICAL PERMITS

622-3313

Electrical permits are applied, reviewed, approved, and issued in the Building Division - Electrical Section, Room 425, City Hall, between 8:00 a.m. and 4:30 p.m. Monday through Friday. The office is closed on all City holidays.

Examples of electrical work requiring electrical permits and field inspection include the following:

- Installation of a new electrical service, or any addition to or alteration of the existing branch circuit;
- Installing new electrical outlets and/or light fixtures;
- Installation of new fuse or circuit breaker panels.

Electrical permits are issued to Electrical Contractors who are licensed by the City of Saint Louis. The Electrical Section may be contacted for license verification.

An Owner can receive a permit if they are an Owner occupant of a single-family dwelling and pass an exam.

Contact the Electrical Section for further information and restrictions.

OCCUPANCY PERMITS

622-3313

Occupancy permits at the present time, are not required for residential property by the City of Saint Louis, except for Section 8 subsidy. Occupancy permits are required for commercial properties.

Occupancy permits must be applied for in the Building Division - Permit Section, Room 425, City Hall, between 8:00 a.m. and 4:30 p.m., Monday through Friday. The office is closed on all City holidays. All residential occupancy permit applications require a notarized letter (See attached Letter of Authorization which may be utilized) from the Owner of the property if the application is being made by someone other than the Owner.

Fees for residential occupancy permits are as follows:

Section 8 or a voluntary application request for a dwelling unit under 3,500 square feet requires a \$80.00 permit fee. For each additional unit in the same building that is inspected at the same time there will be a \$20.00 per unit fee.

DEMOLITION PERMITS

622-3313

Demolition permits are issued by the Building Division - Permit Section.

All requests for demolition permits are reviewed by the Cultural Resources Office (CRO). The CRO requires photographs of all buildings that are to be demolished and a site plan drawing indicating the location and extent of the proposed demolition. The photographs must be submitted at the time the application is made.

Demolition permits must be obtained by a Demolition Contractor certified by the City of Saint Louis. However, an Owner may be issued a demolition permit provided the building to be removed is less than 1 1/2 stories or 15 feet in height, contains less than 10,000 cubic feet in volume and 1,000 square feet in floor area with no basement. The Owner may be issued a demolition permit for a garage or shed. If the Owner does not apply in person, then the person applying for the demolition permit needs a notarized letter from the Owner with the individual's name or the company name that will demolish the garage or shed and the dollar amount to demolish it.

The cost of the demolition permit is based on the size of the building to be demolished.

HOUSING CONSERVATION DISTRICT

622-3313

As a result of the passage of the Housing Conservation District legislation by the Board of Aldermen, inspections are required in the Housing Conservation Districts when there is a sale of a residential building or when there is a change of tenant in a residential rental unit.

The Housing Conservation District inspection that is conducted is similar, but not identical to an occupancy permit inspection. A Certificate of Inspection is issued to the Owner/Tenant when the property is in compliance with the ordinance requirements.

Applications for a Certificate of Inspection must be made by mail, telephone or in person in the Building Division - Housing Conservation Section, Room 425, City Hall, between 8:00 a.m. and 4:30 p.m. Monday through Friday. The office is closed on all City holidays.

CULTURAL RESOURCES OFFICE

657-3700

The Cultural Resources Office was established to review and approve, for aesthetic purposes, all exterior work on projects located in City Historic Districts, City Landmarks, all projects located within a City Park or paid for from City General Revenue Funds, all encroachments on or over public right-of-way, as well as all demolition permit applications.

Maps illustrating the boundaries of City Historic Districts or Landmarks and/or copies of the design standards can be obtained by contacting the Cultural Resources Office at (314) 657-3700, or from the Register's Office in City Hall.

For the Cultural Resources Office review, the applicant must include an additional set of construction drawings, photographs of the proposed site or existing building and construction material and color samples when applicable. All applications for signs need a duplicate set of photographs for the Building Division - Zoning Section review.

The objective of the Cultural Resources Office is to insure the aesthetic compatibility of the proposed construction project with the applicable historic district legislation. The Cultural Resources Office is authorized to require and issue permits in matters under its jurisdiction even though a building permit is not required by the Building Code. These permits are generally referred to as "CRO Only" permits.

BOARD OF PUBLIC SERVICE

622-4650

All construction work that involves encroachments, high hazard uses and special conditional use permits will be referred to the Board of Public Service upon receipt of the building permit application. Approval of the Board of Public Service must be obtained before the building permit can be issued.

MINIMUM EXTERIOR REVIEW

622-3666

Certain residential building permit applications that involve exterior work are required to be reviewed by the Zoning Section. A minimum of two (2) photographs of the site and/or existing building must be included at the time of building permit application.

Exterior work on residential sites of four (4) family dwelling units or less that requires a building permit and are located within 300 feet of a City Park, City Historic District or City Landmark will be reviewed by the staff of the Zoning Section according to minimum exterior design standards. All residential sites of five (5) family or more will also be reviewed according to minimum exterior design standards, regardless of location.

Copies of the minimum exterior design standards for uses such as motor vehicle oriented businesses, storefront commercial buildings, parking lots, signage, or fences can be obtained at the Building Division - Zoning Section, Room 400, City Hall, or by contacting the Zoning Section at (314) 622-3666.

BOARD OF ADJUSTMENT

622-3666

The Board of Adjustment was established to allow an appeal by any interested party aggrieved by the Building Commissioner's denial of either a building or occupancy permit based on the requirements of the Zoning Ordinance.

The Board is comprised of citizens appointed by the Mayor, and is empowered to sustain the decision of the Building Commissioner, amend the decision of the Building Commissioner, or overrule the decision of the Building Commissioner by declaring such decision an undue hardship, thereby granting a variance to the applicant.

BOARD OF BUILDING APPEALS

622-3332

The Board of Building Appeals was established to allow an appeal by any interested party aggrieved by the Building Commissioner's denial of a building or occupancy permit based on the requirement of the construction codes. The Board also hears appeals concerning structural condemnations.

The Board is comprised of citizens appointed by the Mayor and is empowered to sustain the decision of the Building Commissioner, amend the decision of the Building Commissioner, or overrule the decision of the Building Commissioner by declaring such proposed construction equal to or better than the required for by the construction codes. Financial hardship is not acceptable as a reason for appeal.

INFORMATION

When you need information concerning:

- Building Code interpretation
- Preliminary plan review of construction documents for new construction and for additions and/or alterations to existing buildings
- Approval of building materials
- Information on Board of Building Appeals
- Consultation on preparing construction documents for residential maintenance and improvements
- Status of Building Permit Review

Call or contact the Building Division - Plan Exam Section, Room 400, City Hall, (314) 622-3332.

When you need information concerning:

- Zoning Code interpretation
- Conditional Use Hearings
- Information on Board of Adjustment

Call or contact the Building Division - Zoning Section, Room 400, City Hall, (314) 622-3666.

When you need information concerning:

- Building permit applications
- Occupancy permit applications
- General requirements for building permits

Call or contact the Building Division - Permit Section, Room 425, City Hall, (314) 622-3313

When you need information concerning:

- Plumbing Code interpretations
- Plumbing permits
- Certified plumbers
- Plumbing inspections

Call or contact the Building Division - Plumbing Section, Room 425, City Hall, (314) 622-3313.

When you need information concerning:

- Residential air-conditioning
- Commercial refrigeration
- Stationary Engineers License

Call or contact the Building Division - Mechanical Equipment Section, Room 425, City Hall, (314) 622-3313.

When you need information concerning:

- Electrical Code interpretations
- Electrical permits
- Certified Electrical Contractors
- Electrical inspections

Call or contact the Building Division - Electrical Section, Room 425, City Hall, (314) 622-3313.

When you need information concerning:

- Condemned buildings
- Dangerous vacant buildings
- Demolition permits
- Certified Demolition Contractors

Call or contact the Building Division - Inspection Section, Room 425, City Hall, (314) 622-3313.

When you need information concerning Building Division generated:

- Court cases
- Court dispositions
- Docket dates
- Court inspections

Call or contact the Building Division, Court Section, Room 424, City Hall, (314) 622-4200.

SUMMARY

No one package of information will be able to address every construction project, the specific needs of the Owner, design professionals or the building code requirements for issuance of building permits. **The best advice the Building Division can offer is to meet with the Plan Examiner early in the project to review the requirements for your project.** For complex projects, several review meetings may be necessary. The Building Division is as interested in the project proceeding as smoothly and quickly as possible through the permit process as you are.

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November 18, 2013
July 6, 2018
October 9, 2019
October 18, 2019

CITY OF SAINT LOUIS
DEPARTMENT OF PUBLIC SAFETY
BUILDING DIVISION

BUILDING PERMIT APPLICATION
SUBMITTAL/REVIEW PROCESS
INFORMATION GUIDE

FOR
COMMERCIAL CONSTRUCTION PROJECTS

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TELEPHONE DIRECTORY

- 1.) Building Division - Permit Section
Room 425, City Hall
1200 Market Street
St. Louis, MO 63103
Hours: 8:00 a.m. to 4:30 p.m.
Phone: (314) 622-3313
Fax: (314) 622-3698

- 2.) Building Division - Plan Exam Section
Room 400, City Hall
1200 Market Street
St. Louis, MO 63103
Hours: 8:00 a.m. to 5:00 p.m.
Phone: (314) 622-3332
Fax: (314) 552-7617

- 3.) Building Division - Zoning Section
Room 400, City Hall
1200 Market Street
St. Louis, MO 63103
Hours: 8:00 a.m. to 5:00 p.m.
Phone: (314) 622-3666
Fax: (314) 552-7617

- 4.) Building Division - Plumbing Section
Room 425, City Hall
1200 Market Street
St. Louis, MO 63103
Hours: 8:00 a.m. to 4:30 p.m.
Phone: (314) 622-3313
Fax: (314) 622-4094

- 5.) Building Division - Mechanical Section
Room 425, City Hall
1200 Market Street
St. Louis, MO 63103
Hours: 8:00 a.m. to 4:30 p.m.
Phone: (314) 622-3313
Fax: (314) 622-4094

- 6.) Building Division - Electrical Section
Room 425, City Hall
1200 Market Street
St. Louis, MO 63103
Hours: 8:00 a.m. to 4:30 p.m.
Phone: (314) 622-3313
Fax: (314) 622-4094
- 7.) Building Division - Inspection Section
Room 407, City Hall
1200 Market Street
St. Louis, MO 63103
Hours: 8:00 a.m. to 5:00 p.m.
Phone: (314) 622-3313
Fax: (314) 589-6694
- 8.) Board of Adjustment
Room 400, City Hall
1200 Market Street
St. Louis, MO 63103
Hours: 8:00 a.m. to 4:30 p.m.
Phone: (314) 622-3666
Fax: (314) 552-7617
- 9.) Board of Building Appeals
Room 400, City Hall
1200 Market Street
St. Louis, MO 63103
Hours: 8:00 a.m. to 4:30 p.m.
Phone: (314) 622-3332
Fax: (314) 552-7617
- 10) Business Assistance Center
Room 421, City Hall
St. Louis, MO 63103
Hours: 8:00 a.m. to 4:30 p.m.
Phone: (314) 622-4120
Fax: (314) 622-3586

- 11) Fire Marshal
Fire Department Headquarters
1421 N. Jefferson Avenue
St. Louis, MO 63106
Hours: 8:00 a.m. to 5:00 p.m.
Phone: (314) 289-1900
Fax: (314) 289-1977
- 12) Cultural Resources Office
Planning and Urban Design Agency
1520 Market, Suite 2000
St. Louis, MO 63103
Hours: 8:00 a.m. to 5:00 p.m.
Phone: (314) 657-3700
Fax: (314) 613-7014
- 13) Street Department
1900 Hampton
St. Louis, MO 63139
Hours: 8:00 a.m. to 5:00 p.m.
Phone: (314) 647-3111
Fax: (314) 768-2888
- 14) St. Louis Development Corporation
1520 Market, Suite 2000
St. Louis, MO 63103
Hours: 8:00 a.m. to 5:00 p.m.
Phone: (314) 657-3700
Fax: (314) 613-7011
- 15) Metropolitan St. Louis Sewer District
2350 Market Street
St. Louis, MO 63103
Hours: 8:00 a.m. to 5:00 p.m.
Phone: (314) 768-6200
Fax: (314) 647-5487
- 16) Board of Public Service
Secretary's Office
Room 301, City Hall
1200 Market Street
St. Louis, MO 63103
Hours: 8:00 a.m. to 5:00 p.m.
Phone: (314) 622-4650
Fax: (314) 589-6598

- 17) Office on the Disabled
Room 30, City Hall
St. Louis, MO 63103
Hours: 8:00 a.m. to 5:00 p.m.
Phone: (314) 622-3686
Fax: (314) 622-4019
TTY: (314) 622-3693
TDD - Answering Machine (314) 622-3692

BUILDING DIVISION:

The Building Division was established by Article XIII, Section 15 of the St. Louis City Charter as a Division within the Department of Public Safety. The Building Division is responsible for the enforcement of all codes and ordinances regulating the protection of the public health, safety and welfare as related to existing buildings and new construction.

The construction codes adopted by the City of St. Louis provide for minimum standards to insure the public health, safety and welfare relative to new construction, the maintenance of existing buildings, and to safely secure life and property from the hazards incident to the occupancy of buildings.

The Building Division enforces the following codes:

- 1.) 2018 International Building Code, as amended
- 2.) 2018 International Residential Code, as amended
- 3.) 2018 International Existing Building Code, as amended
- 4.) 2018 International Property Maintenance Code, as amended
- 5.) 2018 International Energy Conservation Code
- 6.) 2018 International Fire Code , as amended
- 7.) 2009 Uniform Plumbing Code, as amended
- 8.) 2018 International Mechanical Code, as amended
- 9.) 2018 International Fuel Gas Code, as amended
- 10.) 2017 National Electrical Code, as amended

In addition to the above codes, the Building Division enforces a Zoning Ordinance as well as a number of other separate stand-alone ordinances, including those governing hotels, rooming houses, bed and breakfasts, arcades and junk yards.

The Building Division has established a Fire Safety Unit to enforce certain provisions of the Fire Code, as amended, on both a recurring inspection basis and in the inspection of occupancy permits. The enforcement of this code by a section within the Building Division will have a positive effect in streamlining the occupancy permit process.

The Building Division has separate Plumbing, Mechanical and Electrical Sections that inspect the installation, repair and/or replacement of equipment and systems within their jurisdictions.

Issuing building permits for new construction and for additions or alterations to existing buildings is one of the key functions of the Building Division. This Information Guide for Commercial Construction has been prepared to assist in the permitting process and provide answers to many of the questions concerning permits. However, it is not intended to address every possible permit application, and there may be situations that have requirements or approvals which exceed the general guidelines present in this Information Guide for Commercial Construction.

TYPES OF PERMITS

A building permit is an agreement between the City of St. Louis and the applicant whereby the applicant agrees to follow all the City Codes, and the City agrees to inspect the construction to ensure that all Codes are followed. A building permit issued by the Building Division - Permit Section serves as a formal and legal authorization to start the construction work. All building permits are issued in the name of the Owner.

Building Permits for new construction, additions or alterations to existing buildings on private property are issued by the Building Division - Permit Section. All permits issued by the Building Division - Permit Section are building permits. There is no differentiation and/or special permits such as foundation only permits, shell building permits, interior finish building permits, renovation permits and general repair permits. The building permit work, which is authorized, is described in a general manner on every building permit issued.

For all construction projects in an area designed as a flood area per the FEMA Floodway or FIRM maps, a Floodway Development Permit must be issued even though a building permit may not be required by the Building Code.

The Building Division - Permit Section does issue partial building permits, if desired by the applicant. Generally, this method is used on construction projects know as "Fast Tracking". The entire building permit normally is not able to be issued by the Building Division - Permit Section due to time restraints on the reviews. The issuance of building permits in this manner does allow for building construction to begin before all contract documents are completed by the Design Professionals, and in that sense, may save Owners, Developers and Contractors construction time and capital.

Building permits for walls, fences, accessory buildings and swimming pools are issued by the Building Division - Permit Section. For swimming pools, separate permits are also required from the Plumbing Section.

Separate building permits for fire alarm systems and fire sprinkler systems are required from the Plumbing Section or Electrical Section. These permits must be applied for by a certified Fire Alarm and/or Sprinkler Contractor.

Building permits do not include plumbing, mechanical, and electrical work. Permits for plumbing, mechanical, and electrical work are required to be applied for by the appropriate Licensed Contractor from the Section which reviews, issues, and performs the inspection of this work.

In addition to a building permit for items such as above-ground tanks, underground tanks and commercial exhaust hoods, separate permits are required from the Fire Marshal, and Mechanical Sections.

All construction work located on public right-of-way, such as sidewalks, curb cuts for driveway aprons, and alley require permits from the Street Department.

All construction work that involves encroachments, high hazard uses and special conditional use permits must be referred to and approved by the Board of Public Service before a building permit may be issued.

If the project is in a Chapter 99 or 100 Redevelopment Area, the Building Division will request a letter of approval from the St. Louis Development Corporation - Land Clearance for Redevelopment Authority before a building permit may be issued.

All applications for building permits in City Historic Districts, City Landmarks, all projects located within a City park or paid for from City General Revenue Funds, all encroachments on or over public right-of-way and all demolition permit applications must be referred to and approved by the Cultural Resources Office before a building permit may be issued. Copies of design standards for the 14 historic districts or 112 landmarks can be obtained by contacting the Cultural Resources Office at (314) 657-3700 or from the Register's Office in City Hall.

The Cultural Resources Office is authorized to require and issue permits in matters under its jurisdiction even though a building permit is not required by the Building Code. These permits are generally referred to as "CRO Only" permits.

Plumbing Permits are applied for, reviewed, approved and issued in the Plumbing Section. Plumbing permits are issued to Master Plumbers and Drainlayers who are licensed by the City of St. Louis.

Mechanical Permits are applied for, reviewed, approved, and issued in the Mechanical Section. Mechanical permits include heating, ventilation and air conditioning, lifts, and exhaust hoods.

Electrical Permits are applied for, reviewed, approved, and issued in the Electrical Section. Electrical permits are only issued to Electrical Contractors who are licensed by the City of St. Louis.

Demolition Permits are issued by the Building Division - Permit Section. The application process for a demolition permit begins by obtaining a house numbering slip in the Building Division - Permit Section. This house numbering slip is taken to the Customer Service Representative where the demolition application is completed.

All requests for demolition permits are reviewed by the Cultural Resources Office. The Cultural Resources Office requires a minimum of two (2) photographs of all buildings that are to be demolished and a site plan drawing indicating the location and extent of the proposed demolition. The photographs must be submitted at the time the application is made.

Demolition permit must be obtained by a Demolition Contractor licensed by the City of St. Louis. The cost of the demolition permit is based on the size of the building to be demolished.

Occupancy Permits are issued by the Building Division - Permit Section. All commercial occupancy permit applications require a notarized letter (See attached Letter of Authorization which may be utilized) from the Owner of the property if the application is being made by someone other than the Owner of the property authorizing the applicant to apply for the occupancy permit or a signed copy of the lease with the Owner.

Occupancy permits may require an inspection by one or more of the following sections: Building Inspection, Plumbing, Mechanical, Electrical, and Fire Safety.

ONE-STOP-SHOP FOR PERMITS

In April, 1999, the City Building Division implemented a full scale effort to streamline the building permit process with the creation of the Business Assistance Center (BAC) Project Steward Program, a more comprehensive Preliminary Project Review process, and the **One-Stop-Shop for Permits**. Our goal is to significantly increase the number of **Same-Day Permits** and reduce the time frame for reviewing, approving, and issuing other building permits to between 3-5 working days after the building permit application has been made. **Presently, Same-Day Permits make up about 80% of all building permits issued.**

The focal point of the new streamlined permit process is the One-Stop-Shop for Permits which operates out of the Building Division - Permit Section, Room 425, City Hall. The key components of the One-Stop-Shop are: 1) a central location (front door) to process all same-day building permits as well as all routed permits; 2) a direct link to the Business Assistance Center Project Steward Program where Business Assistance Specialists coordinate preliminary project review meetings and assist with expedited permit issuance; 3) professional staff assigned to review projects in historic districts and special redevelopment areas; and, 4) a licensed design professional to review all building permit applications and documents, and approve all **Same-Day Permits**.

A One-Stop Shop for Permits Preliminary Project Review Meeting can be arranged through the Building Division - Plan Exam Section or through the Business Assistance Center (BAC) Project Steward Program.

BUILDING PERMIT APPLICATION

All applications for building permits must be made in person in the Building Division - Permit Section, Room 425, City Hall, between 8:00 a.m. and 4:30 p.m., Monday through Friday. The office is closed on all City holidays.

Applications for building permits must have the following information:

- 1.) The correct street address for the project;
- 2.) The name, street address, and phone number of the Building Owner, the Building Occupant, the design Architect and/or Engineer, and the General Contractor;
- 3.) The estimated construction cost for the project;
- 4.) The appropriate application fee, which is non-refundable; this fee may be paid by cash, check or money order.
- 5.) For most building permits, the following construction documents are the minimum submittals required for making application:
 - 5.1 Five (5) complete sets of the professionally prepared, sealed, signed, and dated construction drawings;
 - 5.2 One (1) set of the professionally prepared, sealed, signed, and dated project specifications;
 - 5.3 One (1) set of the design professional's sealed, signed, and dated structural calculations;
 - 5.4 One (1) set of the professionally prepared, sealed, signed, and dated geotechnical soils report;
 - 5.5 One (1) set of site and/or building photographs (minimum of two (2) photos).

The construction documents, construction drawings, project specifications, structural calculations and geotechnical soils report shall be prepared by a licensed design professional as required by Chapter 327 of the Revised Statutes of the State of Missouri. All construction documents shall bear an original embossed or wet ink seal, original ink signature and the date the documents were sealed by the licensed design professional for each discipline on the first sheet of each discipline within each set of construction documents, or on the cover sheet of each set of construction documents.

In addition, all other sheets of the construction documents, other than project specifications or calculations, shall bear the original embossed, wet ink or mechanically reproduced seal, signature and date of the licensed design professional. Any addenda or modifications submitted for changes to the construction shall also bear the original embossed or wet ink seal, original ink signature and date the documents were sealed.

All project specifications, calculations, reports or other documents not considered to be construction drawings shall bear an original wet ink or embossed seal, original ink signature and the date the documents were signed by the licensed design professional for each discipline on the title or index sheet.

BUILDING PERMIT PROCESS

After an application for a building permit has been filed, the Building Division - Permit Section becomes the hub for routing and recovering the project drawings from the appropriate reviewing sections, agencies, and the plan examiner assigned to the project. Final building permit approval may not be given to any project until all sections and agencies have returned the required written approvals to the Building Division - Permit Office.

Typically for commercial construction, the routing of contract documents will include:

- 1.) Plan Exam review
- 2.) Zoning review
- 3.) Cultural Resources Office review
- 4.) Street Department review
- 5.) Plumbing Section review
- 6.) Mechanical Section review

For certain projects such as restaurants, institutional or high hazard use groups, the following agencies may also be included in the review process:

- 1.) Board of Public Service
- 2.) Fire Marshal
- 3.) Plumbing Section

The Building Division - Permit Section has a goal of reviewing, approving and issuing building permits as quickly as possible, usually within 3-5 working days after the building permit application has been made; however, if there are problems with Zoning, outside agency approvals or revisions needed and/or required to the submitted construction documents, this process can be significantly extended. For this reason, **it is strongly recommended that preliminary plan exam reviews occur as early as practical in the project.** This can be arranged through the Building Division - Plan Exam Section or through the Business Assistance Center (BAC) Project Steward Program. **See Section on One-Stop-Shop for Permits.**

Early project reviews with a Plan Examiner help identify any problem areas with the project, if any special outside agency approvals are required and will allow Owners, Developers and Design Professionals the lead time needed to contact the appropriate agencies to review the project to insure the quickest possible turn around in obtaining the building permit when the required submittals are ready for building permit application.

BUILDING PERMIT COST

Building permit cost for commercial construction is based upon the estimated construction cost of the project whether the project is new construction or alterations to an existing building, and calculated as follows:

<u>Estimated Construction Cost</u>	<u>Application Fee</u>	<u>Permit Fee</u>
\$0 - \$1,000.00	\$25.00	\$19.00
\$1,001 - \$2,000	\$25.00	\$23.00
Over \$2000	\$25.00	\$10.00 per thousand estimated construction cost or fraction thereof

All fees paid to the City of St. Louis for building permits are non-refundable. Only the application fee is payable at the time the building permit application is filed. The permit fee will be required when final approvals have been received and the building permit is ready to be issued by the Building Division - Permit Section. The application fee and the permit fee may be paid for by cash, check or money order only and made payable to the City of St. Louis.

The Permit Section will be glad to provide details about the cost of the building permit for your proposed project. You may call them at (314) 622-3313.

It should be noted that all information concerning building permit cost is based upon the application and permit fee schedules in place at the time of this publication.

OCCUPANCY PERMIT COST

Occupancy permit cost for commercial properties is based upon the total square footage of the building:

- Up to 3,500 square feet the occupancy permit fee is \$80.00;
- Over 3,500 square feet the occupancy permit fee is \$160.00.

There will be no charge for the issuance of the original occupancy permit upon completion of all construction in accordance with the building permit for new buildings or alterations to buildings with a construction cost equal to or exceeding thirty thousand (\$30,000) dollars.

MINIMUM EXTERIOR REVIEW

All commercial building permit applications that involve exterior work are required to be reviewed by the Zoning Section. A minimum of two (2) photographs of the site and/or existing building must be included at time of building permit application.

Exterior work on commercial sites, including residential sites greater than four (4) family dwelling units that requires a building permit will be reviewed by the staff of the Zoning Section according to minimum exterior design standards.

Copies of the minimum exterior design standards for uses such as motor vehicle oriented businesses, storefront commercial buildings, parking lots, signage or fences can be obtained at the Building Division - Zoning Section, Room 400, City Hall, or by contacting the Zoning Section at (314) 622-3666.

BOARD OF ADJUSTMENT

The Board of Adjustment was established to allow an appeal by any interested party aggrieved by the Building Commissioner's denial of either a building or occupancy permit based on the requirements of the Zoning Ordinance.

The Board is comprised of citizens appointed by the Mayor, and is empowered to sustain the decision of the Building Commissioner, amend the decision of the Building Commissioner, or overrule the decision of the Building Commissioner by declaring such decision an undue hardship, thereby granting a variance to the applicant.

BOARD OF BUILDING APPEALS

The Board of Building Appeals was established to allow an appeal by any interested party aggrieved by the Building Commissioner's denial of a building or occupancy permit based on the requirements of the Building Codes. The Board also hears appeals concerning structural condemnations.

The Board is comprised of citizens appointed by the Mayor and is empowered to sustain the decision of the Building Commissioner, amend the decision of the Building Commissioner, or overrule the decision of the Building Commissioner by declaring such proposed construction equal to or better than that required for by the Building Code. Financial hardship is not acceptable as a reason for appeal.

SUMMARY

No one package of information will be able to address every construction project, the specific needs of the Owner or design professionals or the building code requirements for issuance of building permits. **The best advise the Building Division can offer is to meet with the plan examiner early in the project to review the requirements for your project.** For complex projects, several review meetings may be necessary. The Building Division is as interested in the project proceeding as smoothly and quickly as possible through the permit process as you are.

Revised: October 14, 1998
January 10, 2000
September 8, 2000
August 8, 2003
October 22, 2003
September 1, 2005
December 1, 2010
February 10, 2011
January 1, 2013
November 18, 2013
July 6, 2018
October 9, 2019

CITY OF SAINT LOUIS
DEPARTMENT OF PUBLIC SAFETY
BUILDING DIVISION
GUIDELINES FOR
DRAWING RESIDENTIAL DETACHED GARAGE PLANS

The following form was prepared by the Building Division to be used only as a general guideline for the drawing of construction plans which are required to be submitted at the time of application for a building permit.

To make application for a building permit, the applicant shall submit five (5) sets of detailed construction plans drawn to scale on minimum 8 1/2" x 11" sheets of each of the following to the Building Division - Permit Section, Room 425, City Hall, between 8:00 a.m. and 4:30 p.m. Monday through Friday. The office is closed on all City holidays. One (1) set of photographs is required when: 1) located in a Historic District; 2) located within 300 feet of a park; 3) located within 300 feet of a Historic District or a landmark.

1. Site Plan
2. Foundation Plan
3. Floor Plan/Framing Plan
4. Elevations
5. Typical Wall Section
6. Additional Details (if necessary)

The following are lists of the items that should be shown on each of the above plans: The illustrations are guides for plan preparation only to give you a basic idea what each type of plan should look like and are not necessarily specific Code and other Ordinance requirements. Each individual site location, the location of the building on the site and/or size of building might vary as requirements of the St. Louis Zoning Ordinance, the Building Code, and other ordinances dictate, and each will have to be reviewed on its own specific conditions after submittal.

1.0 SITE PLAN

- 1.1 Indicate size and shape of your lot
- 1.2 Indicate address and street (or streets if a corner lot)
- 1.3 Indicate alley location
- 1.4 Indicate size and location of existing house and other buildings
- 1.5 Indicate size and location of proposed detached garage
- 1.6 Indicate distance between the proposed detached garage and each of the property lines
- 1.7 Indicate distance between proposed detached garage and house

2.0 FOUNDATION PLAN

- 2.1 Indicate length and width of the proposed detached garage foundation
- 2.2 Indicate size of footing
- 2.3 Indicate size of foundation wall
- 2.4 Indicate thickness of floor slab
- 2.5 Indicate slope of floor slab •

3.0 FLOOR PLAN/FRAMING PLAN

- 3.1 Indicate length and width of the proposed detached garage
- 3.2 Indicate distance from detached garage to each property line
- 3.3 Indicate size and spacing of wall framing systems
- 3.4 Indicate size and location of doors and windows
- 3.5 Indicate size, spacing and direction of span of roof framing system.

4.0 ELEVATIONS

- 4.1 Indicate finish grade line and show depth of foundation and footing below finish grade
- 4.2 Indicate width and height of detached garage
- 4.3 Indicate the size and location of all doors and windows
- 4.4 Indicate size of header and/or lintel above all doors and windows
- 4.5 Indicate type of exterior siding or veneer
- 4.6 Indicate type of roofing material and slope of roof
- 4.7 Indicate gutters and downspouts

5.0 TYPICAL WALL SECTION

- 5.1 Indicate size of footing
- 5.2 Indicate depth of footing below finish grade line
- 5.3 Indicate type and width of foundation wall and height above finish grade
- 5.4 Indicate thickness of granular fill and floor slab
- 5.5 Indicate size of sill plate
- 5.6 Indicate type, size and spacing of sill plate anchors to foundation wall
- 5.7 Indicate size and spacing of studs unless masonry structure is proposed
- 5.8 Indicate size and type of exterior wall sheathing, felt siding or veneer. **NOTE:** Exterior walls of all garages less than 3'-0" from the side property lines are required to have a one (1) hour fire rating
- 5.9 Indicate height from floor to ceiling
- 5.10 Indicate size and spacing of roof rafters. If pre-fab roof trusses are proposed, submit manufacturer's design specification and criteria, sealed by a registered Missouri engineer to the Building Inspector prior to installation of any trusses
- 5.11 Indicate size and spacing of collar beams

Detached Garage Guidelines

Page 3

- 5.12 Indicate size and type of roof sheathing, felt, roofing material and slope of roof
- 5.13 Indicate gutters and downspouts

6.0 ADDITIONAL DETAILS

- 6.1 Indicate whatever information is necessary to show how your proposal will be constructed

For additional information, contact: Permit Section at (314) 622-3313.

7.0 GENERAL DETACHED GARAGE NOTES

- 7.1 For specific side yard requirements for garages, contact the Zoning Section, Room 400, City Hall, (314) 622-3666. A general rule of thumb is a minimum of four (4) feet from any side property line.
- 7.2 Detached garage of wood frame or steel construction two hundred (200) square feet or less in area and with an eave height of twelve (12) feet or less is permitted to be installed above grade and anchored to a minimum four (4) inch thick conc rete floor slab. Detached garage over two hundred (200) square feet in area must be placed on and anchored to a permanent concrete footing and foundation system.
- 7.3 Gutters and downspouts are required on all detached garages. Downspouts **shall not** be sewer connected provided the surface drainage water does not adversely effect the adjacent property or create a nuisance.
- 7.4 For use of pre-fab roof trusses - submit truss specification sheets, sealed by a Missouri registered engineer to the Building Inspector prior to installation. Specification sheets must be specific and correspond to actual trusses used - any truss modifications requires submittal
- 7.5 All exterior walls, regardless of detached garage size, closer than three (3) feet from the side property lines are required to have a one (1) hour fire rating. Fire rating on exterior walls are usually obtained by use of a masonry/brick or 5/8 inch thick Type X fire rated gypsum board on both sides of stud.

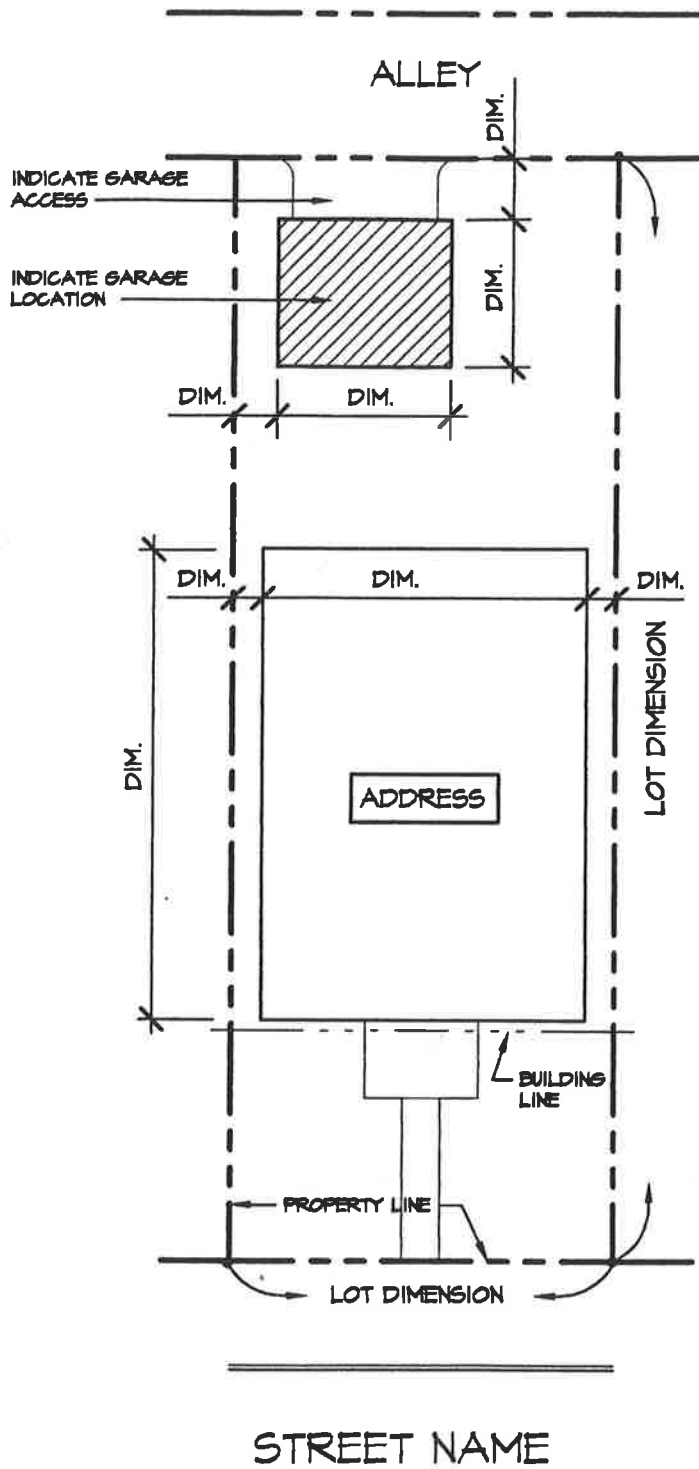
Effective Date

January 1, 2001

Revised August 26, 2003

June 30, 2015

January 23, 2018



SITE PLAN

DENOTE SCALE

DGSITE

NORTH



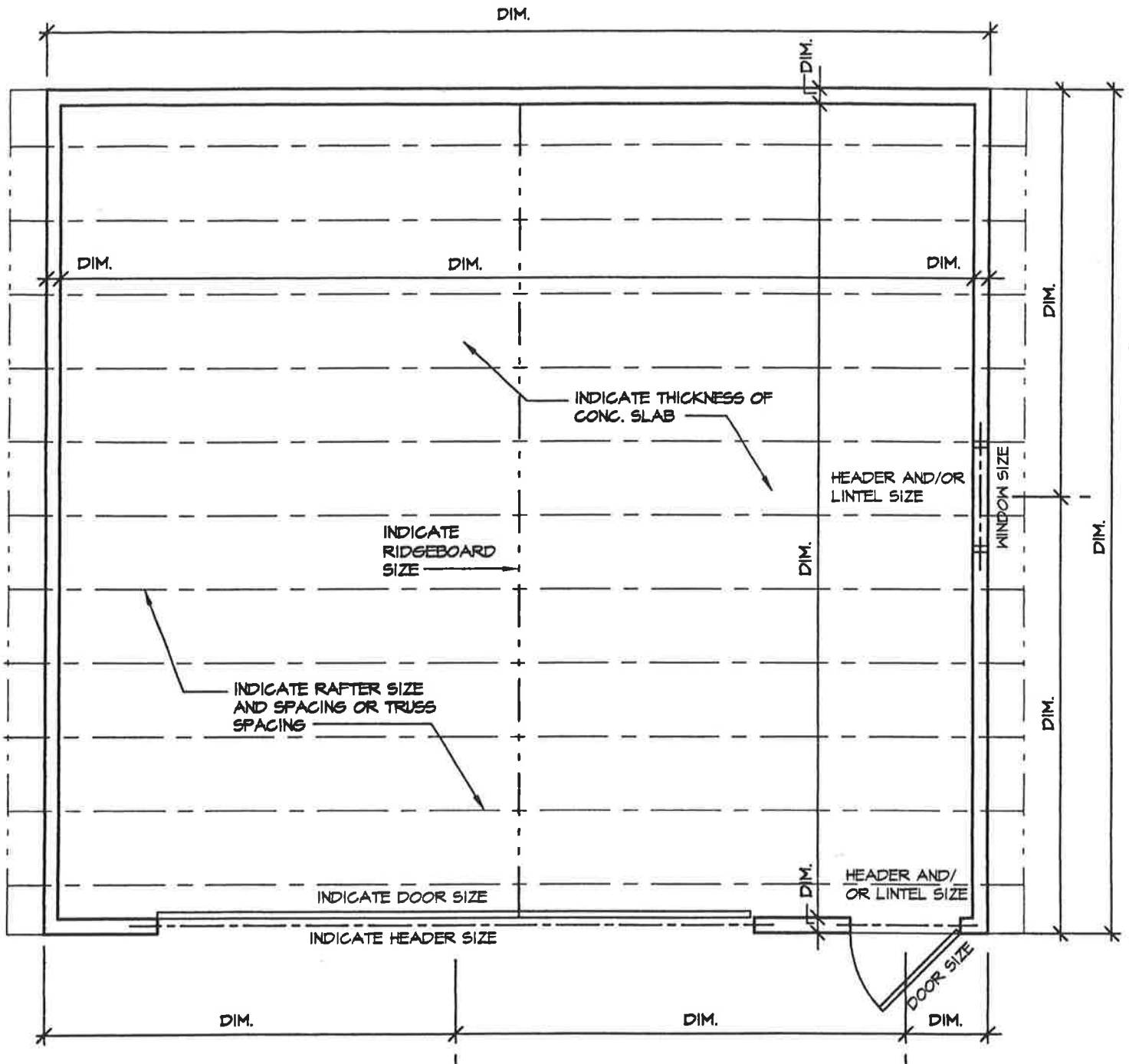
(INDICATE ORIENTATION)

City of Saint Louis - Building Division
RESIDENTIAL DETACHED GARAGE
 Guidelines and Standard Construction Details

Date: Jan., 2001

Drawing No.

1 of 6



FLOOR PLAN

1/4" = 1'-0"

DGPLN

NORTH



(INDICATE ORIENTATION)

NOTE : IF PRE-ENGINEERED WOOD ROOF TRUSS IS USED, SUBMIT SEALED SHOP DRAWINGS PREPARED BY A MISSOURI PROFESSIONAL ENGINEER.

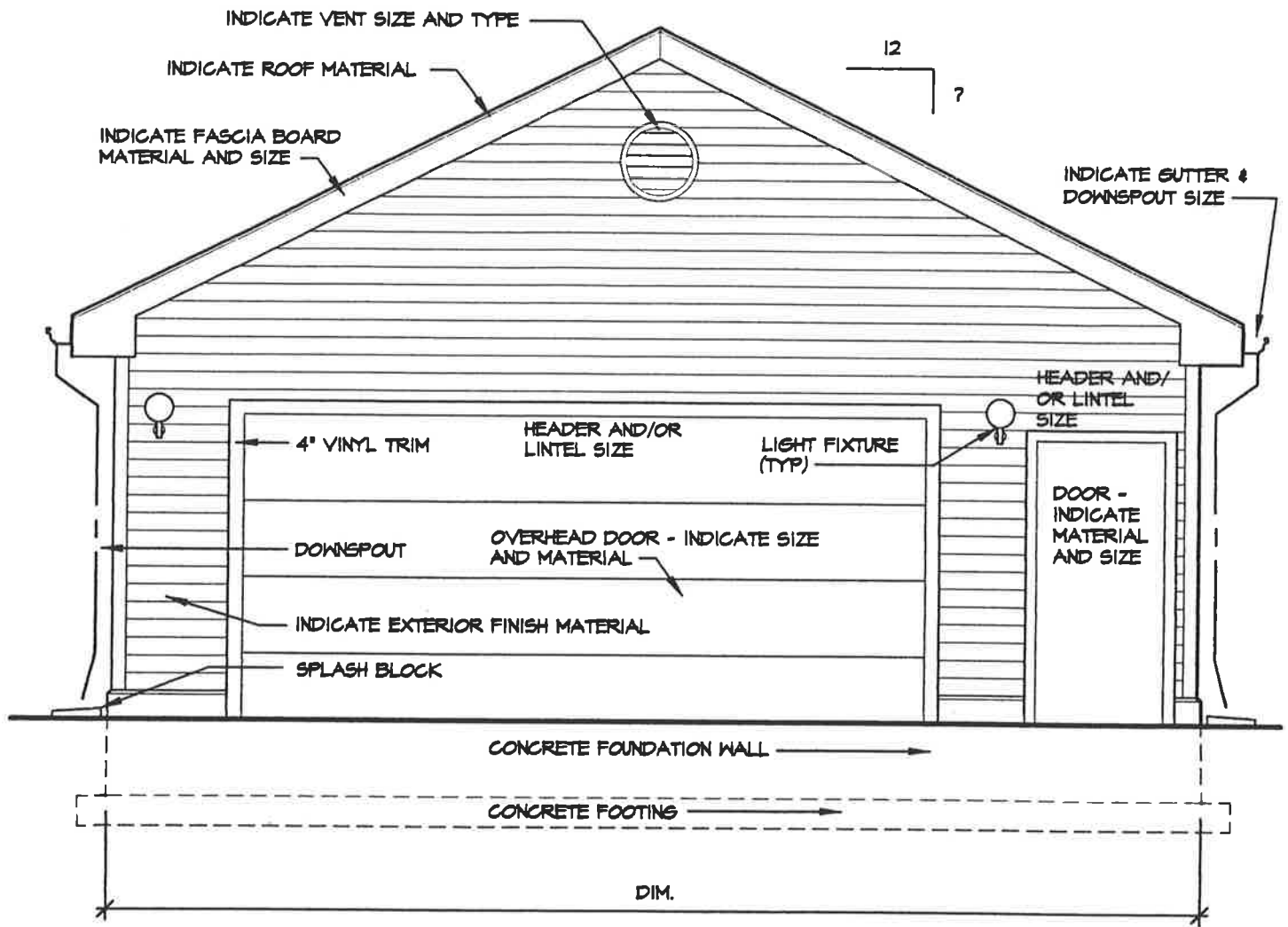
City of Saint Louis - Building Division
RESIDENTIAL DETACHED GARAGE
 Guidelines and Standard Construction Details

Date: Jan., 2001

Drawing No.

2 of 6

DC-PG2



ELEVATION *

1/4" = 1'-0"

DGEL1

* INDICATE NORTH, SOUTH, EAST, OR WEST

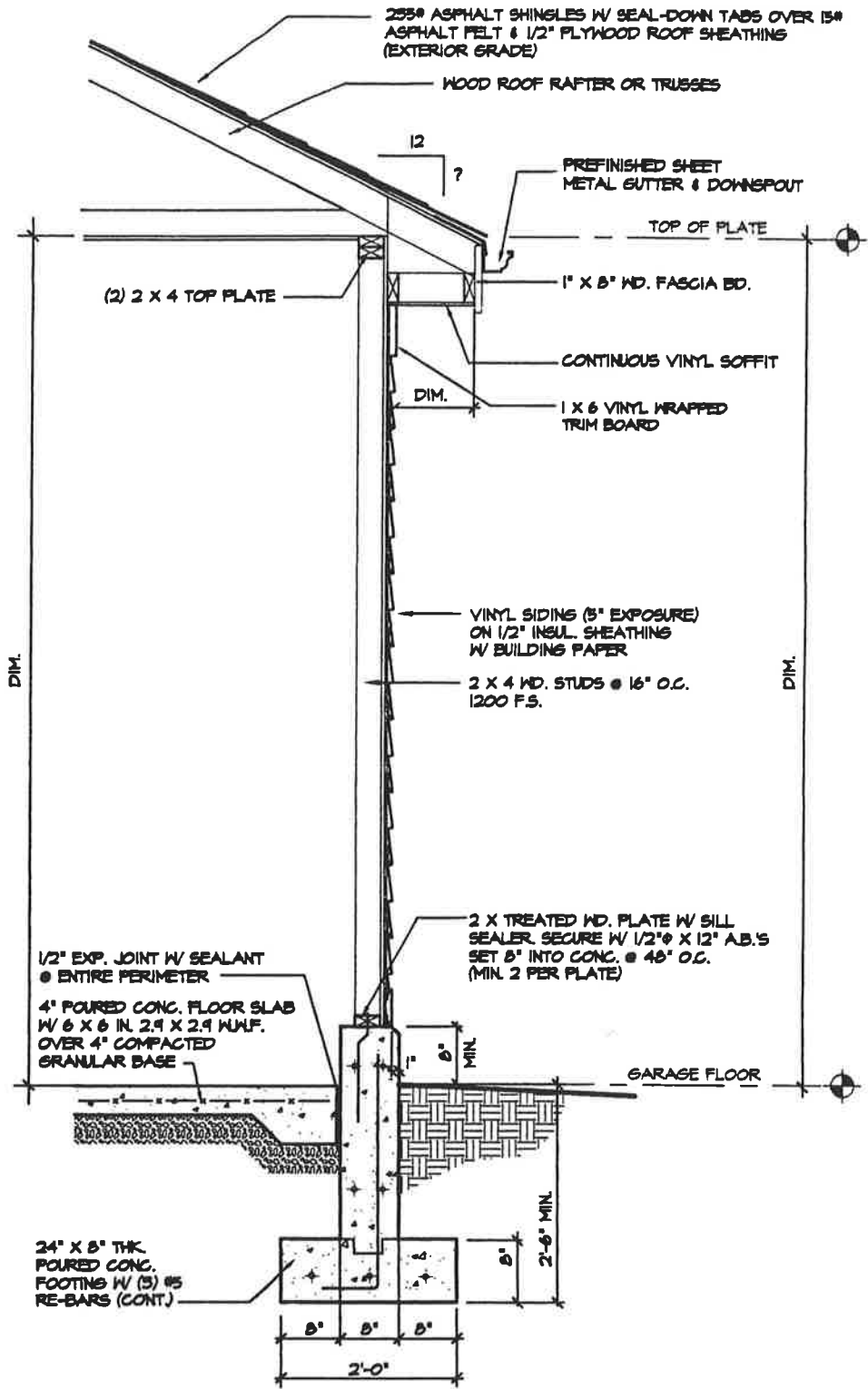
NOTE: SHOW ALL FOUR ELEVATIONS OF GARAGE

City of Saint Louis - Building Division
RESIDENTIAL DETACHED GARAGE
 Guidelines and Standard Construction Details

Date: Jan., 2001

Drawing No.

3 of 6



WALL SECTION

1/2" = 1'-0"

DGSEC2

(WOOD FRAMING W/ SIDING)

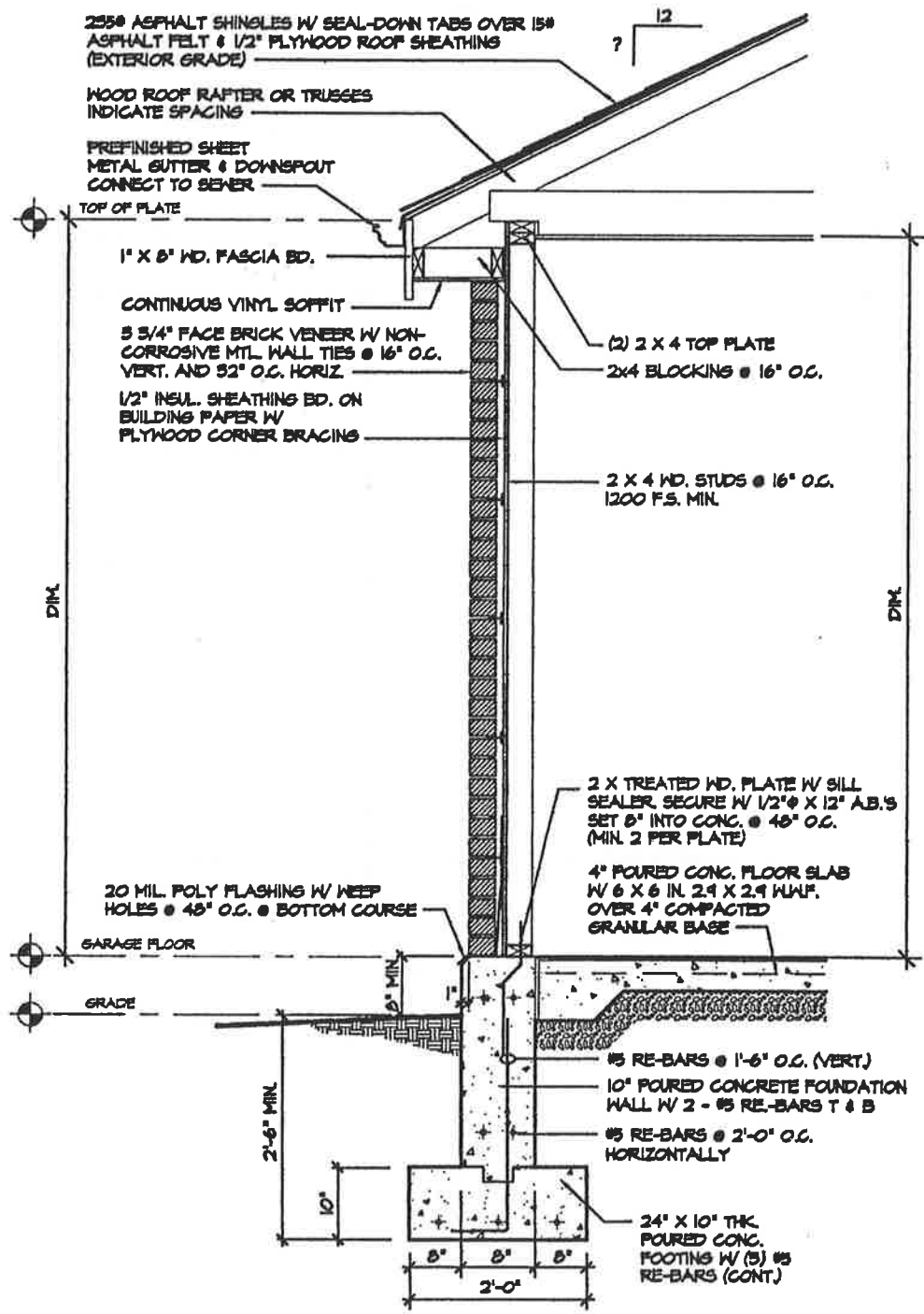
City of Saint Louis - Building Division
RESIDENTIAL DETACHED GARAGE
 Guidelines and Standard Construction Details

Date: Jan., 2001

Drawing No.

4 of 6

DG-PG1



WALL SECTION

1/2" = 1'-0"

AGWSECT1

(WOOD FRAMING W/ BRICK VENEER)

DG-PC5

City of Saint Louis - Building Division
RESIDENTIAL DETACHED GARAGE
 Guidelines and Standard Construction Details

Date: Jan., 2001

Drawing No.

5 of 6

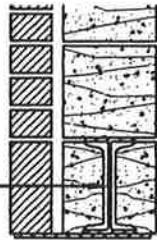
BEAM DESIGN CONSIDERATIONS :

1. LENGTH OF SPAN
2. DIRECTION OF ROOF FRAMING
3. WEIGHT OF DOOR IF SUPPORTED BY BEAM
4. WEIGHT OF WALL ABOVE BEAM
5. WIND LOADING ON WALL
6. SPECIES, GRADE, & STRUCTURAL CHARACTERISTICS OF LUMBER FOR WOOD BEAMS

GENERAL HEADER SIZES FOR NORMAL WINDOW AND DOOR OPENINGS WITH WOOD FRAMING SUPPORTING ROOF ONLY:

- 2 - 2 X 4's - 4' OPENING
- 2 - 2 X 6's - 6' OPENING
- 2 - 2 X 8's - 8' OPENING
- 2 - 2 X 10's - 10' OPENING
- 2 - 2 X 12's - 12' OPENING

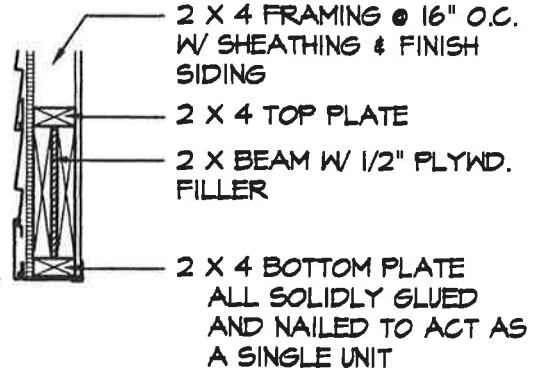
WIDE FLANGE STEEL BEAM WITH STEEL PLATE WELDED TO BOTTOM FLANGE. MIN. 8" BEARING @ EACH END. GROUT CELLS SOLID BELOW END BEARING



MASONRY WALL

MUST BE DESIGNED BY REGISTERED MISSOURI ARCHITECT OR ENGINEER

HEIGHT OF WALL TO BEAR ON BEAM
DIM.
DOOR OPENING



WOOD FRAME WALL

DOOR / WINDOW HEAD DETAILS

3/4"=1'-0"

DGDTL

City of Saint Louis - Building Division
RESIDENTIAL DETACHED GARAGE
 Guidelines and Standard Construction Details

Date: Jan., 2001

Drawing No.

6 of 6

Electrical Service-drop Clearances for All New Construction of Room Additions and Accessory Structures

If there is not a 3 ft horizontal clearance between the service conductors and any portion of the new structure, the service drop may need to be relocated in order to meet the minimum vertical clearances (Ord. 65020; Sec 230-9 and Sec 230-24, 1999 NEC). Please contact the Electrical Inspection Section or consult an Electrical Contractor licensed by the City of St. Louis.

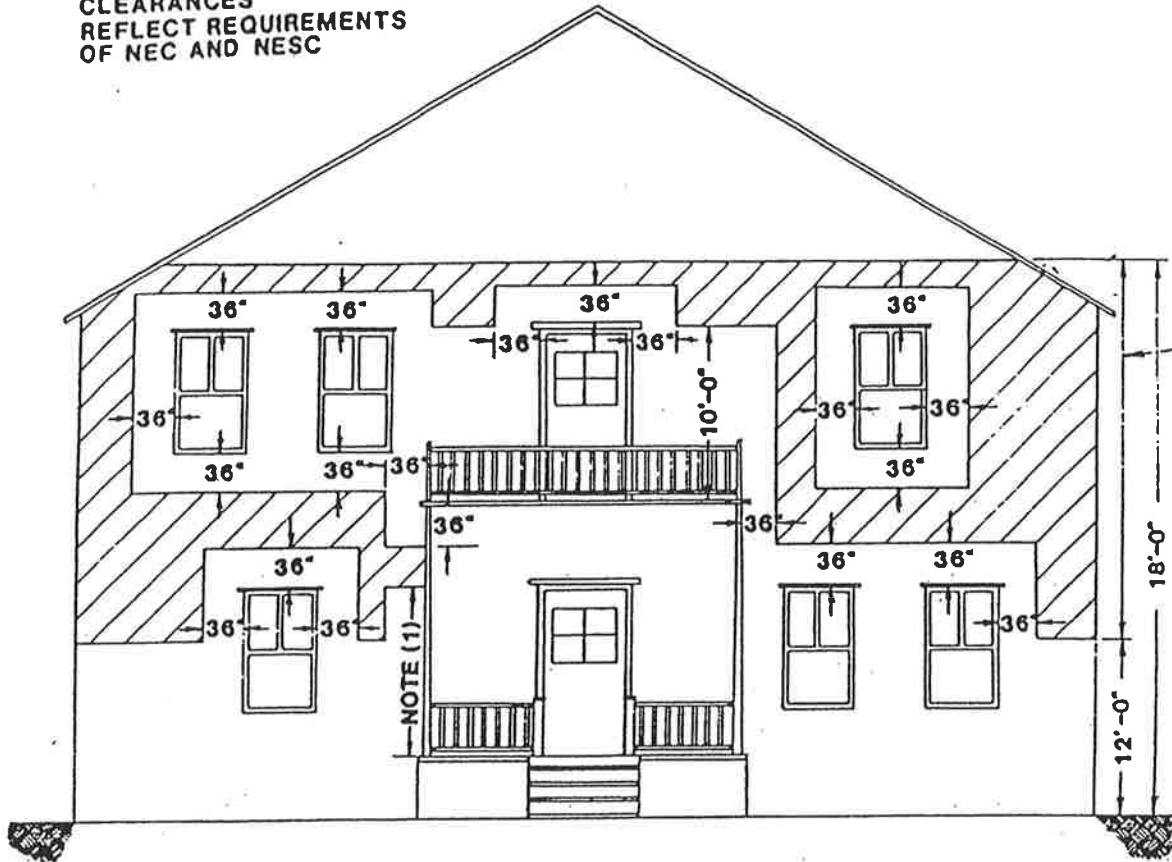
If the service drop is required to be relocated, an Electrical Permit must be obtained. Electrical Permits can be obtained only by an Electrical Contractor licensed by the City of St. Louis.

OVERHEAD SERVICE ATTACHMENT TO BUILDINGS 0 TO 600 VOLTS

~ TRIPLEX SERVICE ~

NEW ELECTRIC SERVICE ENTRANCE SHALL BE IN SHADED SPACES NOT LESS THAN 12' NOR MORE THAN 18' ABOVE GROUND IN ORDER TO MEET MINIMUM GROUND CLEARANCES PAGE D-20.

CLEARANCES
REFLECT REQUIREMENTS
OF NEC AND NESC



NOTES:

1. The first point of attachment for service wires shall be in the shaded spaces or higher. The minimum height of attachment shall be adjusted so that the lowest point of the service conductor meets the clearances specified on Page D-20. A service mast may be used if necessary to obtain the minimum clearances.
2. The customer's service outlet shall not be located above 18', but it may be necessary to attach services higher than 18' to meet the minimum ground clearances on Page D-20.
3. Triplex cable or separate open wire service busses on buildings shall be placed in the spaces shown shaded.
4. Service conductors passing by doors, porches, fire escapes or similar locations, shall have a clearance of not less than 36 inches. Service conductors passing by windows shall have a clearance of not less than 36 inches.
5. Where the form of the building will not permit triplex cable or open wire service busses from the point of attachment to the service outlets, service entrance cable may be used for runs up to 15'. For runs in excess of 15', specific authority must be obtained from the Engineering Dept.
6. When service entrance cable is used, clearances between windows, openings, fire escapes, etc., and the service attachment or the service busses on the building may be reduced to 6 inches. This is a preferred minimum which may however be reduced if necessary.
7. Service conductors shall not be installed beneath openings through which materials may be moved, such as openings in farm and commercial buildings. Overhead wires shall not be run such that they obstruct entrance to these building openings.

CITY OF SAINT LOUIS
DEPARTMENT OF PUBLIC SAFETY
BUILDING DIVISION
GUIDELINES FOR
DRAWING RESIDENTIAL ATTACHED GARAGE PLANS

The following form was prepared by the Building Division to be used only as a general guideline for the drawing of construction plans which are required to be submitted at the time of application for a building permit.

To make application for a building permit, the applicant shall submit five (5) sets of detailed construction plans drawn to scale on minimum 8 1/2" x 11" sheets of each of the following to the Building Division - Permit Section, Room 425, City Hall, between 8:00 a.m. and 4:30 p.m. Monday through Friday. A residential same day permit may be reviewed, if needed, between 9:00 a.m. and 3:00 p.m. The office is closed on all City holidays. One (1) set of photographs is required when: 1) located in a Historic District; 2) located within 300 feet of a park; 3) located within 300 feet of a Historic District or a landmark.

1. Site Plan
2. Foundation Plan
3. Floor Plan/Framing Plan
4. Elevations
5. Typical Wall Section
6. Additional Details (if necessary)

The following are lists of the items that should be shown on each of the above plans: The illustrations are guides for plan preparation only to give you a basic idea what each type of plan should look like and are not necessarily specific Code and other Ordinance requirements. Each individual site location, the location of the building on the site and/or size of building might vary as requirements of the St. Louis Zoning Ordinance, the Building Code, and other ordinances dictate, and each will have to be reviewed on its own specific conditions after submittal.

1.0 SITE PLAN

- 1.1 Indicate size and shape of your lot
- 1.2 Indicate address and street (or streets if a corner lot)
- 1.3 Indicate alley location
- 1.4 Indicate size and location of existing house and other buildings
- 1.5 Indicate size and location of proposed attached garage
- 1.6 Indicate distance between the proposed attached garage and each of the property lines

2.0 FOUNDATION PLAN

- 2.1 Indicate length and width of the proposed attached garage foundation
- 2.2 Indicate size of footing
- 2.3 Indicate size of foundation wall
- 2.4 Indicate thickness of floor slab
- 2.5 Indicate slope of floor slab

3.0 FLOOR PLAN/FRAMING PLAN

- 3.1 Indicate length and width of the proposed attached garage
- 3.2 Indicate distance from attached garage to each property line
- 3.3 Indicate how attached garage is to be secured to existing house
- 3.4 Indicate garage separation wall door and sill height
- 3.5 Indicate size and spacing of wall framing system
- 3.6 Indicate size and location of doors and windows
- 3.7 Indicate size, spacing and direction of span of roof framing system and how it will be attached to existing house

4.0 ELEVATIONS

- 4.1 Indicate finish grade line and show depth of foundation and footing below finish grade
- 4.2 Indicate width and height of attached garage
- 4.3 Indicate the size and location of all doors and windows
- 4.4 Indicate size of header and/or lintel above all doors and windows
- 4.5 Indicate type of exterior siding or veneer
- 4.6 Indicate type of roofing material and slope of roof
- 4.7 Indicate gutters and downspouts

5.0 TYPICAL WALL SECTION

- 5.1 Indicate size of footing
- 5.2 Indicate depth of footing below finish grade line
- 5.3 Indicate type and width of foundation and height above finish grade
- 5.4 Indicate thickness of granular fill and floor slab
- 5.5 Indicate size of sill plate
- 5.6 Indicate type, size and spacing of sill plate anchors to foundation
- 5.7 Indicate size and spacing of studs unless masonry structure is proposed
- 5.8 Indicate size and type of exterior wall sheathing, felt, siding or veneer. **NOTE:** Exterior walls of all garages less than 3'-0" from the side property lines are required to have a one (1) hour fire rating.
- 5.9 Indicate height from floor to ceiling

- 5.10 Indicate size and spacing of roof rafters. If pre-fab roof trusses are proposed, submit manufacturer's design specification and criteria, sealed by a registered Missouri engineer to the Building Inspector prior to installation of any trusses
- 5.11 Indicate size and spacing of collar beams
- 5.12 Indicate size and type of roof sheathing, felts, roofing material and slope of roof
- 5.13 Indicate gutters and downspouts

6.0 ADDITIONAL DETAILS

- 6.1 Indicate whatever information is necessary to show how your proposal will be constructed.

For additional information, contact: Permit Section (314) 622-3313.

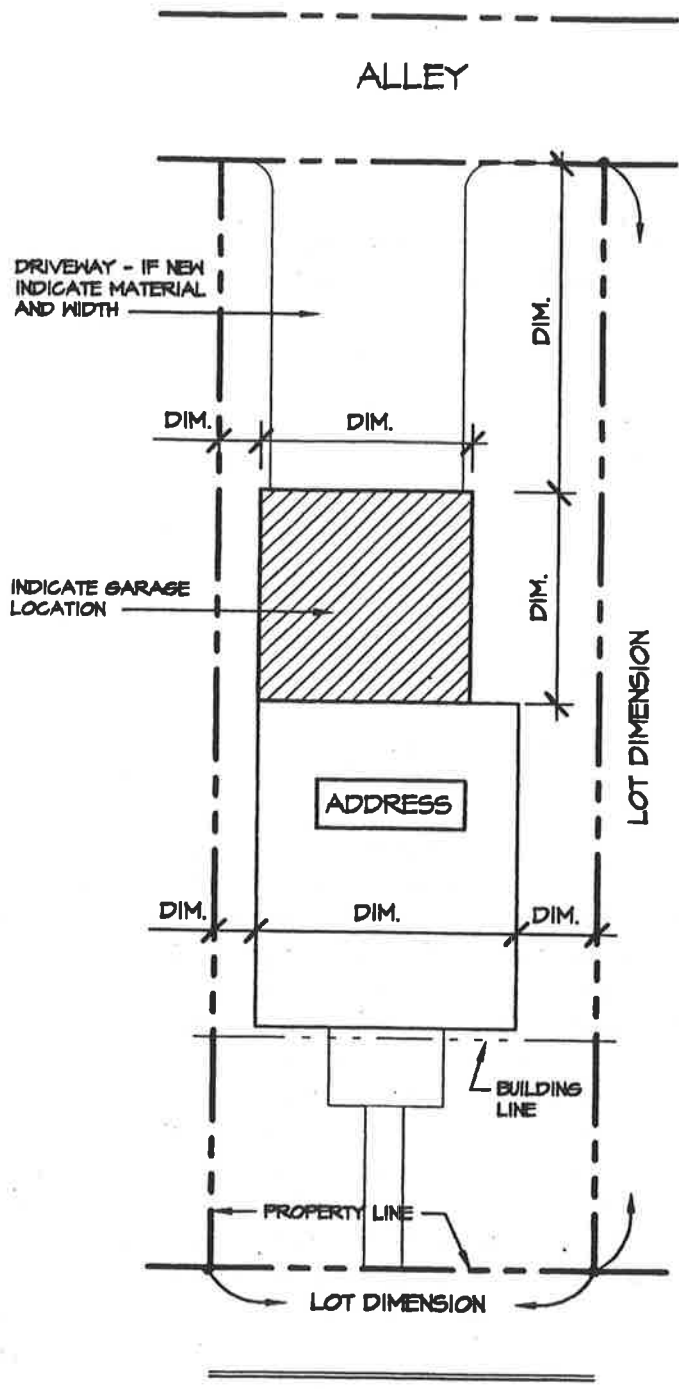
7.0 GENERAL ATTACHED GARAGE NOTES

- 7.1 For specific side yard requirements for garages, contact the Zoning Section, Room 400, City Hall, (314) 622-3666. A general rule of thumb is a minimum of four (4) feet from any side property line.
- 7.2 The separation wall between the proposed garage and existing house must be protected with 1/2 inch thick gypsum board on the garage side of the wall. This is normally obtained by removing existing siding and applying 1/2 inch thick gypsum board from the foundation to the underside of the roof sheathing on this wall of the garage or on the wall and across the garage ceiling. Any existing attic vents and windows must be blocked up and covered with 1/2 inch thick gypsum board. Required vents and windows must be relocated. Doors in the separation wall must be 1 3/4 inch solid core wood door or 1 3/4 inch solid or honeycomb core steel door. Door sills of all door openings between the garage and adjacent interior spaces shall be raised not less than four (4) inches above the garage floor.
- 7.3 Gutters and downspouts are required on all attached garages. Attached garages with a roof area of less than five hundred fifty (550) square feet **shall not** be sewer connected provided the surface drainage water does not adversely effect the adjacent property or create a nuisance.
- 7.4 For use of pre-fab roof trusses - submit truss specification sheets sealed by a Missouri registered engineer to the Building Inspector prior to installation. Specification sheets must be specified and correspond to actual trusses used - any truss modifications requires submittal of revised sealed specification sheets.
- 7.5 All exterior walls, regardless of garage size, closer than three (3) feet from the side property lines are required to have a one (1) hour fire rating. Fire rating on exterior walls are usually obtained by use of a masonry/brick or 5/8 inch thick Type X fire rated gypsum board on both sides of stud.

Effective Date

January 1, 2001

Revised: October 18, 2019



SITE PLAN

DENOTE SCALE

AGSITE

NORTH



(INDICATE ORIENTATION)

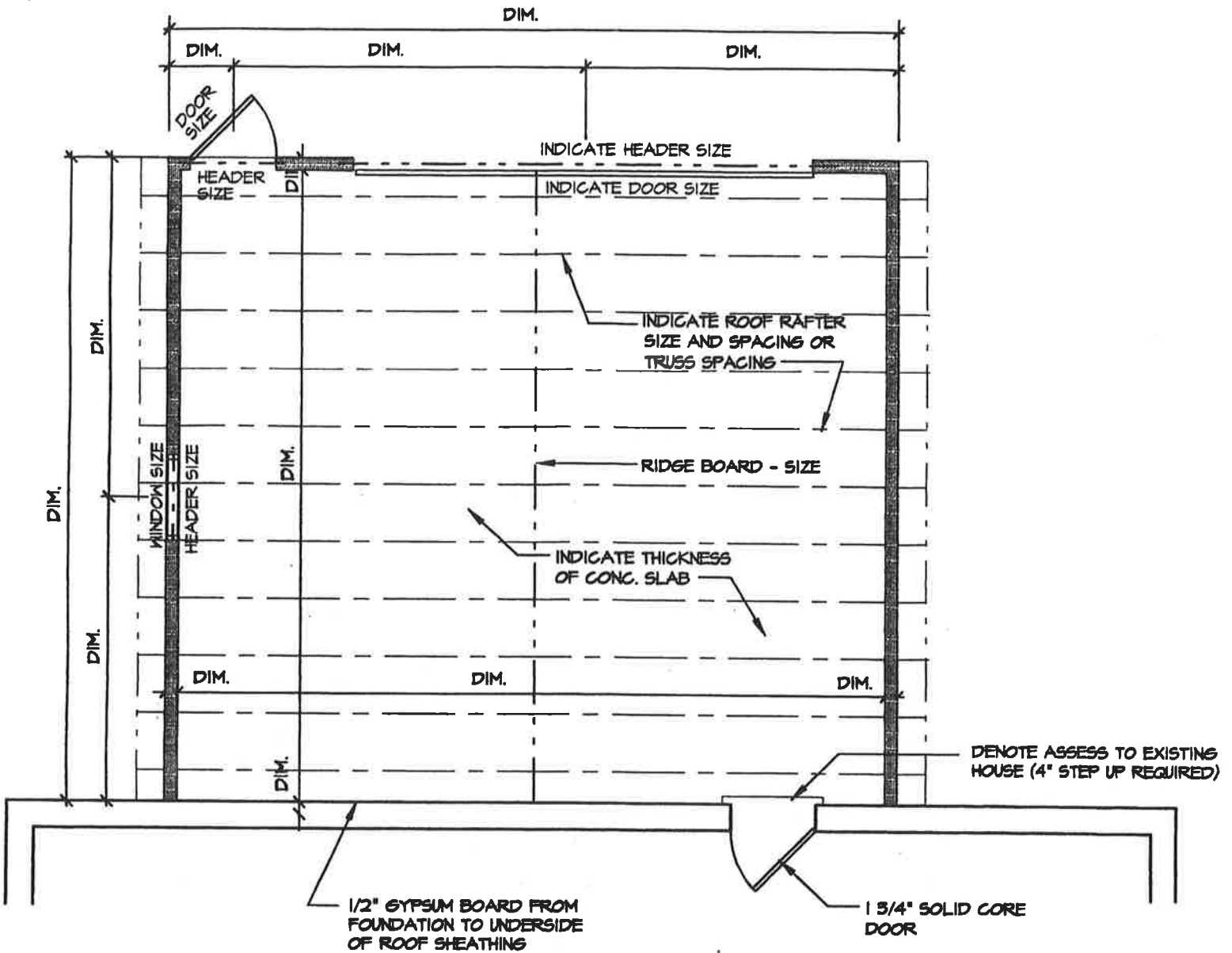
City of Saint Louis - Building Division
RESIDENTIAL ATTACHED GARAGE
 Guidelines and Standard Construction Details

Date: Jan., 2001

Drawing No.

1 of 5

AG-F-01



FLOOR PLAN

DENOTE SCALE

AGPLN

NORTH



(INDICATE ORIENTATION)

NOTE: IF PRE-ENGINEERED WOOD ROOF TRUSS IS USED, SUBMIT SEALED SHOP DRAWINGS PREPARED BY A MISSOURI PROFESSIONAL ENGINEER.

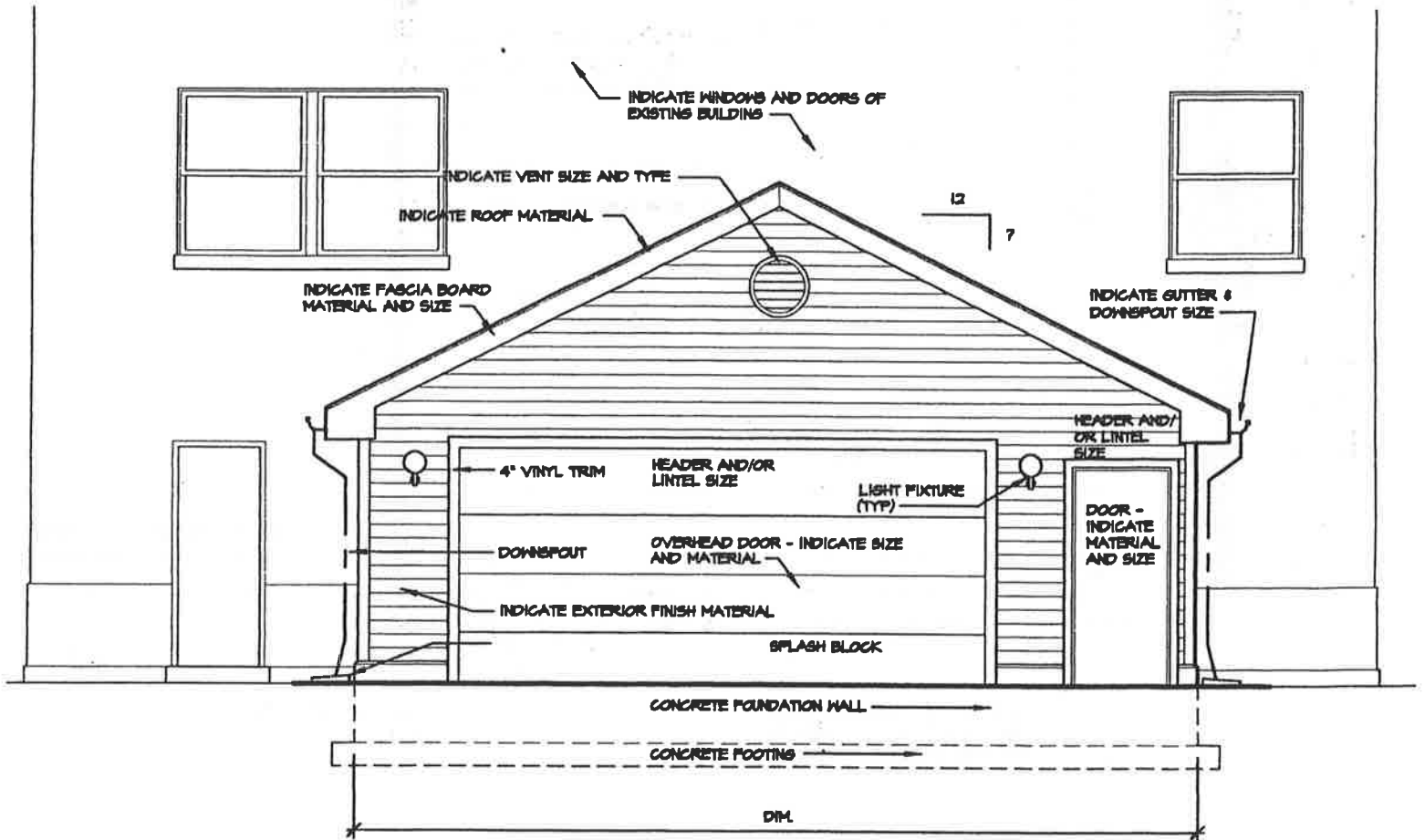
City of Saint Louis - Building Division
RESIDENTIAL ATTACHED GARAGE
 Guidelines and Standard Construction Details

Date: Jan., 2001

Drawing No.

2 of 5

AG-PG2



ELEVATION

3/16" = 1'-0"

AG-EL1

NOTE: SHOW ALL THREE ELEVATIONS

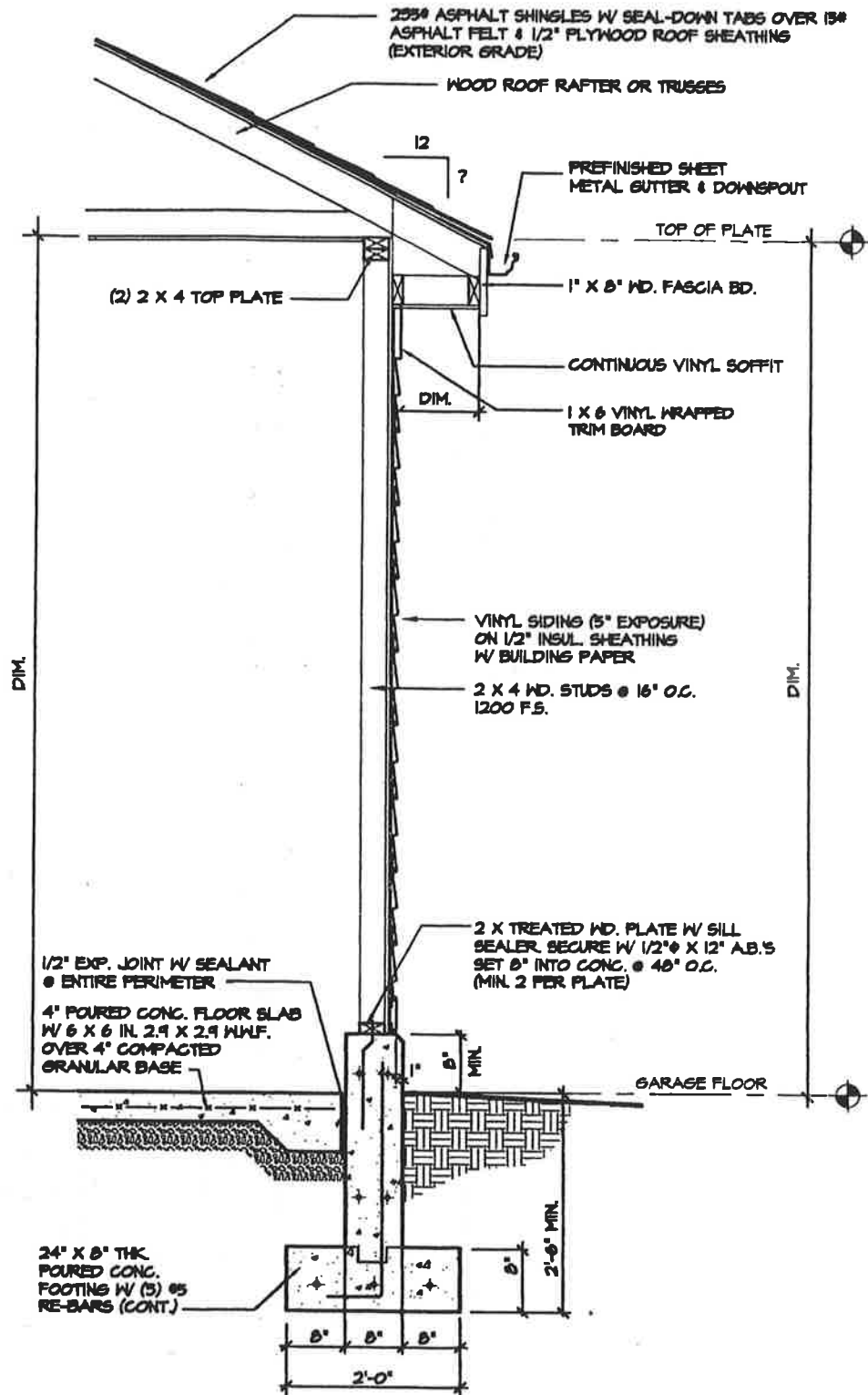
City of Saint Louis - Building Division
RESIDENTIAL ATTACHED GARAGE
 Guidelines and Standard Construction Details

Date: Jan., 2001

Drawing No.

3 of 5

AG-PGS



WALL SECTION

1/2" = 1'-0"

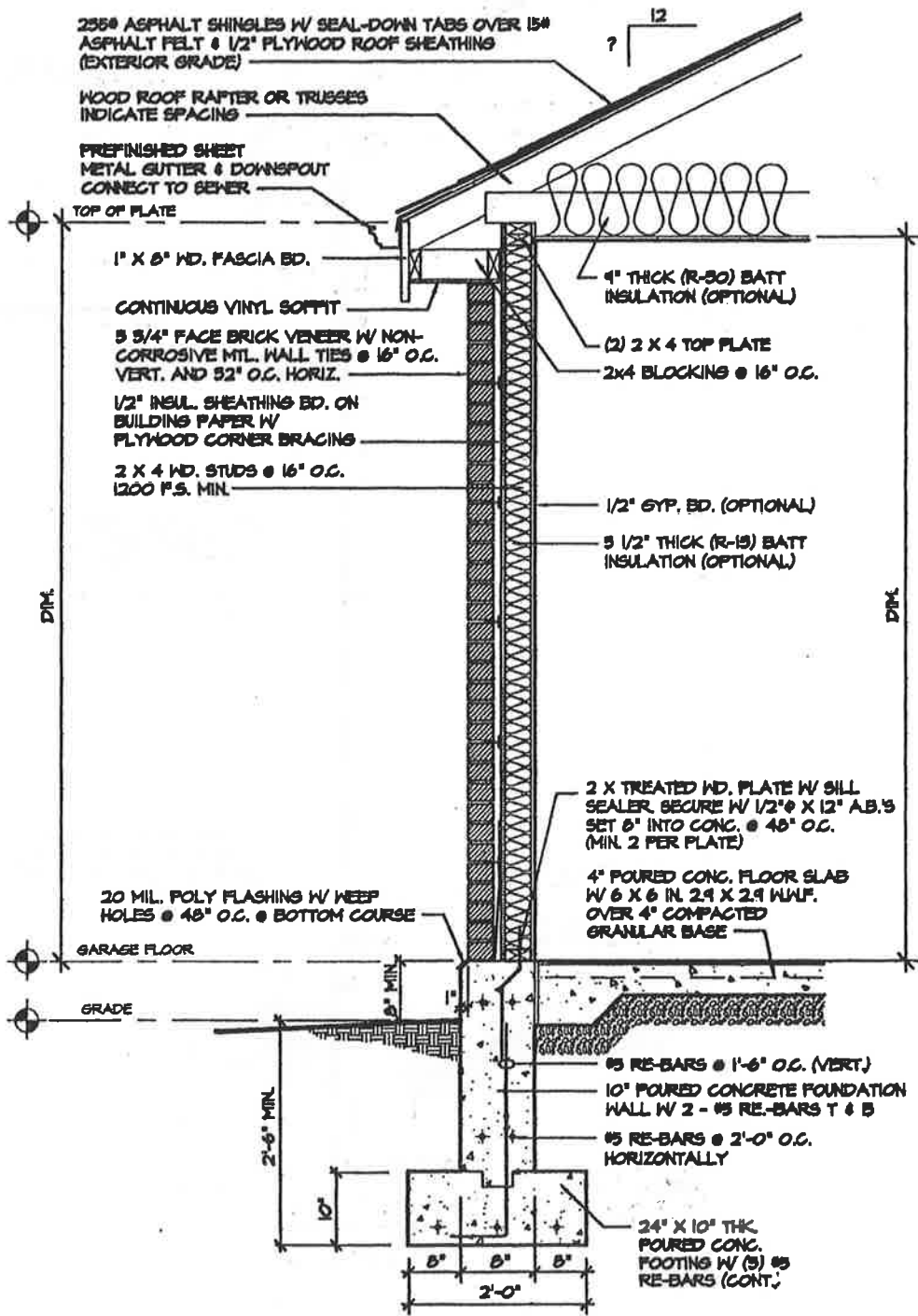
DGSEC2

City of Saint Louis - Building Division
RESIDENTIAL ATTACHED GARAGE
 Guidelines and Standard Construction Details

Date: Jan., 2001

Drawing No.

4 of 5



WALL SECTION

1/2" = 1'-0"

AGWSECT1

AG-PC5

City of Saint Louis - Building Division RESIDENTIAL ATTACHED GARAGE Guidelines and Standard Construction Details	Date: Jan., 2001
	Drawing No. 5 of 5

CITY OF SAINT LOUIS
DEPARTMENT OF PUBLIC SAFETY
BUILDING DIVISION
GUIDELINES FOR
DRAWING RESIDENTIAL DETACHED CARPORT PLANS

The following form was prepared by the Building Division to be used only as a general guideline for the drawing of construction plans which are required to be submitted at the time of application for a building permit.

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1. Site Plan
2. Foundation Plan/Pier Plan
3. Floor Plan/Framing Plan
4. Elevations
5. Typical Carport Section
6. Additional Details (if necessary)

The following are lists of the items that should be shown on each of the above plans: The illustrations are guides for plan preparation only to give you a basic idea what each type of plan should look like and are not necessarily specific Code and other Ordinance requirements. Each individual site location, the location of the building on the site and/or size of building might vary as requirements of the St. Louis Zoning Ordinance, the Building Code, and other ordinances dictate, and each will have to be reviewed on its own specific conditions after submittal.

1.0 SITE PLAN

- 1.1 Indicate size and shape of your lot
- 1.2 Indicate address and street (or streets if a corner lot)
- 1.3 Indicate alley location
- 1.4 Indicate size and location of existing house and other buildings
- 1.5 Indicate size and location of proposed carport
- 1.6 Indicate distance between the proposed detached carport and each of the property lines
- 1.7 Indicate distance between detached carport and house

2.0 FOUNDATION PLAN/PIER PLAN

- 2.1 Indicate length and width of the proposed detached carport foundation or pier layout
- 2.2 Indicate size of footing
- 2.3 Indicate size of foundation wall
- 2.4 Indicate size and spacing of piers
- 2.5 Indicate new or existing driveway slab

3.0 FLOOR PLAN/FRAMING PLAN

- 3.1 Indicate length and width of the proposed detached carport
- 3.2 Indicate distance from detached carport to each property line
- 3.3 Indicate size and spacing of columns
- 3.4 Indicate size of beam
- 3.5 Indicate size, spacing and direction of span of roof framing system

4.0 ELEVATIONS

- 4.1 Indicate finish grade line and show depth of foundation and footing or piers below finish grade
- 4.2 Indicate width and height of detached carport
- 4.3 Indicate size and location of all columns
- 4.4 Indicate size of beam and roof framing
- 4.5 Indicate type of roofing material
- 4.6 Indicate gutters and downspouts

5.0 TYPICAL CARPORT SECTION

- 5.1 Indicate size of footing
- 5.2 Indicate depth of footing below finish grade line
- 5.3 Indicate type and width of foundation wall and height above finish grade
- 5.4 Indicate size of piers and height above finish grade
- 5.5 Indicate thickness of granular fill and driveway slab
- 5.6 Indicate type and size of column anchors to foundation wall or piers
- 5.7 Indicate size and spacing of columns
- 5.8 Indicate height from driveway to ceiling
- 5.9 Indicate size and spacing of roof rafters. If pre-fab roof trusses are proposed, submit manufacturer's design specification and criteria sealed by a registered Missouri engineer to the Building Inspector prior to installation of any trusses.
- 5.10 Indicate size and type of roof sheathing, felt, roofing material and slope of roof
- 5.11 Indicate gutters and downspouts

6.0 ADDITIONAL DETAILS

6.1 Indicate whatever information is necessary to show how your proposal will be constructed.

For additional information, contact: Permit Section (314) 622-3313.

7.0 GENERAL DETACHED CARPORT NOTES

7.1 For specific side yard requirements for carports, contact the Zoning Section, Room 400, City Hall, (314) 622-3666. A general rule of thumb is a minimum of four (4) feet from any side property line.

7.2 Detached carport of wood frame or steel construction two hundred (200) square feet or less in area and with an eave height of twelve (12) feet or less is permitted to be installed above grade and anchored to a minimum four (4) inch thick concrete floor slab. Detached carport over two hundred (200) square feet in area must be placed on and anchored to a permanent concrete footing and foundation system.

7.3 Gutters and downspouts are required on all detached carports. Downspouts **shall not** be sewer connected provided the surface drainage water does not adversely effect the adjacent property or create a nuisance.

7.4 For use of pre-fab roof trusses - submit truss specification sheets sealed by a Missouri registered engineer to the Building Inspector prior to installation. Specification sheets must be specific and correspond to actual trusses used - any truss modification requires submittal of revised sealed specification sheets.

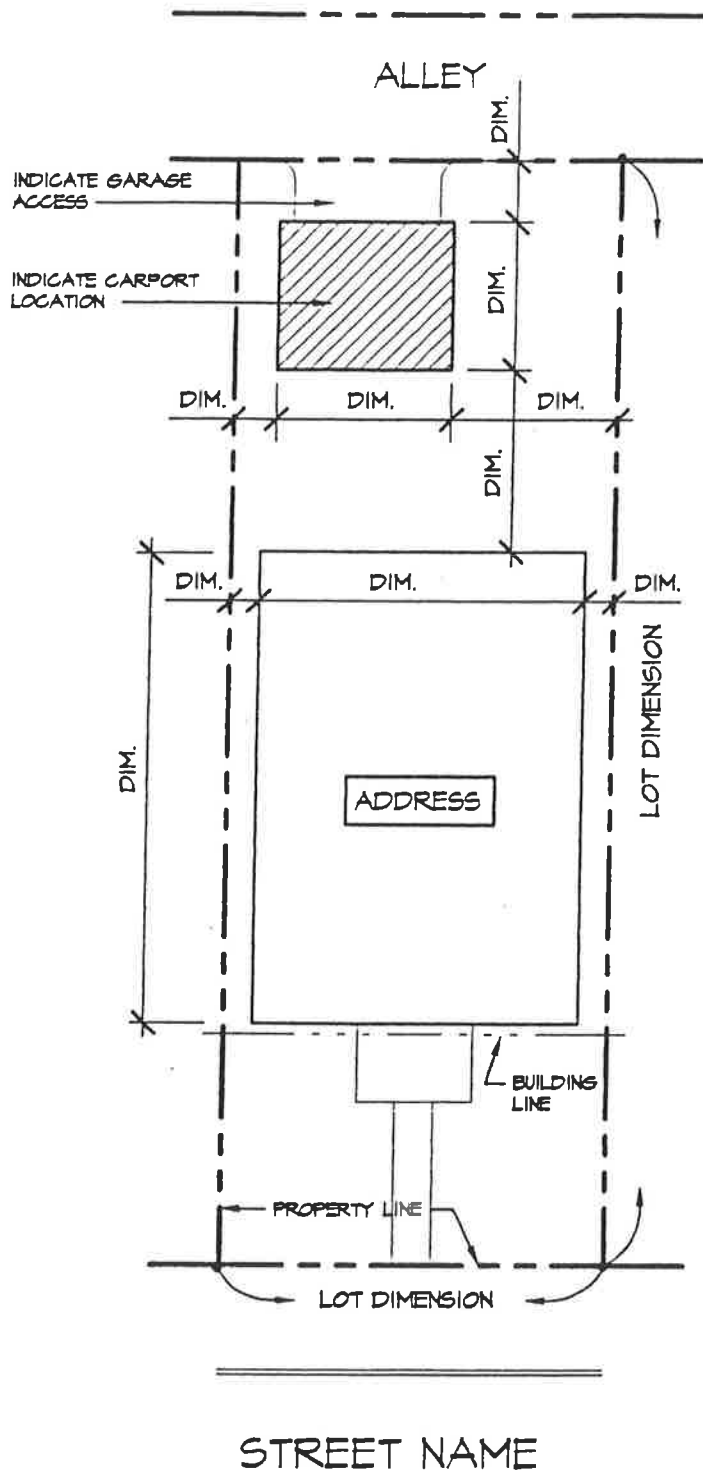
Effective Date

January 1, 2001

Revised August 26, 2003

June 30, 2015

January 23, 2018



SITE PLAN

DENOTE SCALE

DCSITE

NORTH



(INDICATE ORIENTATION)

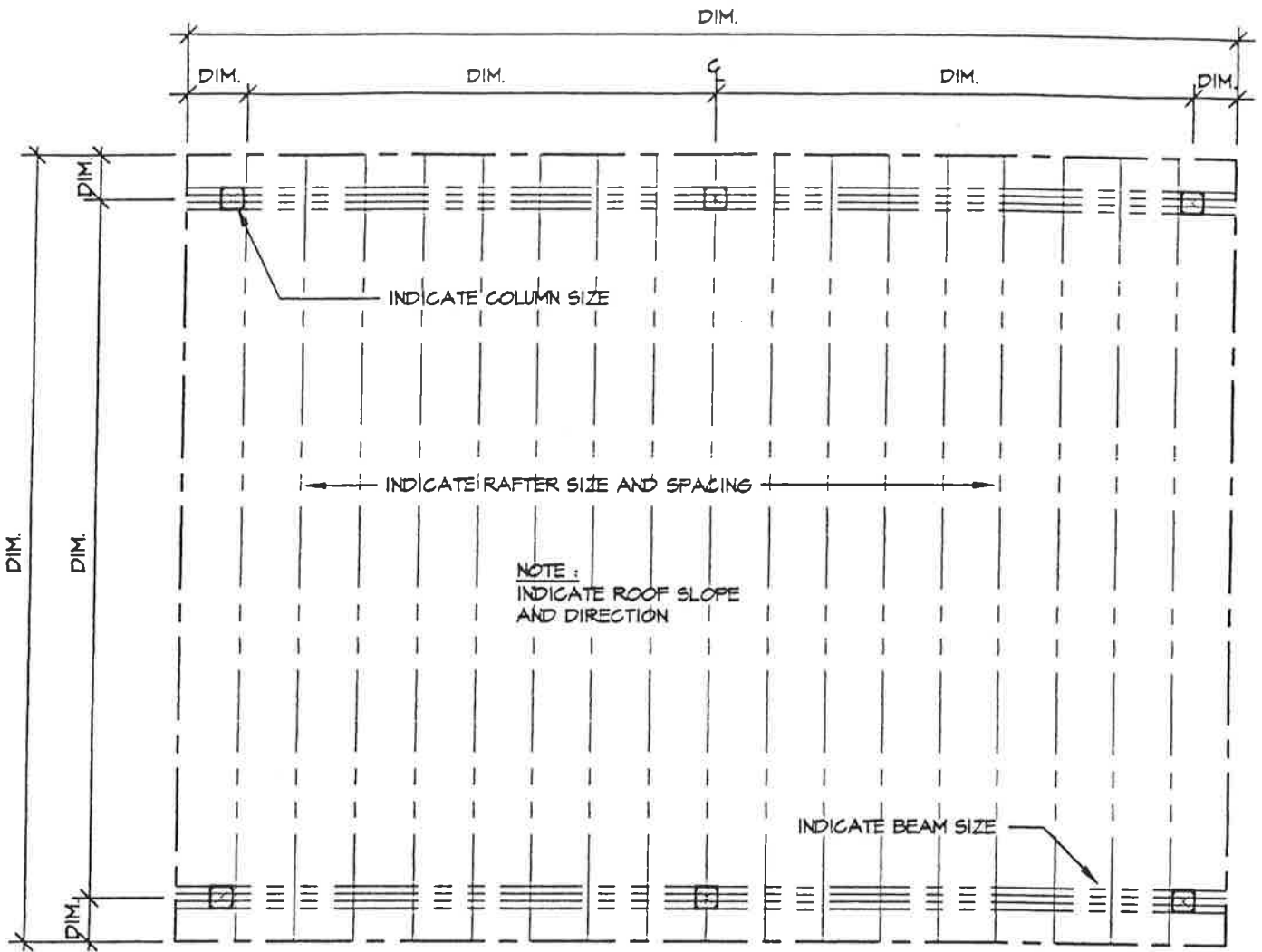
DC-PG1

City of Saint Louis - Building Division
RESIDENTIAL DETACHED CARPORT
 Guidelines and Standard Construction Details

Date: Jan., 2001

Drawing No.

1 of 3



CARPORT PLAN

DENOTE SCALE

DCPLN

NORTH



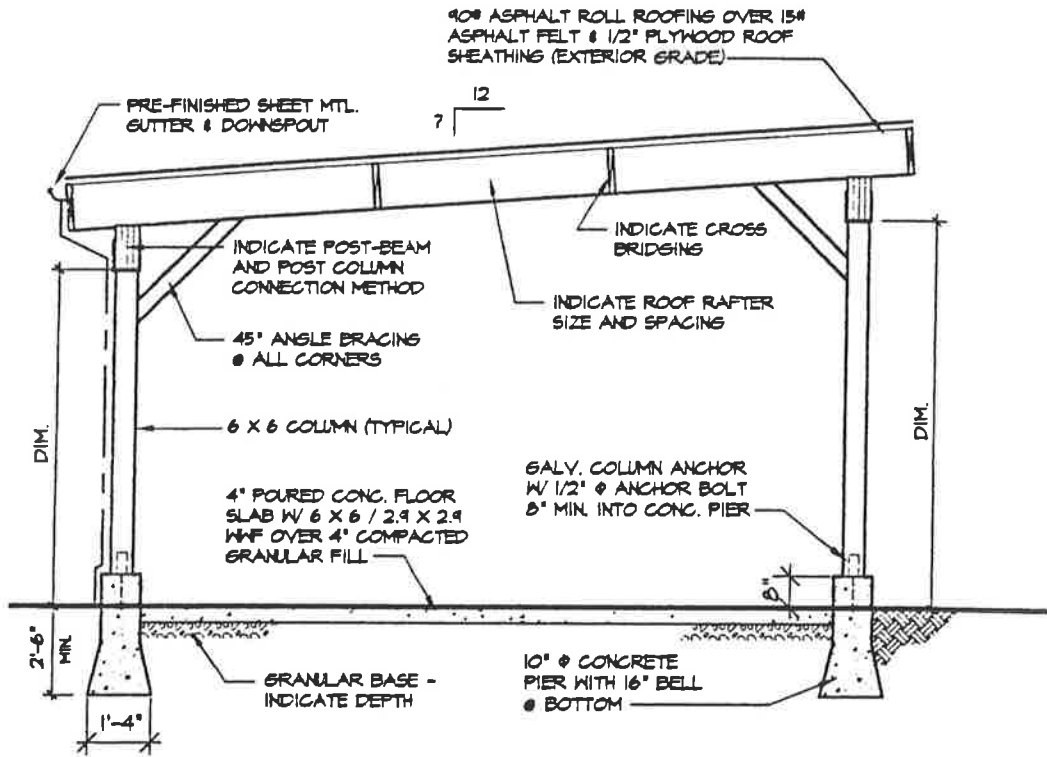
(INDICATE ORIENTATION)

City of Saint Louis - Building Division
RESIDENTIAL DETACHED CARPORT
 Guidelines and Standard Construction Details

Date: Jan., 2001

Drawing No.

2 of 3



SECTION

DENOTE SCALE

DCSEC

City of Saint Louis - Building Division
RESIDENTIAL DETACHED CARPORT
 Guidelines and Standard Construction Details

Date: Jan., 2001

Drawing No.

3 of 3

03-2001

Electrical Service-drop Clearances for All New Construction of Room Additions and Accessory Structures

If there is not a 3 ft horizontal clearance between the service conductors and any portion of the new structure, the service drop may need to be relocated in order to meet the minimum vertical clearances (Ord. 65020; Sec 230-9 and Sec 230-24, 1999 NEC). Please contact the Electrical Inspection Section or consult an Electrical Contractor licensed by the City of St. Louis.

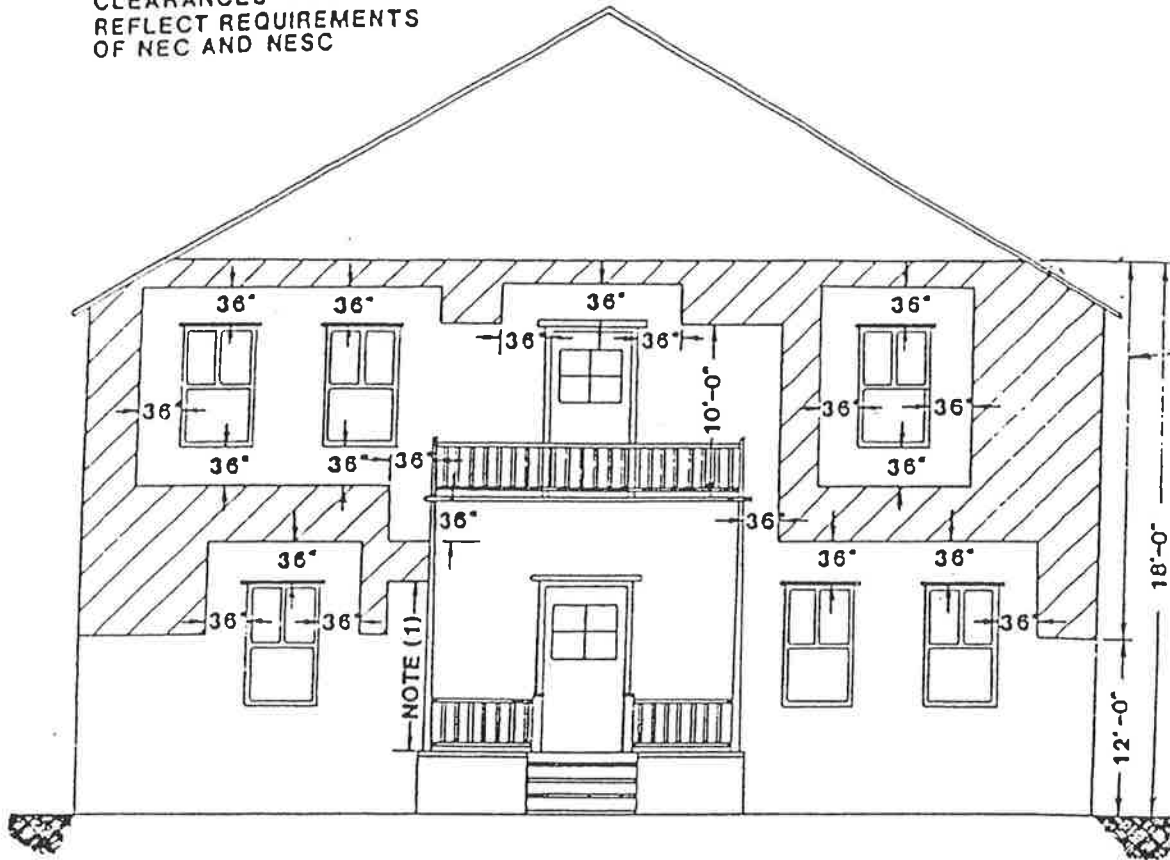
If the service drop is required to be relocated, an Electrical Permit must be obtained. Electrical Permits can be obtained only by an Electrical Contractor licensed by the City of St. Louis.

OVERHEAD SERVICE ATTACHMENT TO BUILDINGS 0 TO 600 VOLTS

~ TRIPLEX SERVICE ~

NEW ELECTRIC SERVICE ENTRANCE SHALL BE IN SHADED SPACES NOT LESS THAN 12' NOR MORE THAN 18' ABOVE GROUND IN ORDER TO MEET MINIMUM GROUND CLEARANCES PAGE D-20.

CLEARANCES
REFLECT REQUIREMENTS
OF NEC AND NESC



NOTES:

1. The first point of attachment for service wires shall be in the shaded spaces or higher. The minimum height of attachment shall be adjusted so that the lowest point of the service conductor meets the clearances specified on Page D-20. A service mast may be used if necessary to obtain the minimum clearances.
2. The customer's service outlet shall not be located above 18', but it may be necessary to attach services higher than 18' to meet the minimum ground clearances on Page D-20.
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4. Service conductors passing by doors, porches, fire escapes or similar locations, shall have a clearance of not less than 36 inches. Service conductors passing by windows shall have a clearance of not less than 36 inches.
5. Where the form of the building will not permit triplex cable or open wire service busses from the point of attachment to the service outlets, service entrance cable may be used for runs up to 15'. For runs in excess of 15', specific authority must be obtained from the Engineering Dept.
6. When service entrance cable is used, clearances between windows, openings, fire escapes, etc., and the service attachment or the service busses on the building may be reduced to 6 inches. This is a preferred minimum which may however be reduced if necessary.
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CITY OF SAINT LOUIS
DEPARTMENT OF PUBLIC SAFETY
BUILDING DIVISION
GUIDELINES FOR
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- 1.5 Indicate size and location of proposed attached carport
- 1.6 Indicate distance between the proposed attached carport and each of the property lines
- 1.7 Indicate distance between attached carport and house or garage

2.0 FOUNDATION PLAN/PIER PLAN

- 2.1 Indicate length and width of the proposed attached carport foundation or pier layout
- 2.2 Indicate size of footing
- 2.3 Indicate size of foundation wall
- 2.4 Indicate size and spacing of piers
- 2.5 Indicate new or existing driveway slab

3.0 FLOOR PLAN/FRAMING PLAN

- 3.1 Indicate length and width of the proposed attached carport
- 3.2 Indicate distance from attached carport to each property line
- 3.3 Indicate how attached carport is to be attached to existing house or garage
- 3.4 Indicate size and spacing of columns
- 3.5 Indicate size of beam
- 3.6 Indicate size, spacing and direction of span of roof framing system and how it will be secured to existing house or garage

4.0 ELEVATIONS

- 4.1 Indicate finish grade line and show depth of foundation and footing or piers below finish grade
- 4.2 Indicate width and height of attached carport
- 4.3 Indicate size and location of all columns
- 4.4 Indicate size of beam and roof framing
- 4.5 Indicate type of roofing material
- 4.6 Indicate gutters and downspouts

5.0 TYPICAL CARPORT SECTION

- 5.1 Indicate size of footing
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- 5.3 Indicate type and width of foundation wall and height above finish grade
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- 5.6 Indicate type and size of column anchors to foundation wall or piers
- 5.7 Indicate size and spacing of columns
- 5.8 Indicate height from driveway to ceiling
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- 5.10 Indicate size and type of roof sheathing, felt, roofing material and slope of roof
- 5.11 Indicate gutters and downspouts

6.0 ADDITIONAL DETAILS

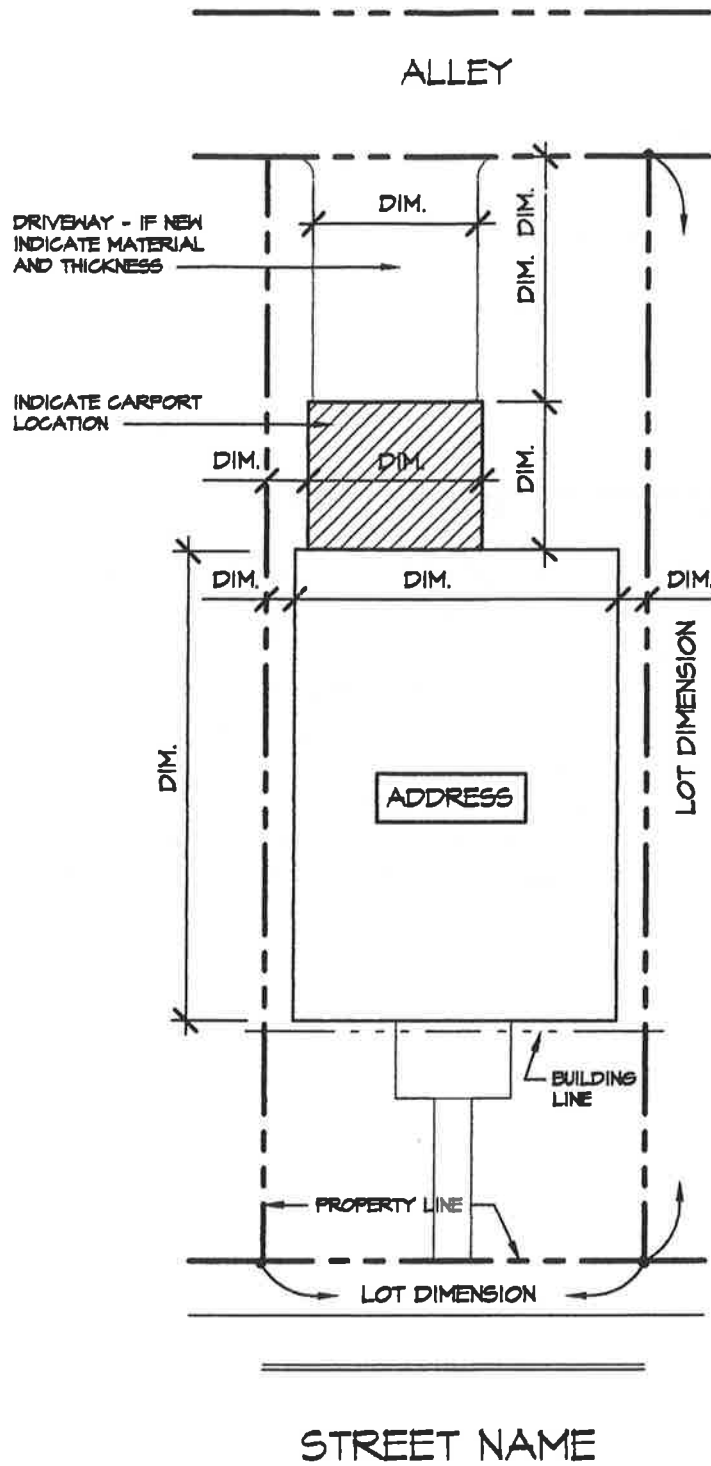
- 6.1 Indicate whatever information is necessary to show how your proposal will be constructed.

For additional information, contact: Permit Section (314) 622-3313.

7.0 GENERAL ATTACHED CARPORT NOTES

- 7.1 For specific side yard requirements for carports, contact the Zoning Section, Room 400, City Hall, (314) 622-3666. A general rule of thumb is a minimum of four (4) feet from any side property line.
- 7.2 Gutters and downspouts are required on all attached carports. Downspouts **shall not** be sewer connected provided the surface drainage water does not adversely effect the adjacent property or create a nuisance.
- 7.3 For use of pre-fab roof trusses - submit truss specification sheets sealed by a Missouri registered engineer to the Building Inspector prior to installation. Specification sheets must be specific and correspond to actual trusses used - any truss modification requires submittal of revised sealed specification sheets.

Effective Date
January 1, 2001



SITE PLAN

DENOTE SCALE

ACSITE

NORTH



(INDICATE ORIENTATION)

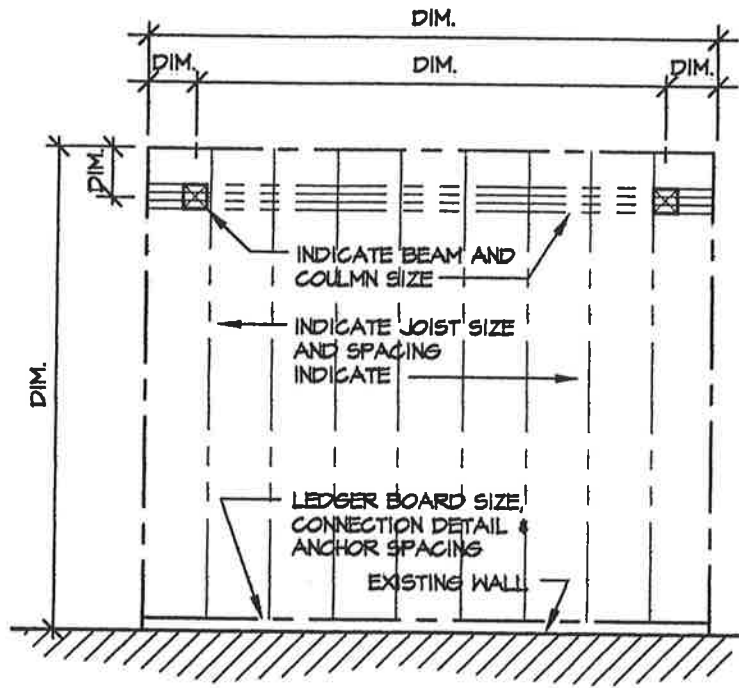
AC-PG1

City of Saint Louis - Building Division
RESIDENTIAL ATTACHED CARPORT
 Guidelines and Standard Construction Details

Date: Jan., 2001

Drawing No.

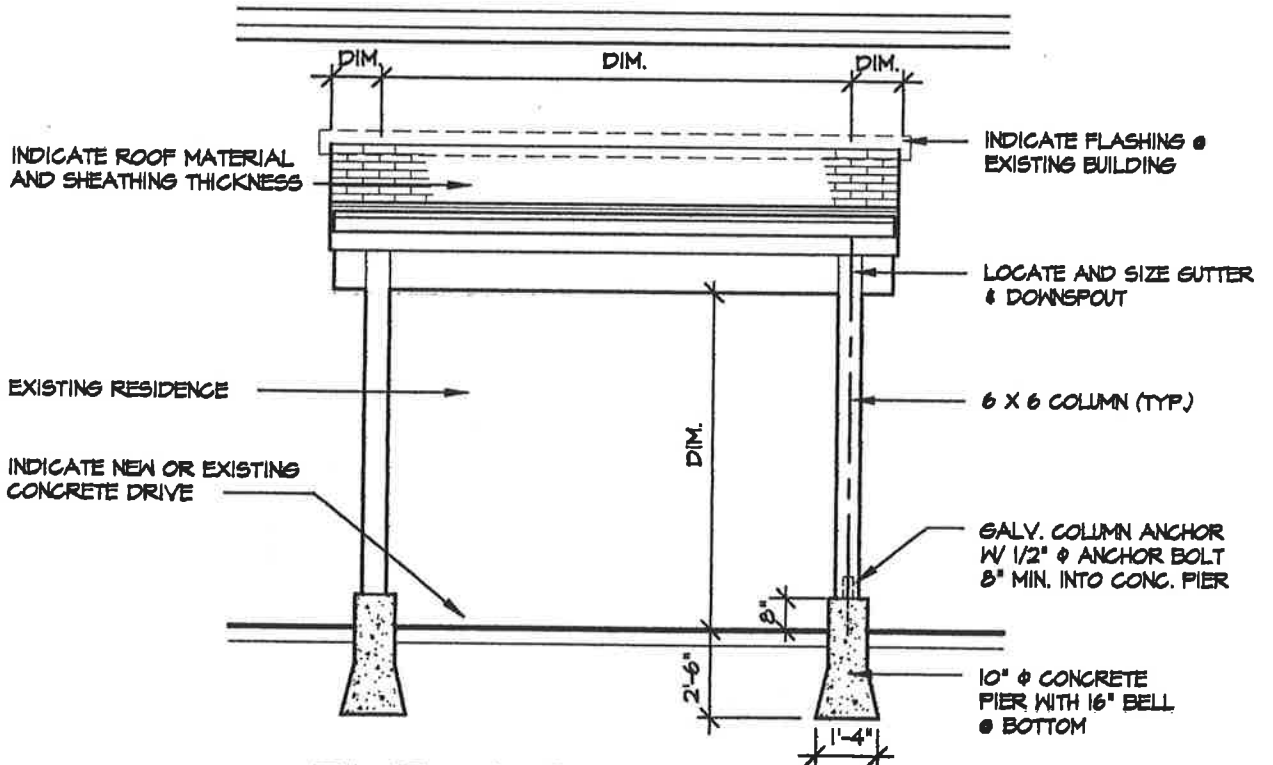
1 of 3



PLAN

1/4" = 1'-0"

ACPLN



ELEVATION

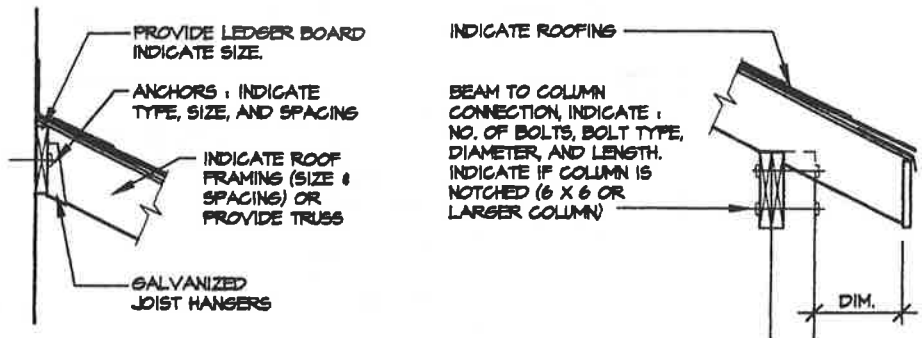
1/4" = 1'-0"

ACELE

AC-PG2

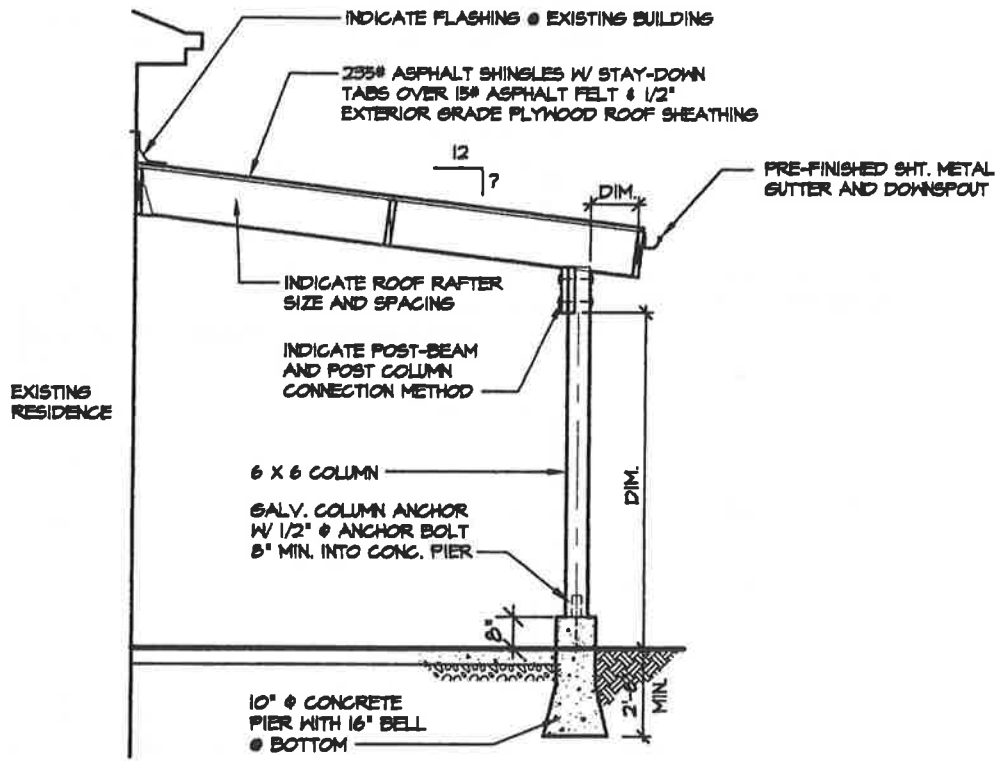
City of Saint Louis - Building Division
RESIDENTIAL ATTACHED CARPORT
 Guidelines and Standard Construction Details

Date: Jan., 2001
 Drawing No.
 2 of 3



DETAIL 1/2" = 1'-0"

ACDET1



SECTION 1/4" = 1'-0"

ACSEC

AC-PG3

City of Saint Louis - Building Division
RESIDENTIAL ATTACHED CARPORT
 Guidelines and Standard Construction Details

Date: Jan., 2001
 Drawing No.
 3 of 3

Electrical Service-drop Clearances for All New Construction of Room Additions and Accessory Structures

If there is not a 3 ft horizontal clearance between the service conductors and any portion of the new structure, the service drop may need to be relocated in order to meet the minimum vertical clearances (Ord. 65020; Sec 230-9 and Sec 230-24, 1999 NEC). Please contact the Electrical Inspection Section or consult an Electrical Contractor licensed by the City of St. Louis.

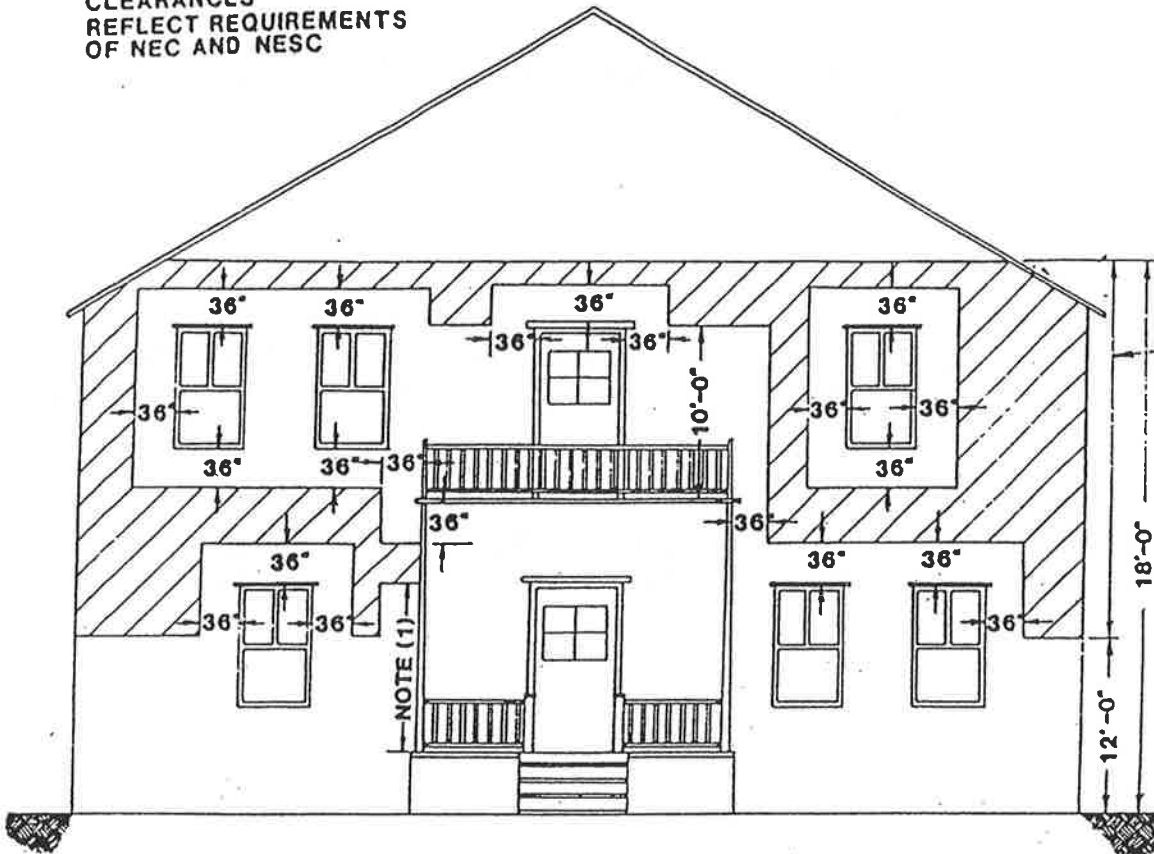
If the service drop is required to be relocated, an Electrical Permit must be obtained. Electrical Permits can be obtained only by an Electrical Contractor licensed by the City of St. Louis.

OVERHEAD SERVICE ATTACHMENT TO BUILDINGS 0 TO 600 VOLTS

~ TRIPLEX SERVICE ~

NEW ELECTRIC SERVICE ENTRANCE SHALL BE IN SHADED SPACES NOT LESS THAN 12' NOR MORE THAN 18' ABOVE GROUND IN ORDER TO MEET MINIMUM GROUND CLEARANCES PAGE D-20.

CLEARANCES
REFLECT REQUIREMENTS
OF NEC AND NESC



NOTES:

1. The first point of attachment for service wires shall be in the shaded spaces or higher. The minimum height of attachment shall be adjusted so that the lowest point of the service conductor meets the clearances specified on Page D-20. A service mast may be used if necessary to obtain the minimum clearances.
2. The customer's service outlet shall not be located above 18', but it may be necessary to attach services higher than 18' to meet the minimum ground clearances on Page D-20.
3. Triplex cable or separate open wire service busses on buildings shall be placed in the spaces shown shaded.
4. Service conductors passing by doors, porches, fire escapes or similar locations, shall have a clearance of not less than 36 inches. Service conductors passing by windows shall have a clearance of not less than 36 inches.
5. Where the form of the building will not permit triplex cable or open wire service busses from the point of attachment to the service outlets, service entrance cable may be used for runs up to 15'. For runs in excess of 15', specific authority must be obtained from the Engineering Dept.
6. When service entrance cable is used, clearances between windows, openings, fire escapes, etc., and the service attachment or the service busses on the building may be reduced to 6 inches. This is a preferred minimum which may however be reduced if necessary.
7. Service conductors shall not be installed beneath openings through which materials may be moved, such as openings in farm and commercial buildings. Overhead wires shall not be run such that they obstruct entrance to these building openings.

CITY OF SAINT LOUIS
DEPARTMENT OF PUBLIC SAFETY
BUILDING DIVISION
GUIDELINES FOR
DRAWING RESIDENTIAL SWIMMING POOL PLANS

The following form was prepared by the Building Division to be used only as a general guideline for the drawing of construction plans which are required to be submitted at the time of application for a building permit.

To make application for a building permit, the applicant shall submit five (5) sets of professionally prepared, sealed, signed and dated detailed construction plans drawn to scale on minimum 8 1/2" x 11" sheets of each of the following to the Building Division - Permit Section, Room 425, City Hall, between 8:00 a.m. and 4:30 p.m. Monday through Friday. A residential same day permit may be reviewed, if needed, between 9:00 a.m. and 3:00 p.m. The office is closed on all City holidays. One (1) set of photographs is required when: 1) located in a Historic District; 2) located within 300 feet of a park; 3) located within 300 feet of a Historic District or a landmark.

1. Site Plan
2. Swimming Pool Plan
3. Swimming Pool Details
4. Additional Details (if necessary)

The following are lists of the items that should be shown on each of the above plans: The illustrations are guides for plan preparation only to give you a basic idea what each type of plan should look like and are not necessarily specific Code and other Ordinance requirements. Each individual site location, the location of the building on the site and/or size of building might vary as requirements of the St. Louis Zoning Ordinance, the Building Code, and other ordinances dictate, and each will have to be reviewed on its own specific conditions after submittal.

1.0 SITE PLAN

- 1.1 Indicate size and shape of your lot
- 1.2 Indicate address and street (or streets if a corner lot)
- 1.3 Indicate alley location
- 1.4 Indicate size and location of existing house and other buildings
- 1.5 Indicate size and location of proposed swimming pool
- 1.6 Indicate distance between the proposed swimming pool and each of the property lines
- 1.7 Indicate barrier type and height

2.0 SWIMMING POOL PLAN

- 2.1 Indicate length and width of the proposed swimming pool
- 2.2 Indicate pool walkway deck and edge coping types
- 2.3 Indicate pool steps, ladders, diving board locations
- 2.4 Indicate pool section depth

3.0 SWIMMING POOL DETAILS

- 3.1 Indicate pool sidewalk with walkway deck section
- 3.2 Indicate diving board type
- 3.3 Indicate ladder type
- 3.4 Indicate main drain type
- 3.5 Indicate skimmer type
- 3.6 Indicate filter size and type
- 3.7 Indicate light and type
- 3.8 Indicate pool gate and barrier type and height

4.0 ADDITIONAL DETAILS

- 4.1 Indicate whatever information is necessary to show how your proposal will be constructed.

For additional information, contact: Permit Section - (314) 622-3313.

5.0 GENERAL SWIMMING POOL NOTES

- 5.1 A permit is **not required** for all private above ground swimming pools. A permit is **required** for all private in-ground swimming pools which are more than twenty-four (24) inches in depth or have a surface area more than two hundred fifty (250) square feet in area or which are permanently equipped with a water-recirculating system.
- 5.2 Construction documents shall accurately show dimensions and construction of the pool and appurtenances and properly establish distances to lot lines, buildings, walks, fences, as well as details of the water supply system, drainage and water disposal systems, and all appurtenances pertaining to the swimming pool. Detailed construction drawings of structures, vertical elevations and sections through the pool showing depth shall be included. All construction drawings for in-ground swimming pools shall be sealed, signed and dated by a Missouri licensed design professional.
- 5.3 Swimming pools shall not encroach on any front or side yard as determined by the guidelines and requirements set forth in the Zoning Ordinance. A wall of a swimming pool shall not be located less than six (6) feet from any rear or side property line or ten (10) feet from any street property line
- 5.4 The swimming pool must be protected on **all sides** by a barrier at least forty-eight (48) inches in height above finish ground level measured on the side of the barrier which faces away from the swimming pool. Gates in barriers shall open outwardly away from the pool, be self-closing and self-latching. Where a wall of the house serves as part of the barrier, either all doors with direct access to the swimming pool shall be equipped with an approved audible alarm or all doors be self-closing and self-latching.

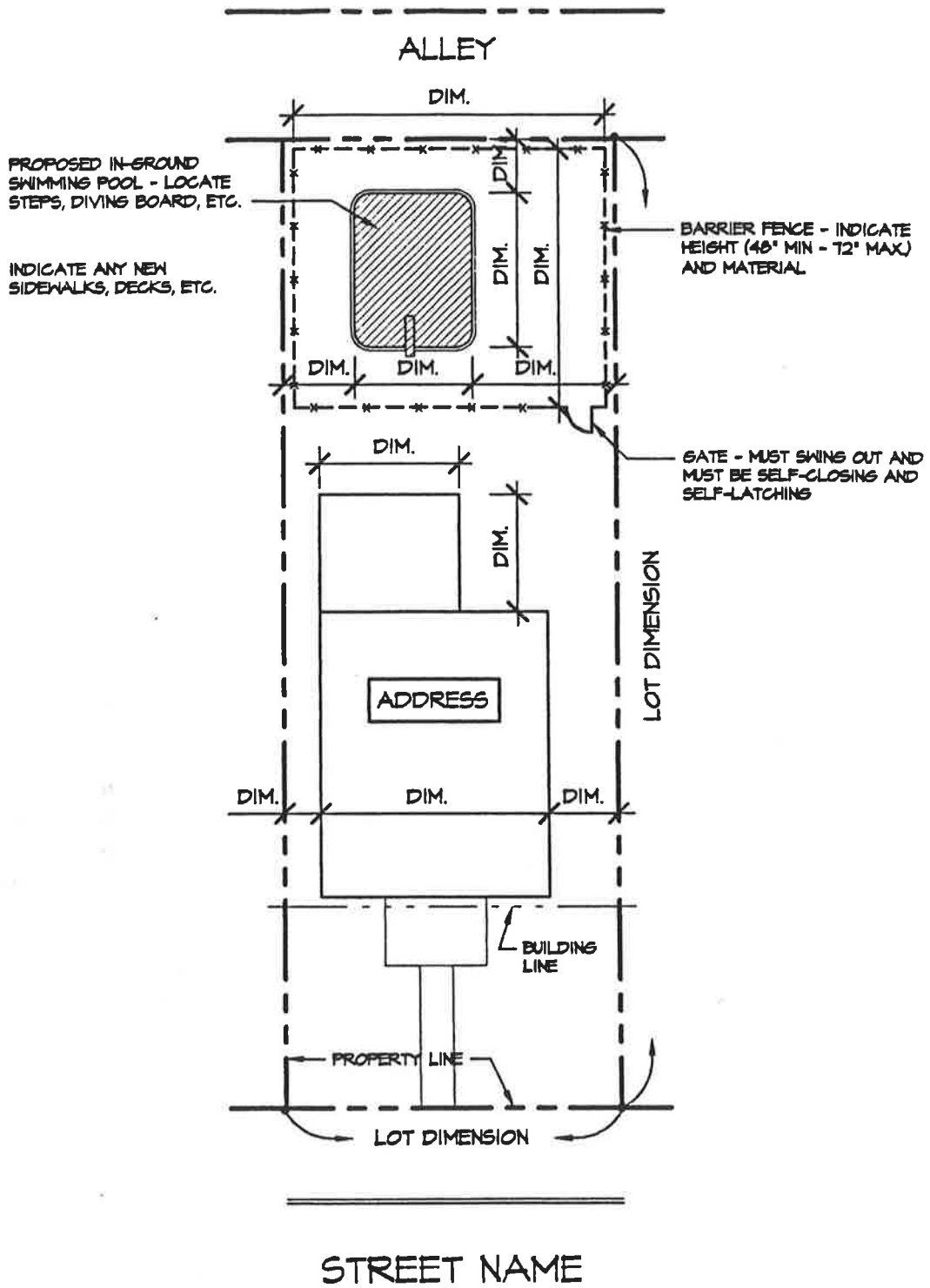
Effective Date

January 1, 2001

Revised: January 29, 2003

August 5, 2010

October 18, 2019



SITE PLAN

DENOTE SCALE

SPBSITE

NORTH



(INDICATE ORIENTATION)

SPB-PG1

City of Saint Louis - Building Division
RESIDENTIAL IN-GROUND SWIMMING POOL
 Guidelines and Standard Construction Details

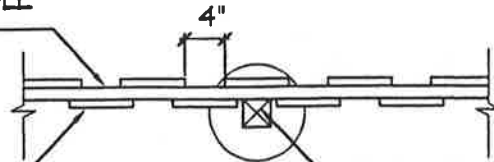
Date: Jan., 2001

Drawing No.

1 of 2

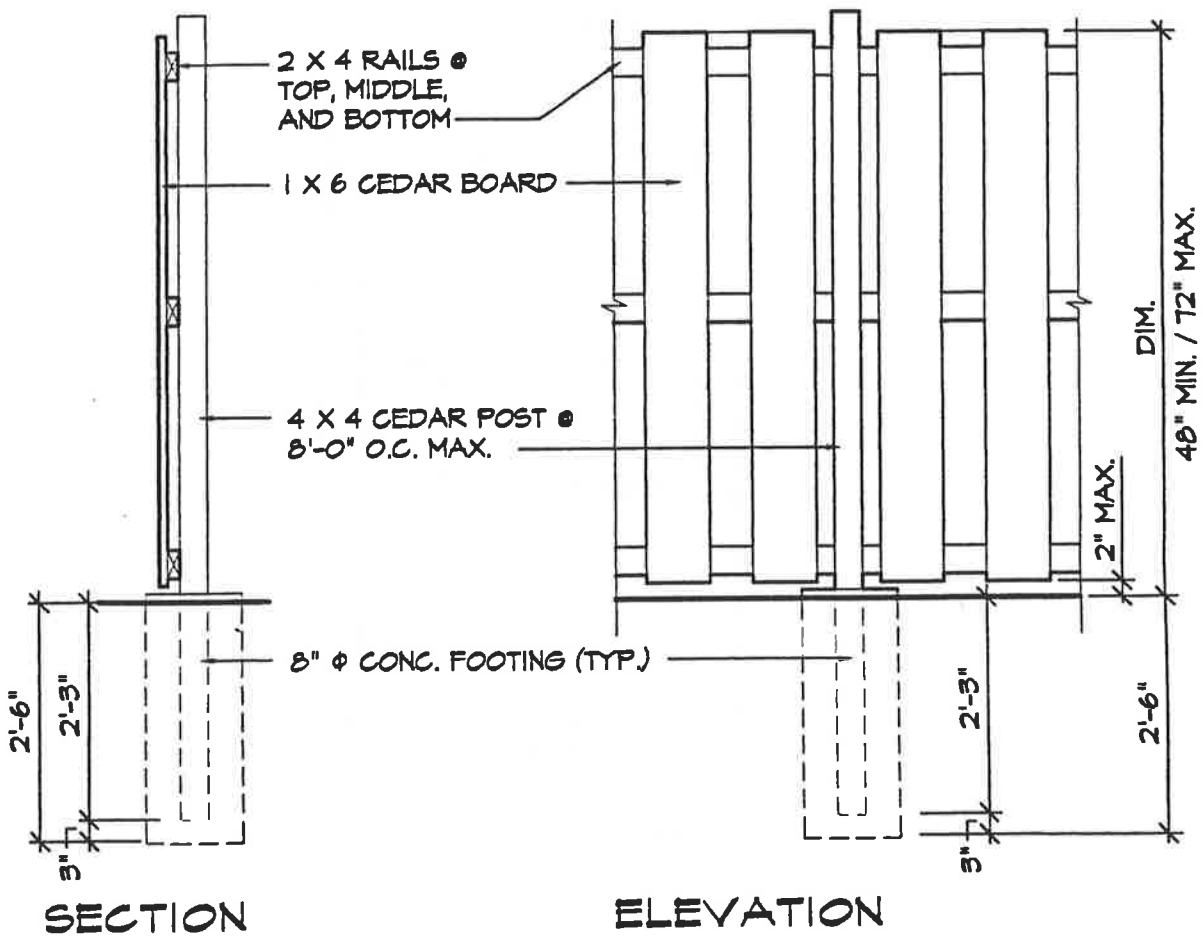
2 X 4 RAIL @ TOP, MIDDLE
AND BOTTOM

1 X 6 CEDAR BOARD



4 X 4 CEDAR POST @
8'-0" O.C. MAX.

PLAN VIEW



SECTION

ELEVATION

SWIMMING POOL BARRIER

1/2" = 1'-0"

SPFEN

City of Saint Louis - Building Division
RESIDENTIAL IN-GROUND SWIMMING POOL
 Guidelines and Standard Construction Details

Date: Jan., 2001

Drawing No.

2 of 2

CITY OF SAINT LOUIS
DEPARTMENT OF PUBLIC SAFETY
BUILDING DIVISION
GUIDELINES FOR
DRAWING RESIDENTIAL UTILITY SHED PLANS

The following form was prepared by the Building Division to be used only as a general guideline for the drawing of construction plans which are required to be submitted at the time of application for a building permit.

To make application for a building permit, the applicant shall submit five (5) sets of detailed construction plans drawn to scale on minimum 8 1/2" x 11" sheets of each of the following to the Building Division - Permit Section, Room 425, City Hall, between 8:00 a.m. and 4:30 p.m. Monday through Friday. A residential same day permit may be reviewed, if needed, between 9:00 a.m. and 3:00 p.m. The office is closed on all City holidays. One (1) set of photographs is required when: 1) located in a Historic District; 2) located within 300 feet of a park; 3) located within 300 feet of a Historic District or a landmark.

1. Site Plan
2. Foundation Plan/Pier Plan
3. Floor Plan/Framing Plan
4. Elevations
5. Typical Wall Section
6. Additional Details (if necessary)

The following are lists of the items that should be shown on each of the above plans: The illustrations are guides for plan preparation only to give you a basic idea what each type of plan should look like and are not necessarily specific Code and other Ordinance requirements. Each individual site location, the location of the building on the site and/or size of building might vary as requirements of the St. Louis Zoning Ordinance, the Building Code, and other ordinances dictate, and each will have to be reviewed on its own specific conditions after submittal.

1.0 SITE PLAN

- 1.1 Indicate size and shape of your lot
- 1.2 Indicate address and street (or streets if a corner lot)
- 1.3 Indicate alley location
- 1.4 Indicate size and location of existing house and other buildings
- 1.5 Indicate size and location of proposed utility shed
- 1.6 Indicate distance between the proposed utility shed and each of the property lines
- 1.7 Indicate distance between proposed utility shed and house or garage

2.0 FOUNDATION PLAN/PIER PLAN

- 2.1 Indicate length and width of the proposed utility shed foundation or pier layout
- 2.2 Indicate size of footing
- 2.3 Indicate size of foundation wall
- 2.4 Indicate size and spacing of piers

3.0 FLOOR PLAN/FRAMING PLAN

- 3.1 Indicate length and width of the proposed utility shed
- 3.2 Indicate distance from utility shed to each property line
- 3.3 Indicate size and spacing of wall framing system
- 3.4 Indicate size and location of doors and windows
- 3.5 Indicate size, spacing and direction of span of roof framing system

4.0 ELEVATIONS

- 4.1 Indicate finish grade line and show depth of foundation and footing below finish grade
- 4.2 Indicate width and height of utility shed
- 4.3 Indicate the size and location of all doors and windows
- 4.4 Indicate size of header and/or lintel above all doors and windows
- 4.5 Indicate type of exterior siding or veneer
- 4.6 Indicate type of roofing material and slope of roof
- 4.7 Indicate gutters and downspouts

5.0 TYPICAL WALL SECTION

- 5.1 Indicate size of footing
- 5.2 Indicate depth of footing below finish grade line
- 5.3 Indicate type and width of foundation wall and height above finish grade
- 5.4 Indicate size of piers and height above finish grade
- 5.5 Indicate thickness of granular fill and floor slab
- 5.6 Indicate size of sill plate
- 5.7 Indicate type, size and spacing of sill plate anchors to foundation wall
- 5.8 Indicate size and location of skids and/or beams
- 5.9 Indicate size and spacing of floor joist and decking
- 5.10 Indicate size and spacing of studs
- 5.11 Indicate size and type of exterior wall sheathing, felt and siding. **NOTE:** Exterior walls of all utility sheds less than 3'-0" from side property lines are required to have a one (1) hour fire rating
- 5.12 Indicate height from floor to ceiling
- 5.13 Indicate size and spacing of roof rafters. If pre-fab roof trusses are proposed, submit manufacturer's design specification and criteria sealed by a registered Missouri engineer to the Building Inspector's prior to installation of any trusses

5.14 Indicate size and type of roof sheathing, felt, roofing material and slope of roof

6.0 ADDITIONAL DETAILS

6.1 Indicate whatever information is necessary to show how your proposal will be constructed.

For additional information, contact: Permit Section (314) 622-3313.

7.0 GENERAL UTILITY SHED NOTES

7.1 For specific side yard requirements for utility sheds, contact the Zoning Section, Room 400, City Hall, (314) 622-3666. A general rule of thumb is a minimum of four (4) feet from any side property line.

7.2 A permit **is not required** for a utility shed less than one hundred twenty (120) square feet in area, and with an eave height of twelve (12) feet or less, provided the utility shed is placed on and anchored to a minimum four (4) inch thick concrete floor slab and maintains the setback required by the Zoning Ordinance. A permit **is required** for utility sheds more than one hundred twenty (120) square feet in area. Utility sheds of wood frame or steel construction one hundred twenty (120) square feet to two hundred (200) square feet in area and with an eave height of twelve (12) feet or less are permitted to be installed above grade on a base of naturally durable preservation treated wood or placed on and anchored to a minimum four (4) inch thick concrete floor slab. Utility sheds over two hundred (200) square feet in area must be placed on and anchored to a permanent concrete footing and foundation system.

7.3 For use of pre-fab roof trusses - submit truss specification sheets sealed by a Missouri registered engineer to the building Inspector prior to installation. Specification sheets must be specific and correspond to actual trusses used - any truss modifications requires submittal of revised seal specification sheets.

7.4 All exterior walls, regardless of utility shed size, closer than three (3) feet from the side property lines are required to have a one (1) hour fire rating. Fire rating on walls are usually obtained by use of a masonry/brick or 5/8 inch thick Type X fire rated gypsum board on both sides of stud.

Effective Date

January 1, 2001

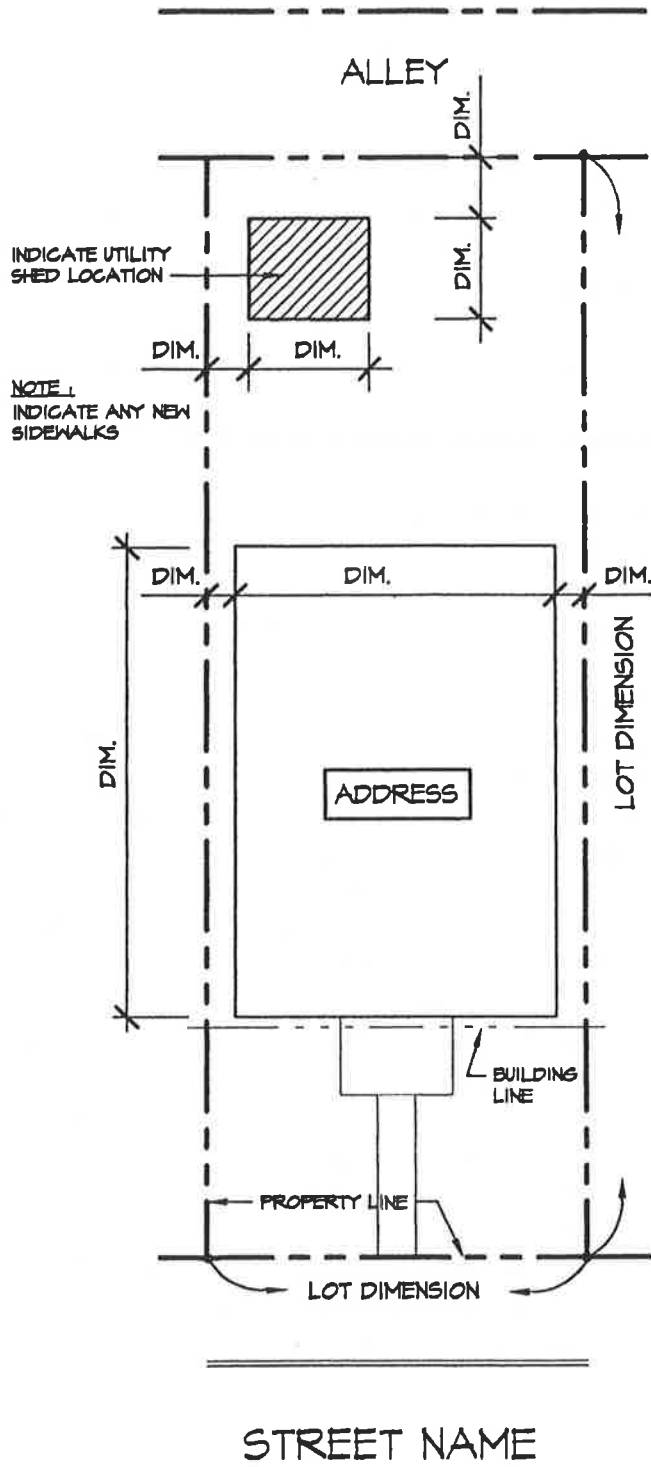
Revised August 26, 2003

December 1, 2010

June 30, 2015

January 23, 2018

October 18, 2019



SITE PLAN

DENOTE SCALE

USSITE

NORTH



(INDICATE ORIENTATION)

US-PG1

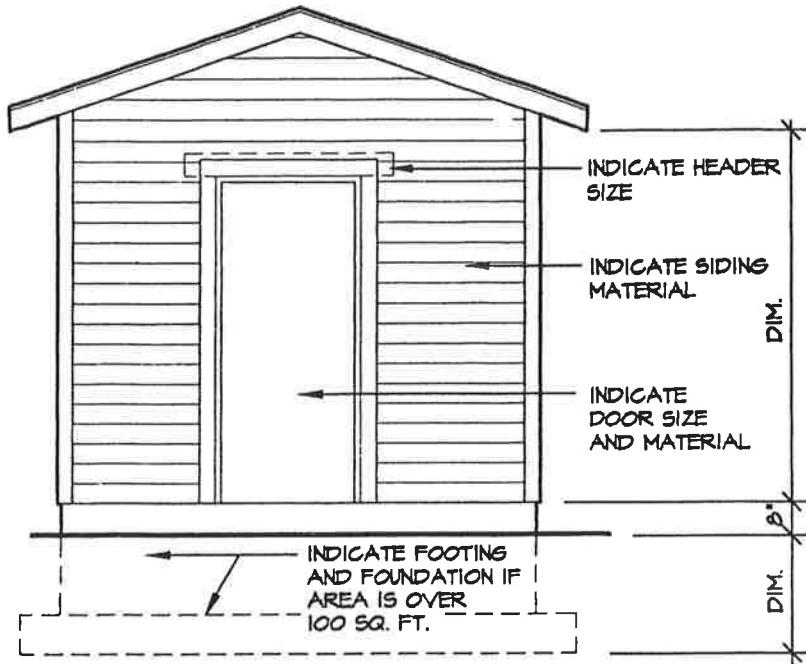
City of Saint Louis - Building Division
RESIDENTIAL UTILITY SHED
 Guidelines and Standard Construction Details

Date: Jan., 2001

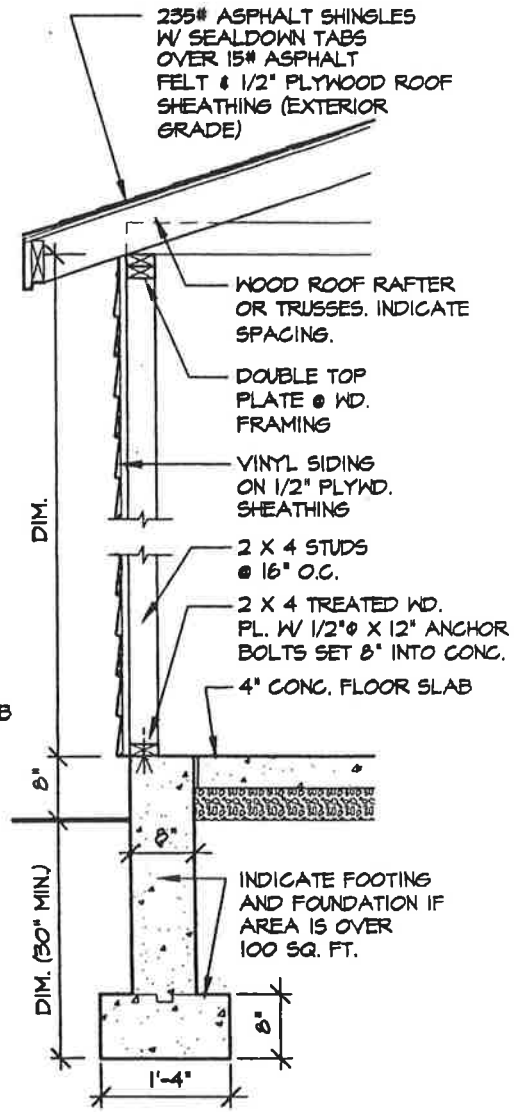
Drawing No.

1 of 3

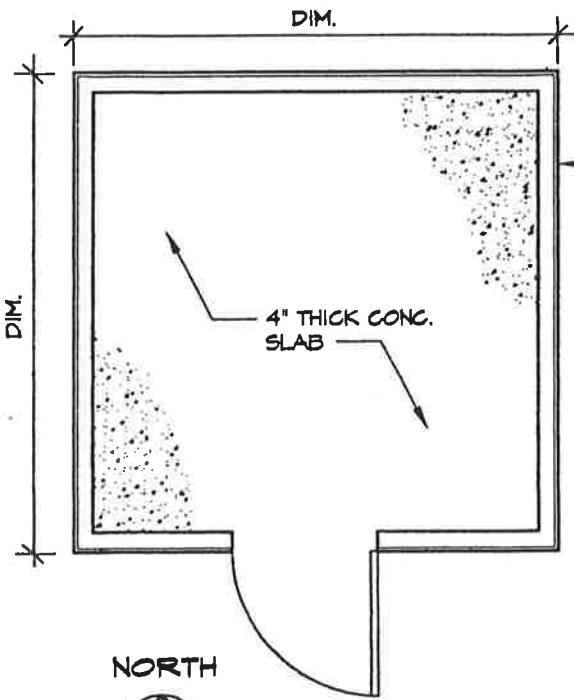
Rev.: July, 2001



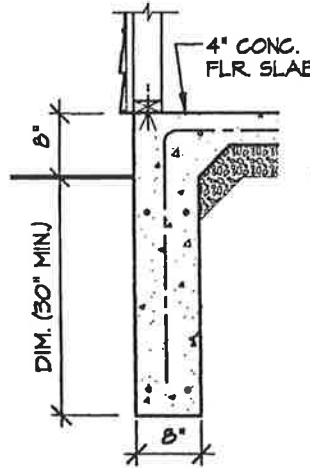
ELEVATION 1/4" = 1'-0"



FOOTING AND FOUNDATION



FLOOR PLAN 1/4" = 1'-0"



THICKENED EDGE SLAB

NORTH



USPLN

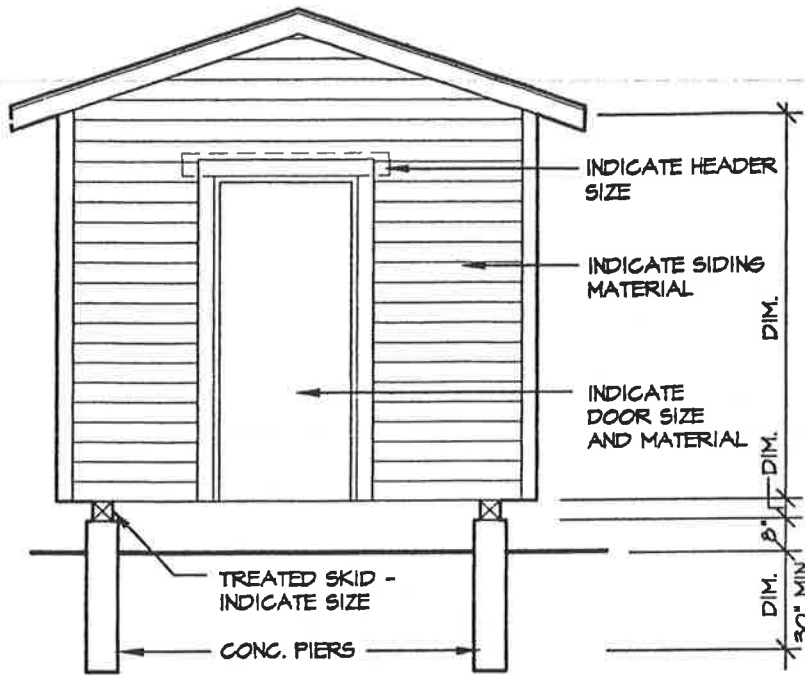
City of Saint Louis - Building Division
RESIDENTIAL UTILITY SHED
 Guidelines and Standard Construction Details

Date: Jan., 2001

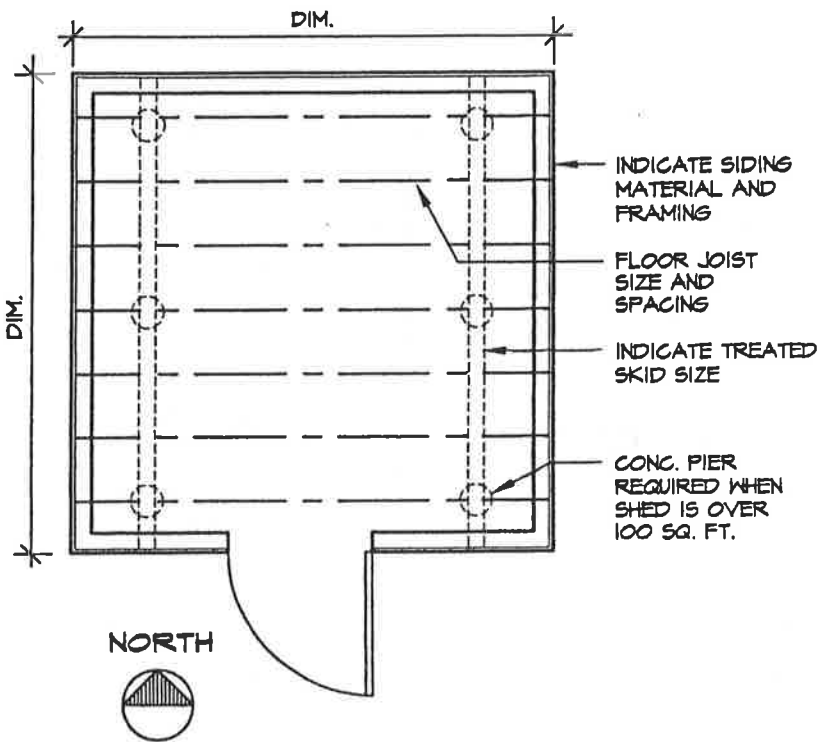
Drawing No.

2 of 3

Rev.: July, 2001

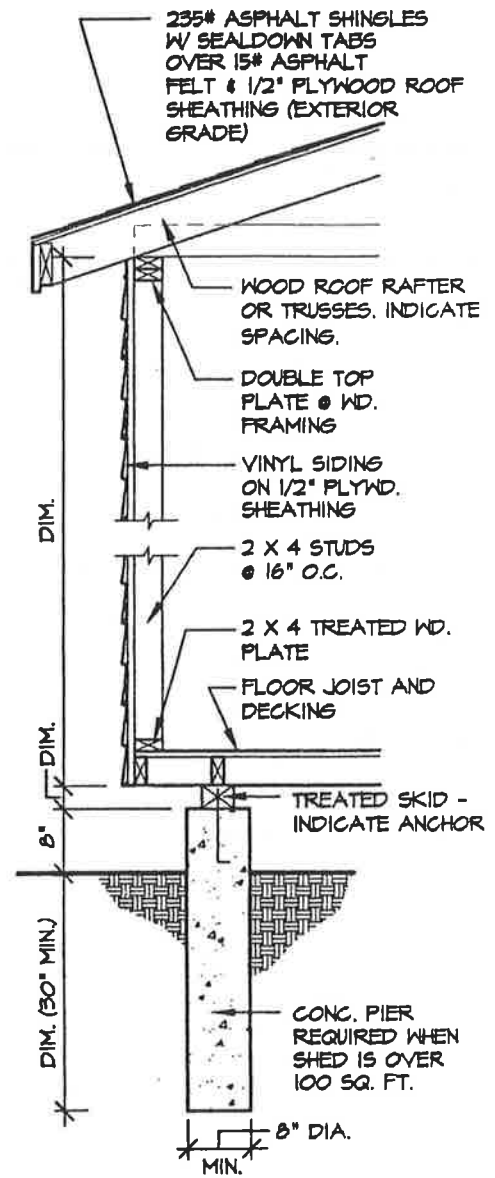


ELEVATION 1/4" = 1'-0"



(INDICATE ORIENTATION)

FLOOR PLAN 1/4" = 1'-0"



SECTION 1/2" = 1'-0"

USPLN2

US-PG3

City of Saint Louis - Building Division
RESIDENTIAL UTILITY SHED
 Guidelines and Standard Construction Details

Date: Jan., 2001

Drawing No.

3 of 3

Rev.: July, 2001

CITY OF SAINT LOUIS
DEPARTMENT OF PUBLIC SAFETY
BUILDING DIVISION
GUIDELINES FOR
DRAWING RESIDENTIAL SUN-DECK PLANS

The following form was prepared by the Building Division to be used only as a general guideline for the drawing of construction plans which are required to be submitted at the time of application for a building permit.

To make application for a building permit, the applicant shall submit five (5) sets of detailed construction plans drawn to scale on minimum 8 1/2" x 11" sheets of each of the following to the Building Division - Permit Section, Room 425, City Hall, between 8:00 a.m. and 4:30 p.m. Monday through Friday. The office is closed on all City holidays. One (1) set of photographs is required when: 1) located in a Historic District; 2) located within 300 feet of a park; 3) located within 300 feet of a Historic District or a landmark.

1. Site Plan
2. Foundation Plan/Pier Plan
3. Floor Plan/Framing Plan
4. Elevations
5. Typical Deck Section
6. Additional Details (if necessary)

The following are lists of the items that should be shown on each of the above plans: The illustrations are guides for plan preparation only to give you a basic idea what each type of plan should look like and are not necessarily specific Code and other Ordinance requirements. Each individual site location, the location of the building on the site and/or size of building might vary as requirements of the St. Louis Zoning Ordinance, the Building Code, and other ordinances dictate, and each will have to be reviewed on its own specific conditions after submittal.

1.0 SITE PLAN

- 1.1 Indicate size and shape of your lot
- 1.2 Indicate address and street (or streets if a corner lot)
- 1.3 Indicate alley location
- 1.4 Indicate size and location of existing house and other buildings
- 1.5 Indicate size and location of proposed sun-deck
- 1.6 Indicate distance between the proposed sun-deck and each of the property lines

2.0 FOUNDATION PLAN/PIER PLAN

- 2.1 Indicate length and width of the proposed sun-deck foundation or pier layout
- 2.2 Indicate size of footing
- 2.3 Indicate size of foundation wall
- 2.4 Indicate size and spacing of piers
- 2.5 Indicate size, spacing and direction of span of deck framing system
- 2.6 Indicate how deck framing system will be attached to the existing house

3.0 SUN-DECK PLAN/FRAMING PLAN

- 3.1 Indicate length and width of proposed sun-deck
- 3.2 Indicate distance from deck to each side of house
- 3.3 Indicate size and spacing of columns
- 3.4 Indicate size of beam and beam to column connection
- 3.5 Indicate size, spacing and direction of span of deck framing system
- 3.6 Indicate how deck framing system will be attached to the existing house
- 3.7 Indicate width and location of steps
- 3.8 Indicate handrails and guardrails
- 3.9 Indicate any new openings which are being created for access to deck. Indicate header and/or lintel size above opening and show elevation

4.0 ELEVATIONS

- 4.1 Indicate finish grade line and show depth of foundation and footings or piers below finish grade
- 4.2 Indicate width and height of deck
- 4.3 Indicate size and location of all columns
- 4.4 Indicate size of beam and beam to column connection. Indicate number of bolts, bolt type, diameter and length. Indicate if column is notched to receive beam on 6 x 6 or larger columns
- 4.5 Indicate number and size of risers and treads on steps
- 4.6 Indicate handrails and guardrails

5.0 TYPICAL SUN-DECK SECTION

- 5.1 Indicate size and depth of footing and/or piers below finish grade line
- 5.2 Indicate size of foundation wall and/or piers and height above finish grade line
- 5.3 Indicate size and spacing of deck framing system
- 5.4 Indicate how deck framing system will be attached to the existing house
- 5.5 Indicate type and size of column anchors to foundation wall or piers
- 5.6 Indicate size and spacing of columns

Sun-Deck Guidelines

Page 3

- 5.7 Indicate size of beam and beam to column connection. Indicate number of bolts, bolt type, diameter and length. Indicate if column is notched to receive beam on 6 x 6 or larger columns
- 5.8 Indicate number and size of risers and treads in stair
- 5.9 Indicate type and height of handrail and guardrail
- 5.10 Indicate height from finish grade to deck floor

6.0 ADDITIONAL DETAILS

- 6.1 Indicate whatever information is necessary to show how your proposal will be constructed.

For additional information, contact: Permit Section (314) 622-3313.

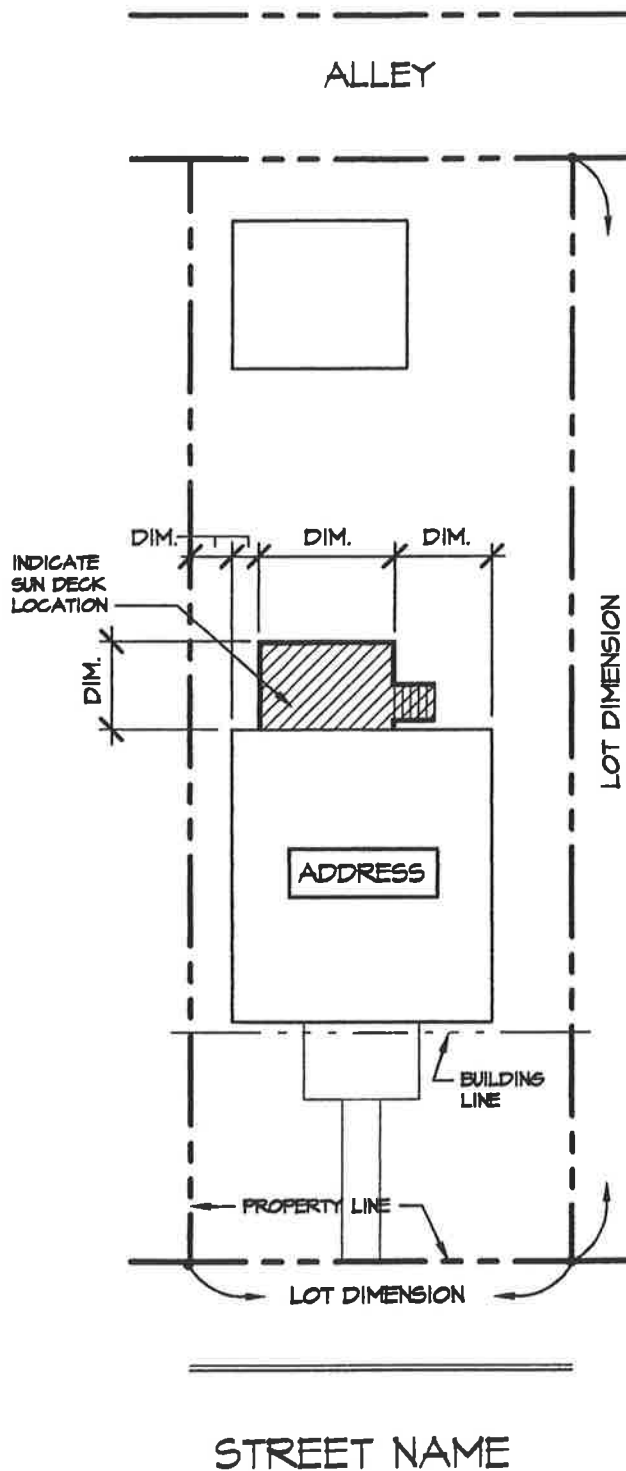
7.0 GENERAL SUN-DECK NOTES

- 7.1 For specific side yard requirements for a sun-deck, contact the Zoning Section, Room 400, City Hall, (314) 622-3666. A general rule of thumb is a minimum of four (4) feet from any sides property line and a total of ten (10) feet on both sides for sun-decks.
- 7.2 If finished deck floor is over thirty (30) inches above finish grade, a guard rail is required
- 7.3 All sun-deck framing members, decking and railing must be of approved naturally-durable or pressure treated wood
- 7.4 Sun-decks not supported by a dwelling need not be provided with footings that extend below the frost line.

Effective Date

January 1, 2001

Revised June 30, 2015



SITE PLAN

DENOTE SCALE

SDSITE

NORTH



(INDICATE ORIENTATION)

SD-PG1

City of Saint Louis - Building Division
RESIDENTIAL SUN DECK
 Guidelines and Standard Construction Details

Date: Jan., 2001

Drawing No.

1 of 9

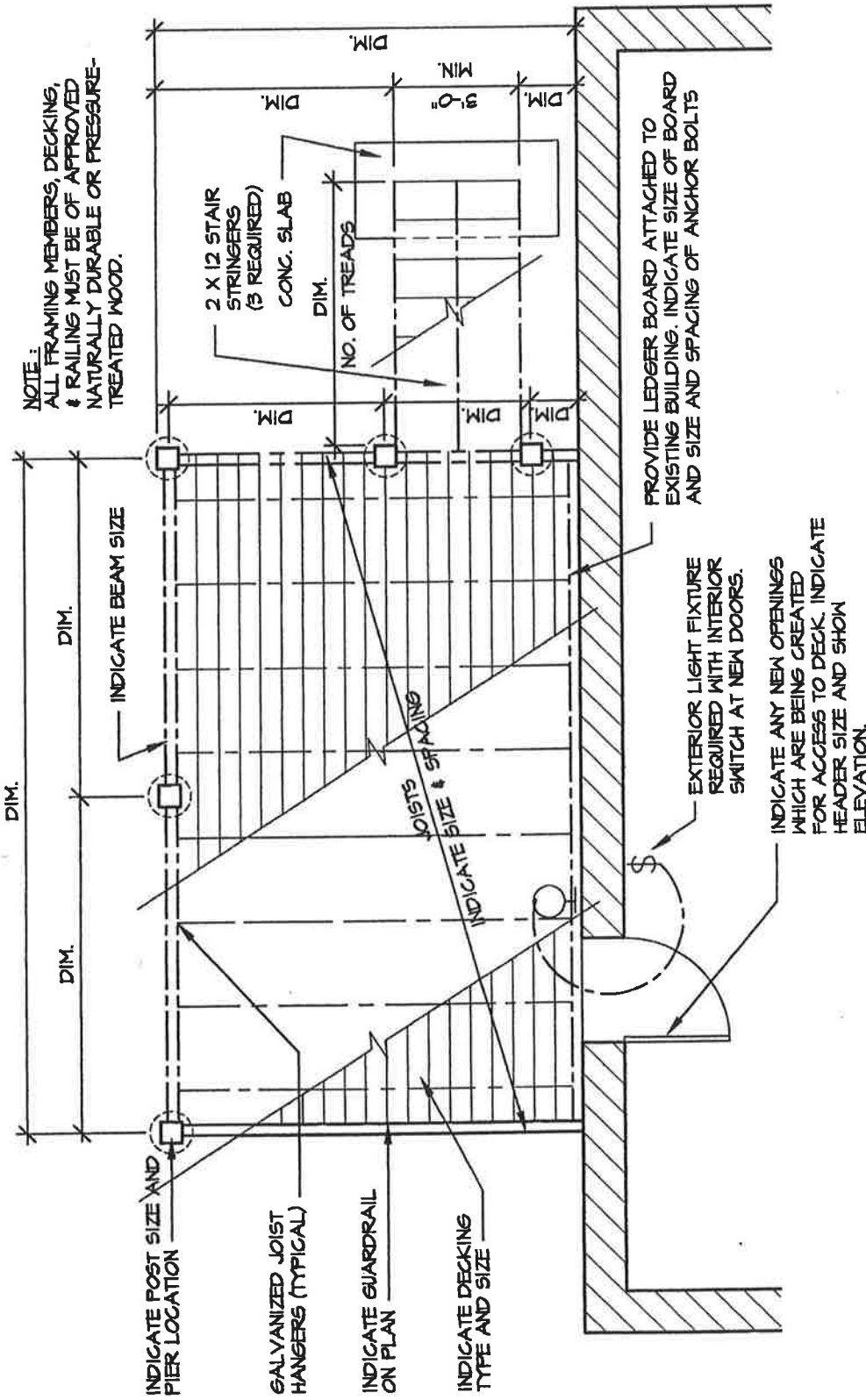
City of Saint Louis Department of Public Safety
RESIDENTIAL SUN DECK
 Standard Construction Details and Specifications

Date: Jan., 2001

Drawing No.

2 of 9

Rev.: July, 2001



NORTH ?

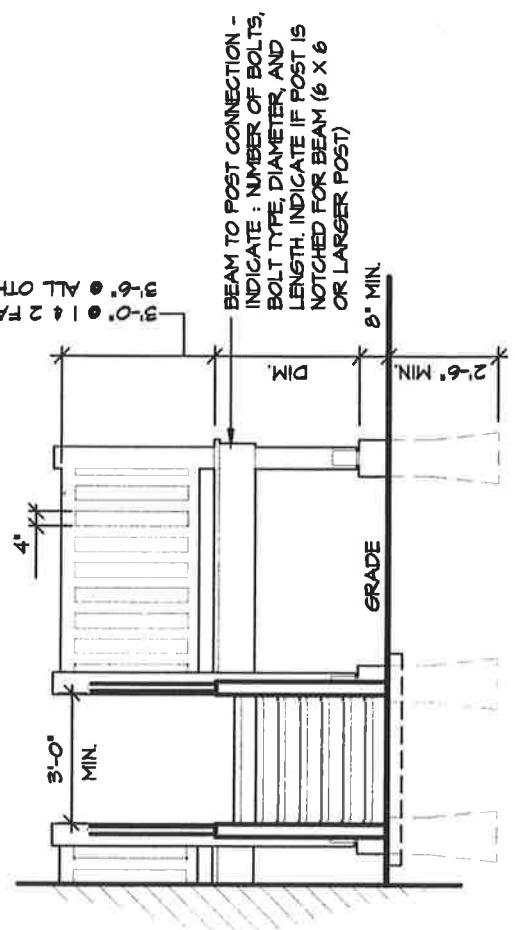
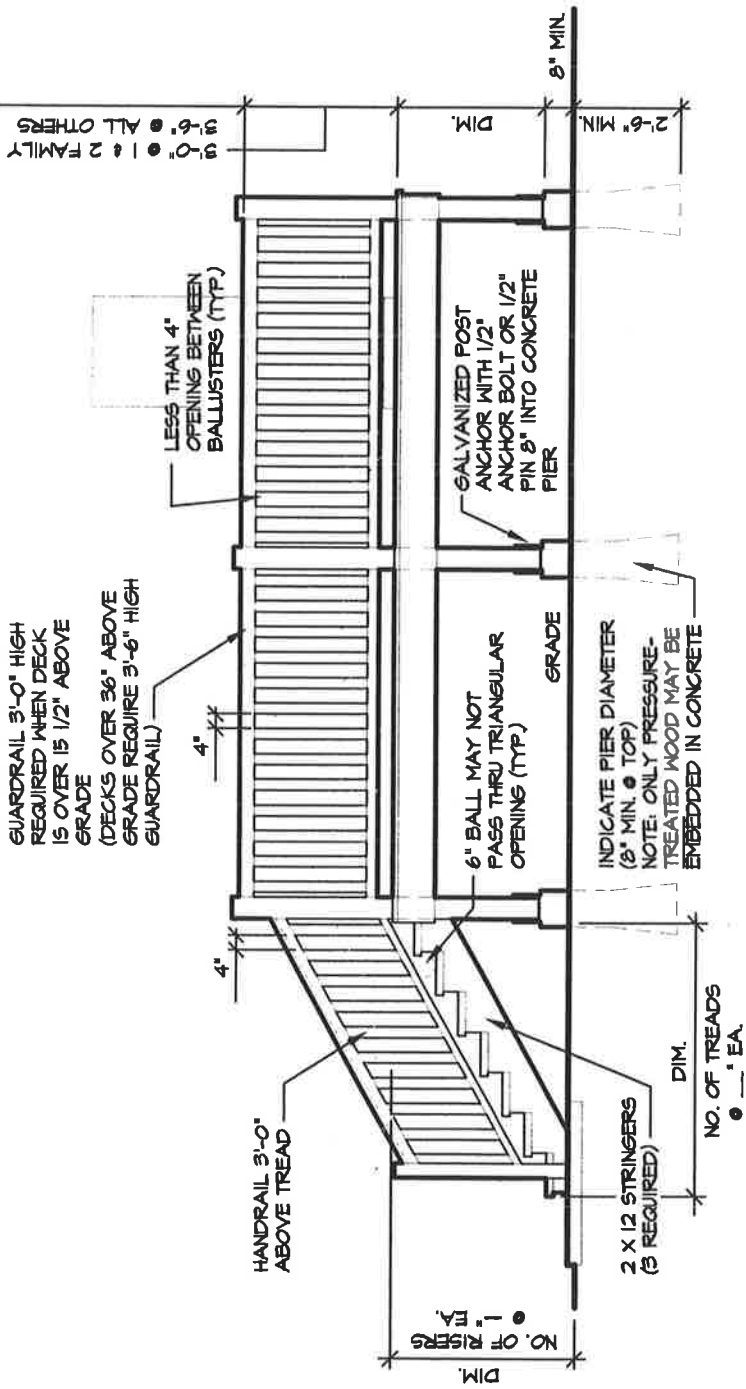


(INDICATE ORIENTATION)

1/4" = 1'-0"

PLAN

SDPLN

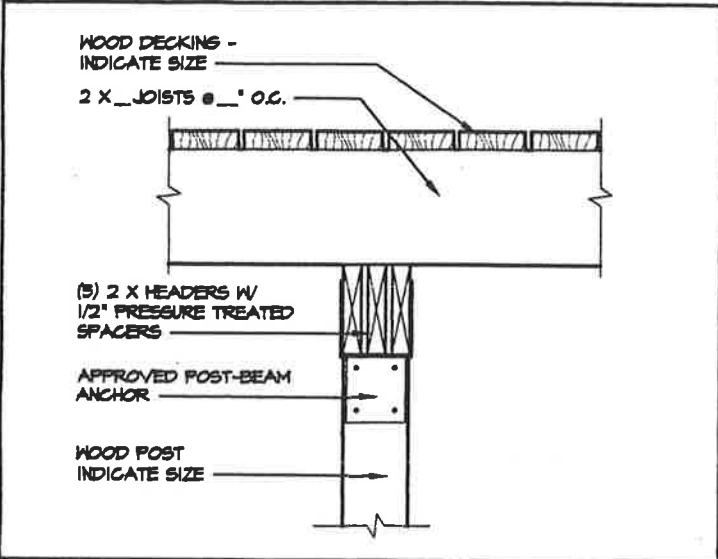


SUN DECK ELEVATIONS

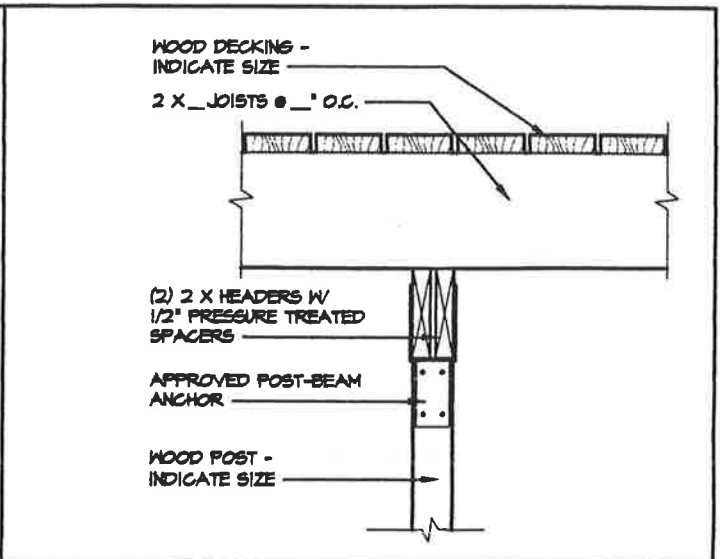
1/4" = 1'-0"

City of Saint Louis - Building Division RESIDENTIAL SUN DECK Guidelines and Standard Construction Details	Date: Jan., 2001
	Drawing No. 3 of 9

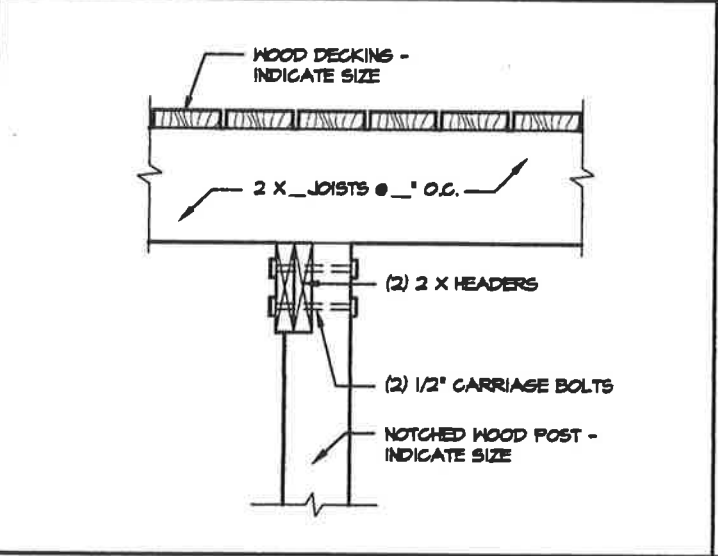
Rev.: June, 2018



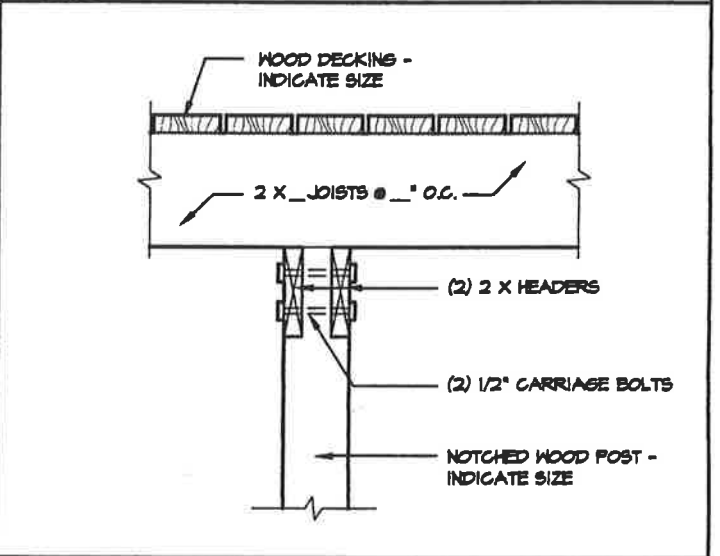
1 CENTER POST-BEAM CONNECTION
SCALE : 3/4"=1'-0"
SDCB1



2 CENTER POST-BEAM CONNECTION
SCALE : 3/4"=1'-0"
SDCB2



3 CENTER POST-BEAM CONNECTION
SCALE : 3/4"=1'-0"
SDCB3



4 CENTER POST-BEAM CONNECTION
SCALE : 3/4"=1'-0"
SDCB5

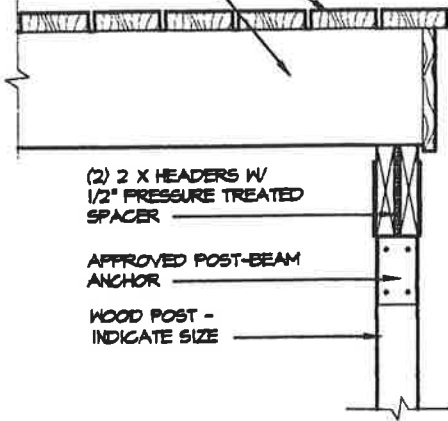
SD-PG1

City of Saint Louis - Building Division
RESIDENTIAL SUN DECK
Guidelines and Standard Construction Details

Date: Jan., 2001
Drawing No.
5 of 9

WOOD DECKING -
INDICATE SIZE

2 X JOISTS @ ___' O.C.



(2) 2 X HEADERS W/
1/2" PRESSURE TREATED
SPACER

APPROVED POST-BEAM
ANCHOR

WOOD POST -
INDICATE SIZE

6 X 6 NOTCHED WOOD COLUMN
EXTENDED FOR GUARDRAILS

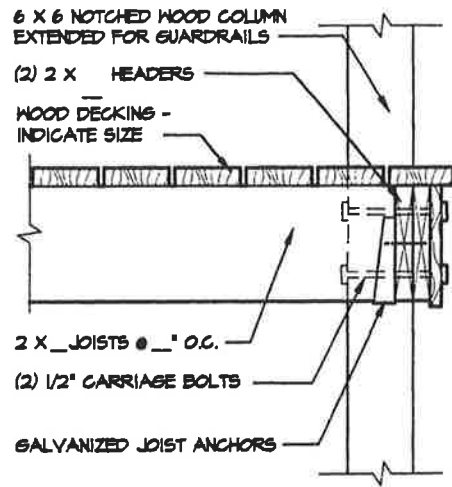
(2) 2 X HEADERS

WOOD DECKING -
INDICATE SIZE

2 X JOISTS @ ___' O.C.

(2) 1/2" CARRIAGE BOLTS

GALVANIZED JOIST ANCHORS



1

POST-BEAM CONNECTION

SCALE : 3/4"=1'-0"

SDFB1

2

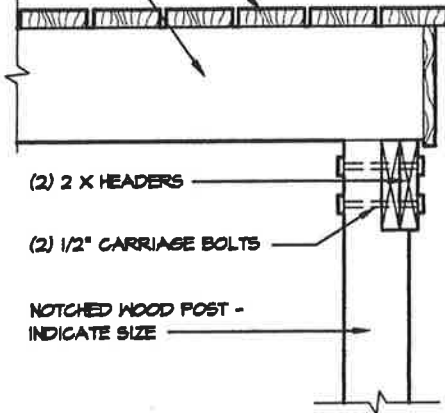
POST-BEAM CONNECTION

SCALE : 3/4"=1'-0"

SDFB2

WOOD DECKING -
INDICATE SIZE

2 X JOISTS @ ___' O.C.



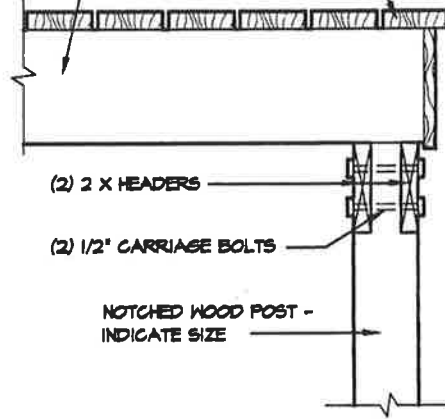
(2) 2 X HEADERS

(2) 1/2" CARRIAGE BOLTS

NOTCHED WOOD POST -
INDICATE SIZE

WOOD DECKING -
INDICATE SIZE

2 X JOISTS @ ___' O.C.



(2) 2 X HEADERS

(2) 1/2" CARRIAGE BOLTS

NOTCHED WOOD POST -
INDICATE SIZE

3

POST-BEAM CONNECTION

SCALE : 3/4"=1'-0"

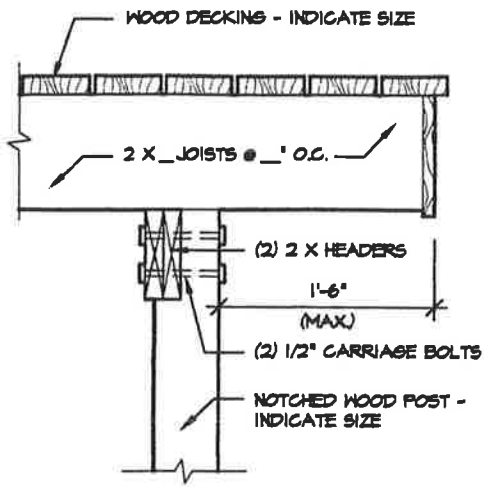
SDFB3

4

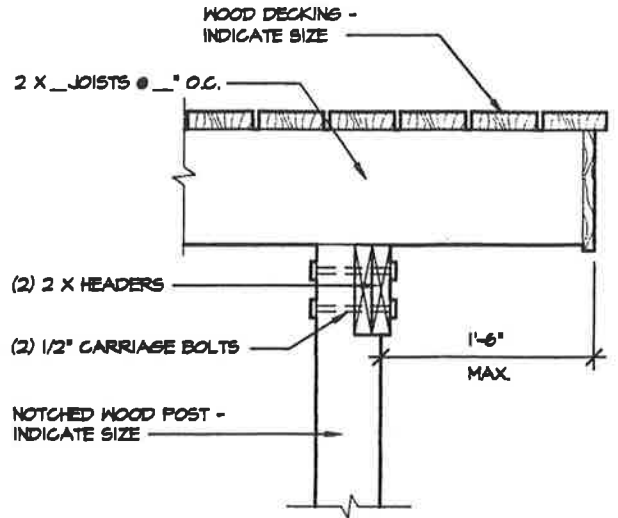
POST-BEAM CONNECTION

SCALE : 3/4"=1'-0"

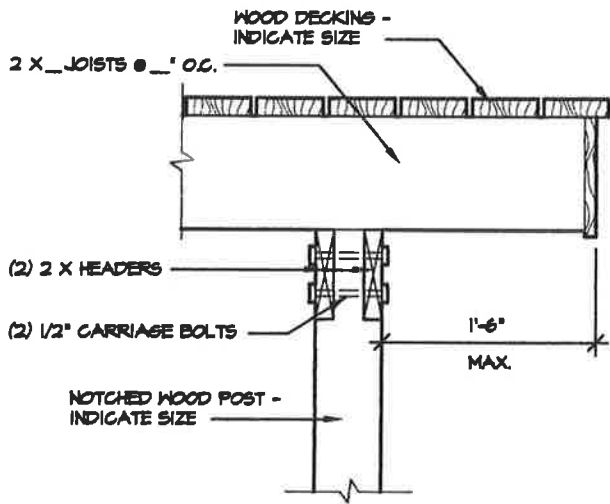
SDFB5



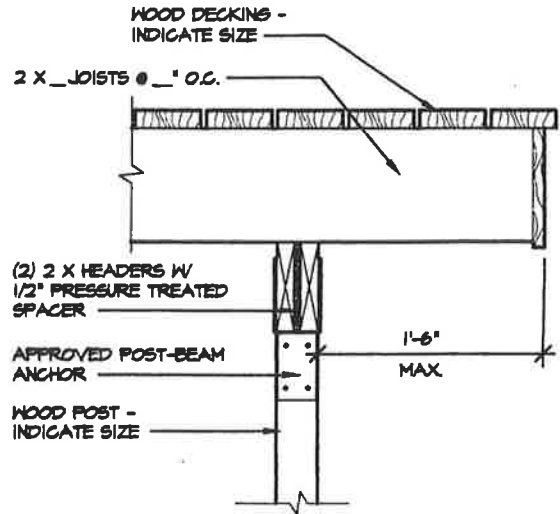
1 CANTILEVER POST-BEAM CONNECTION
SCALE : 3/4"=1'-0"
SDCP1



2 CANTILEVER POST-BEAM CONNECTION
SCALE : 3/4"=1'-0"
SDCP2



3 CANTILEVER POST-BEAM CONNECTION
SCALE : 3/4"=1'-0"
SDCP3



4 CANTILEVER POST-BEAM CONNECTION
SCALE : 3/4"=1'-0"
SDCP4

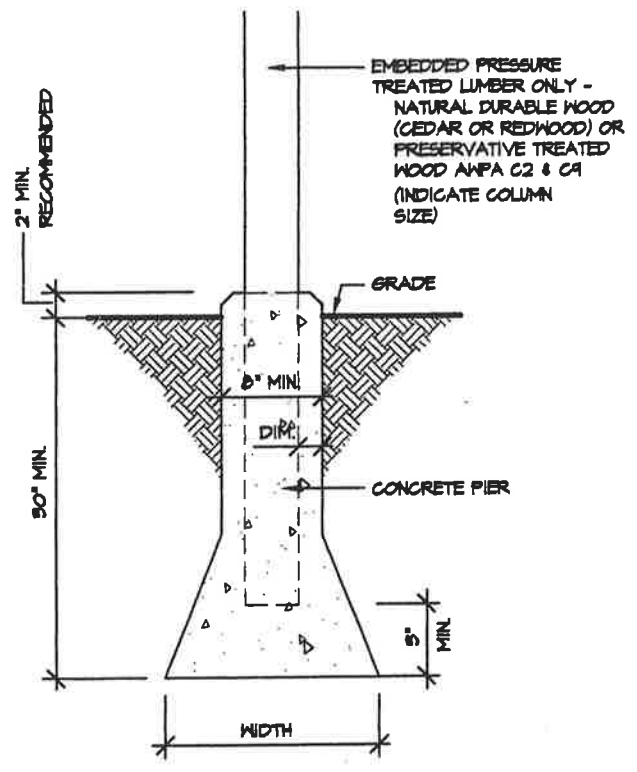
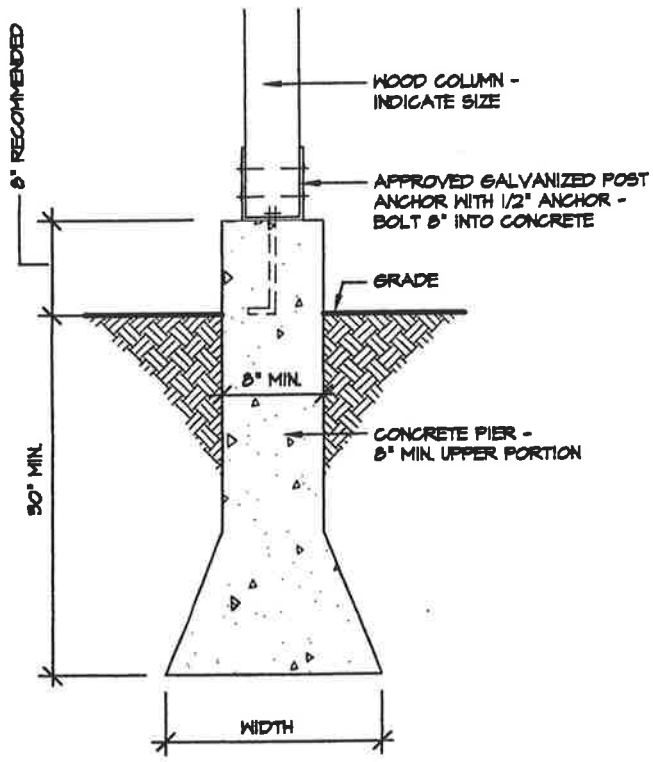
SD-PG7

City of Saint Louis - Building Division
RESIDENTIAL SUN DECK
Guidelines and Standard Construction Details

Date: Jan., 2001

Drawing No.

7 of 9



1 PIER-POST DETAIL
 SCALE : 3/4"=1'-0"
 SDF1

2 PIER-POST DETAIL
 SCALE : 3/4"=1'-0"
 SDF2

SD-PG8

City of Saint Louis - Building Division
RESIDENTIAL SUN DECK
 Guidelines and Standard Construction Details

Date: Jan., 2001
 Drawing No.
 8 of 9

2 X _ WOOD LEDGER

5/8" LAG BOLTS W/
WASHERS @ 16" O.C.
STAGGERED OR 4 16d
NAILS @ 16" O.C.

EXIST. FINISH
FLOOR

WOOD DECKING
(INDICATE SIZE)

2 X _ JOISTS @ _" O.C.

GALVANIZED JOIST
ANCHORS

INDICATE EXISTING
CONSTRUCTION

2 X _ WOOD LEDGER

1/2" ANCHOR BOLTS
@ 16" O.C. STAGGERED

INDICATE EXISTING
CONSTRUCTION

WOOD DECKING
(INDICATE SIZE)

2 X _ JOISTS @ _" O.C.

GALVANIZED JOIST
ANCHORS

1

**DECK TO HOUSE
CONNECTION**

SCALE : 3/4" = 1'-0"

SDHC1

2

**DECK TO HOUSE
CONNECTION**

SCALE : 3/4" = 1'-0"

SDHC2

Electrical Service-drop Clearances for New Construction of Residential Decks

The service conductors shall have a minimum 3 ft horizontal clearance from any portion of the deck surface (Ord. 65020; Sec 230-9, 1999 NEC).

OR

If the service conductors are above or within 3 ft horizontally of any portion of the deck surface, the minimum vertical clearance from the deck surface shall be 10 ft (Ord. 65020; Sec 230-9 and Sec 230-24 (b), 1999 NEC).

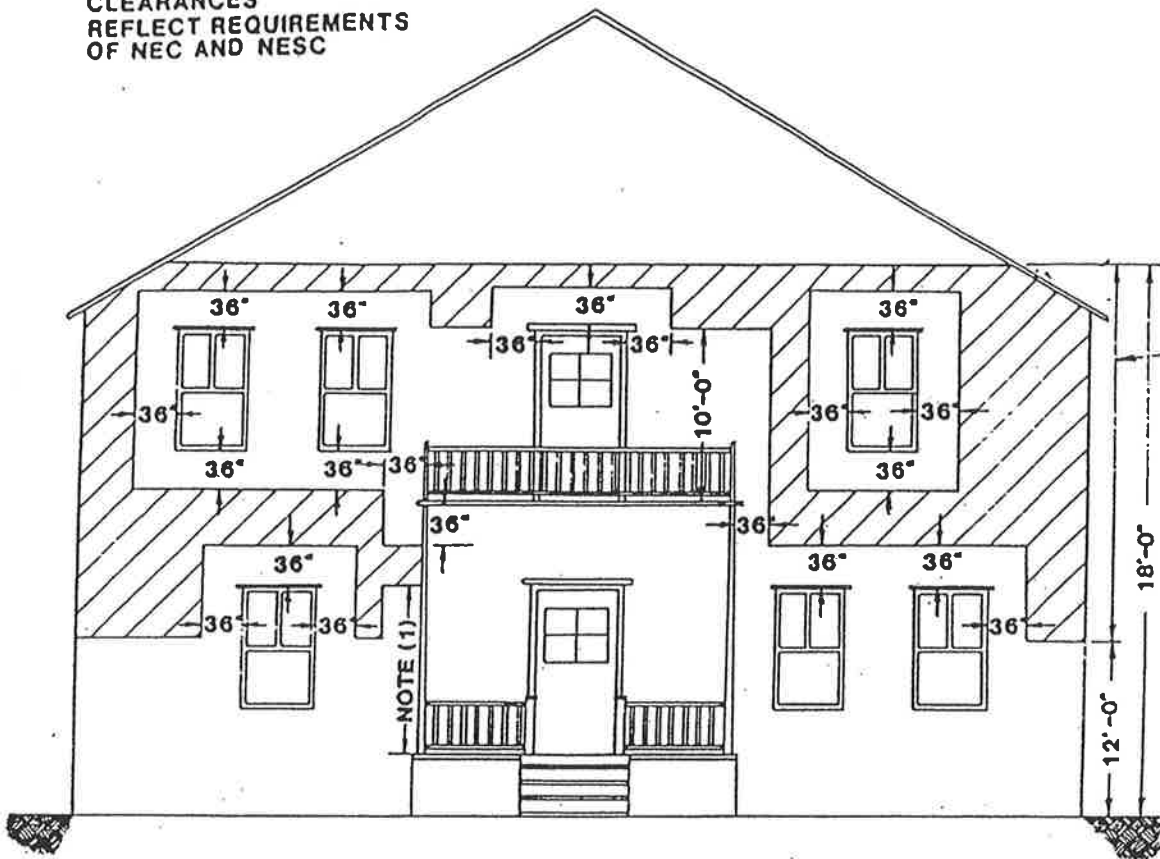
If the above conditions are not met, an Electrical Permit must be obtained and the service drop relocated. Electrical permits can be obtained only by an Electrical Contractor licensed by the City of St. Louis.

ATTACHMENT TO BUILDINGS 0 TO 600 VOLTS

~ TRIPLEX SERVICE ~

NEW ELECTRIC SERVICE ENTRANCE SHALL BE IN SHADED SPACES NOT LESS THAN 12' NOR MORE THAN 18' ABOVE GROUND IN ORDER TO MEET MINIMUM GROUND CLEARANCES PAGE D-20.

CLEARANCES
REFLECT REQUIREMENTS
OF NEC AND NESC



NOTES:

1. The first point of attachment for service wires shall be in the shaded spaces or higher. The minimum height of attachment shall be adjusted so that the lowest point of the service conductor meets the clearances specified on Page D-20. A service mast may be used if necessary to obtain the minimum clearances.
2. The customer's service outlet shall not be located above 18', but it may be necessary to attach services higher than 18' to meet the minimum ground clearances on Page D-20.
3. Triplex cable or separate open wire service busses on buildings shall be placed in the spaces shown shaded.
4. Service conductors passing by doors, porches, fire escapes or similar locations, shall have a clearance of not less than 36 inches. Service conductors passing by windows shall have a clearance of not less than 36 inches.
5. Where the form of the building will not permit triplex cable or open wire service busses from the point of attachment to the service outlets, service entrance cable may be used for runs up to 15'. For runs in excess of 15', specific authority must be obtained from the Engineering Dept.
6. When service entrance cable is used, clearances between windows, openings, fire escapes, etc., and the service attachment or the service busses on the building may be reduced to 6 inches. This is a preferred minimum which may however be reduced if necessary.
7. Service conductors shall not be installed beneath openings through which materials may be moved, such as openings in farm and commercial buildings. Overhead wires shall not be run such that they obstruct entrance to these building openings.

CITY OF SAINT LOUIS
DEPARTMENT OF PUBLIC SAFETY
BUILDING DIVISION
GUIDELINES FOR
DRAWING RESIDENTIAL PORCH PLANS

The following form was prepared by the Building Division to be used only as a general guideline for the drawing of construction plans which are required to be submitted at the time of application for a building permit.

To make application for a building permit, the applicant shall submit five (5) sets of detailed construction plans drawn to scale on minimum 8 1/2" x 11" sheets of each of the following to the Building Division - Permit Section, Room 425, City Hall, between 8:00 a.m. and 4:30 p.m. Monday through Friday. A residential same day permit may be reviewed, if needed, between 9:00 a.m. and 3:00 p.m. The office is closed on all City holidays. One (1) set of photographs is required when: 1) located in a Historic District; 2) located within 300 feet of a park; 3) located within 300 feet of a Historic District or a landmark.

1. Site Plan
2. Foundation Plan/Pier Plan
3. Floor Plan/Framing Plan
4. Elevations
5. Typical Porch Section
6. Additional Details (if necessary)

The following are lists of the items that should be shown on each of the above plans: The illustrations are guides for plan preparation only to give you a basic idea what each type of plan should look like and are not necessarily specific Code and other Ordinance requirements. Each individual site location, the location of the building on the site and/or size of building might vary as requirements of the St. Louis Zoning Ordinance, the Building Code, and other ordinances dictate, and each will have to be reviewed on its own specific conditions after submittal.

1.0 SITE PLAN

- 1.1 Indicate size and shape of your lot
- 1.2 Indicate address and street (or streets if a corner lot)
- 1.3 Indicate alley location
- 1.4 Indicate size and location of existing house and other buildings
- 1.5 Indicate size and location of proposed porch to be constructed or repaired
- 1.6 Indicate distance between the proposed porch to be constructed or repaired and each of the property lines

2.0 FOUNDATION PLAN/PIER PLAN

- 2.1 Indicate length and width of the proposed porch foundation or pier layout
- 2.2 Indicate size of footing
- 2.3 Indicate size of foundation wall
- 2.4 Indicate size and spacing of piers
- 2.5 Indicate size, spacing and direction of span of porch floor framing system
- 2.6 Indicate how porch framing system will be attached to the existing house
- 2.7 Indicate thickness of floor slab and size of spacing of reinforcing bars

3.0 FLOOR PLAN/FRAMING PLAN

- 3.1 Indicate length and width of proposed porch
- 3.2 Indicate distance from porch to each side of house
- 3.3 Indicate width and location of steps and/or stair
- 3.4 Indicate handrails and guardrails
- 3.5 Indicate size and spacing of columns
- 3.6 Indicate size of beam and beam to column connection
- 3.7 Indicate size, spacing and distance of span of floor and/or roof framing system

4.0 ELEVATIONS

- 4.1 Indicate finish grade line and show depth of foundation and footing or piers below finish grade
- 4.2 Indicate width and height of porch
- 4.3 Indicate size and location of all columns
- 4.4 Indicate size of beams and beam to column connection. Indicate number of bolts, bolt type, diameter and length. Indicate if column is notched to receive beam on 6 x 6 or larger columns
- 4.5 Indicate number and size of risers and treads on steps and/or stair
- 4.6 Indicate handrails and guardrails
- 4.7 Indicate size of beam and roof framing
- 4.8 Indicate type of roofing material
- 4.9 Indicate gutters and downspouts

5.0 TYPICAL PORCH SECTION

- 5.1 Indicate size and depth of footing and/or piers below finish grade line
- 5.2 Indicate size of foundation wall and/or piers and height above finish grade line
- 5.3 Indicate thickness of granular fill, porch floor slab and size and spacing of reinforcing bars
- 5.4 Indicate size and spacing of floor framing system
- 5.5 Indicate how porch floor slab or framing system will be attached to the existing house
- 5.6 Indicate type and size of column anchors to foundation wall or piers

- 5.7 Indicate size and spacing of columns
- 5.8 Indicate size of beam and beam to column connection. Indicate number of bolts, bolt type, diameter and length. Indicate if post is notched to receive beam on 6 x 6 or larger columns
- 5.9 Indicate number and size of risers and treads on stair
- 5.10 Indicate type and height of handrail and guardrail
- 5.11 Indicate height from finish grade to porch floor(s) and/or ceiling
- 5.12 Indicate size and spacing of studs, size and type of exterior wall sheathing, felt and siding.
NOTE: Exterior walls of all porches less than 3'-0" from side property lines are required to have a one (1) hour fire rating
- 5.13 Indicate size of beam supporting roof structure
- 5.14 Indicate size of spacing of ceiling joist and roof rafters. If pre-fab roof trusses are proposed, submit manufactured design specifications and criteria sealed by a registered Missouri engineer to the Building Inspector prior to installation of any trusses
- 5.15 Indicate size and type of roof sheathing, felt, roofing material and slope of roof
- 5.16 Indicate gutters and downspouts

6.0 ADDITIONAL DETAILS

- 6.1 Indicate whatever information is necessary to show how your proposal will be constructed.

For additional information, contact: Permit Section (314) 622-3313.

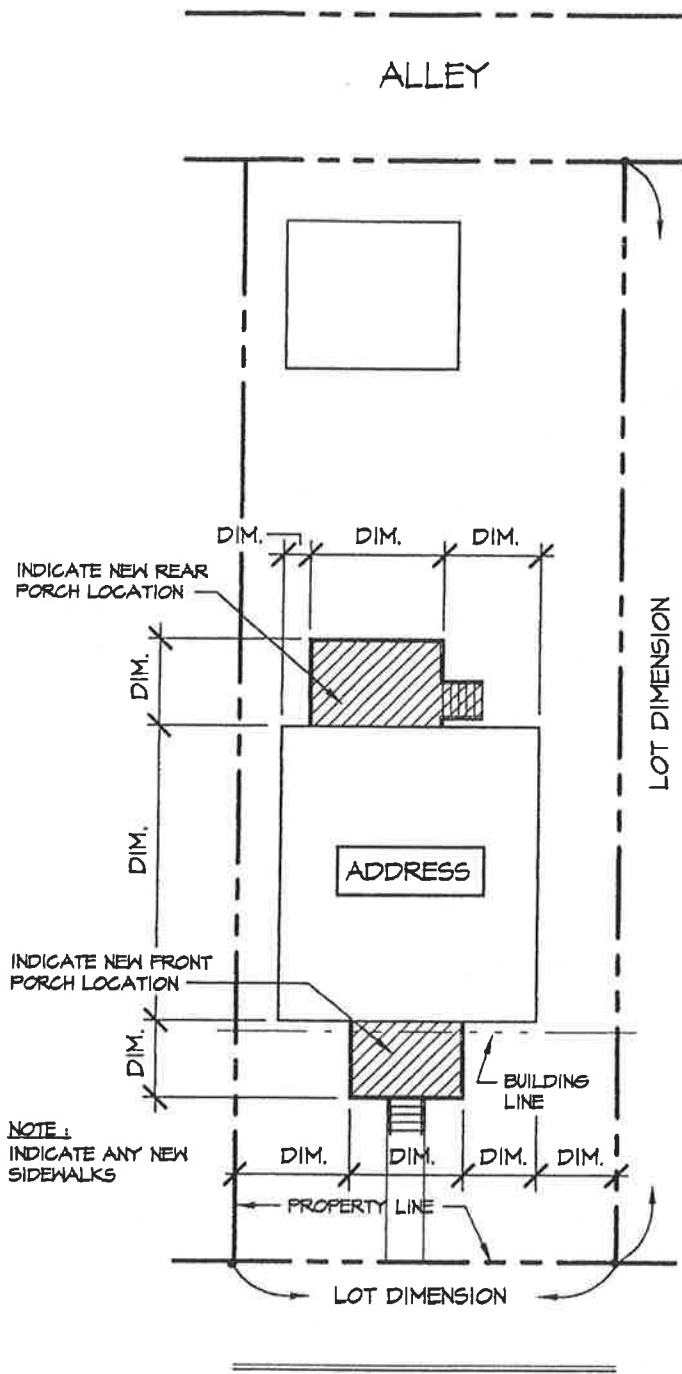
7.0 GENERAL PORCH NOTES

- 7.1 For specific side yard requirements for a porch, contact the Zoning Section, Room 400, City Hall, (314) 622-3666. A general rule of thumb is a minimum of four (4) feet from any side property line.
- 7.2 Gutters and downspouts are required on all porches. Downspouts on porches with a roof area of less than five hundred fifty (550) square feet **shall not** be sewer connected provided the surface drainage water does not adversely effect the adjacent property or create a nuisance.
- 7.3 If the stair run exceeds 12-0" vertical height, an intermediate landing is required
- 7.4 All porch framing members, decking and railing must be of approved naturally-durable or pressure treated wood.
- 7.5 For use of pre-fab roof trusses - submit truss specification sheets sealed by a Missouri registered engineer to the Building Inspector prior to installation. Specification sheets must be specific and correspond to actual trusses used - any truss modification requires submittal of revised sealed specification sheets.
- 7.6 All exterior walls, regardless of porch size, closer than three (3) feet from the side property lines are required to have a one (1) hour fire rating. Fire rating on walls are usually obtained by use of a masonry/brick or 5/8 inch thick Type X fire rated gypsum board on both sides of stud.

Effective Date

January 1, 2001

Revised: October 18, 2019



STREET NAME

SITE PLAN

DENOTE SCALE

PSITE

NORTH



(INDICATE ORIENTATION)

RP-PG1

City of Saint Louis - Building Division
RESIDENTIAL PORCH
 Guidelines and Standard Construction Details

Date: Jan., 2001

Drawing No.

1 of 5

Rev.: March, 2001

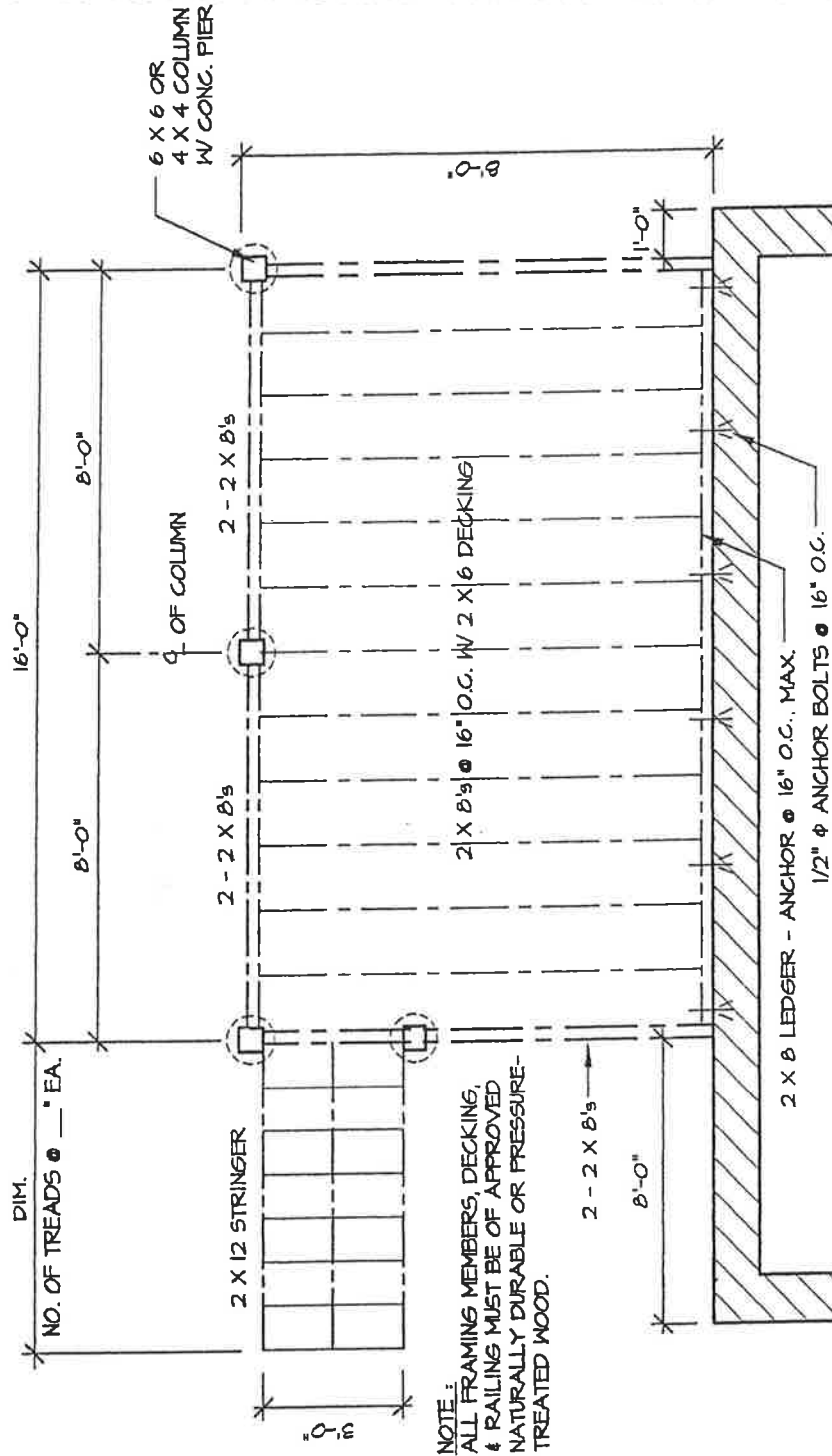
City of Saint Louis - Building Division
RESIDENTIAL PORCH
 Guidelines and Standard Construction Details

Date: Jan., 2001

Drawing No.

2 of 5

Rev.: July, 2001

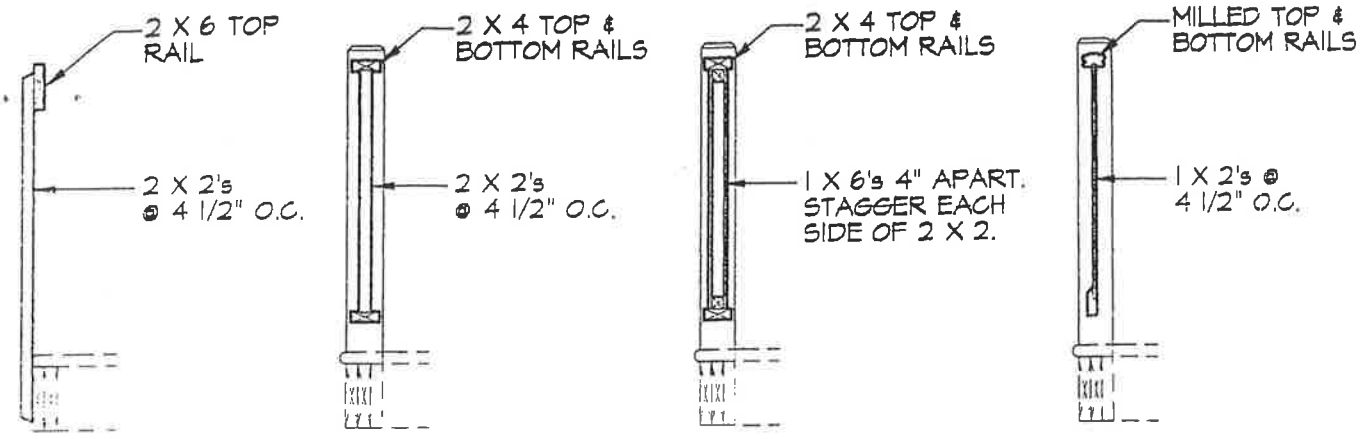


(INDICATE ORIENTATION)

PLAN

RP/PLN

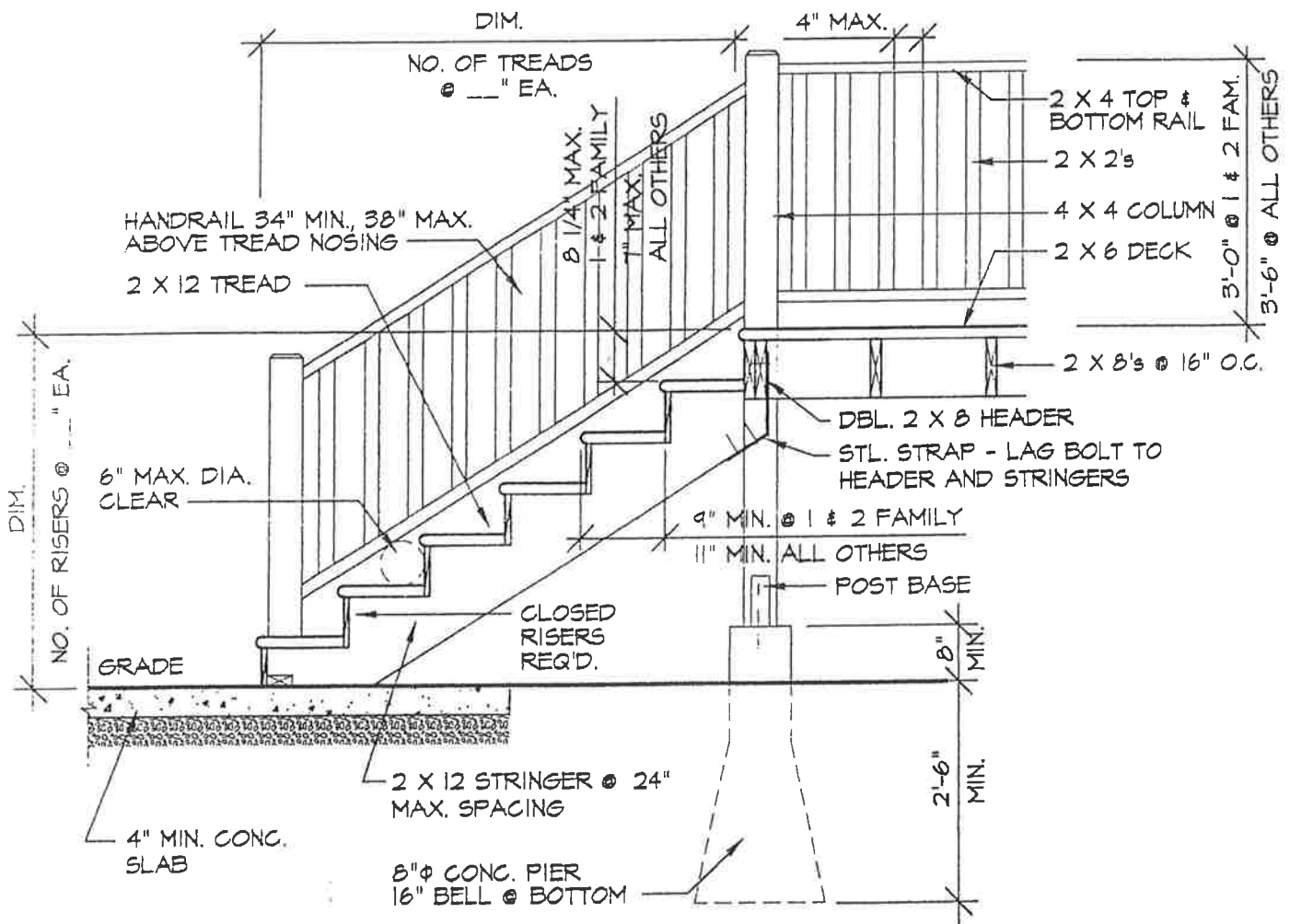
1/4" = 1'-0"



HANDRAIL IDEAS

SCALE : 1/2" = 1'-0"

RPRA1*



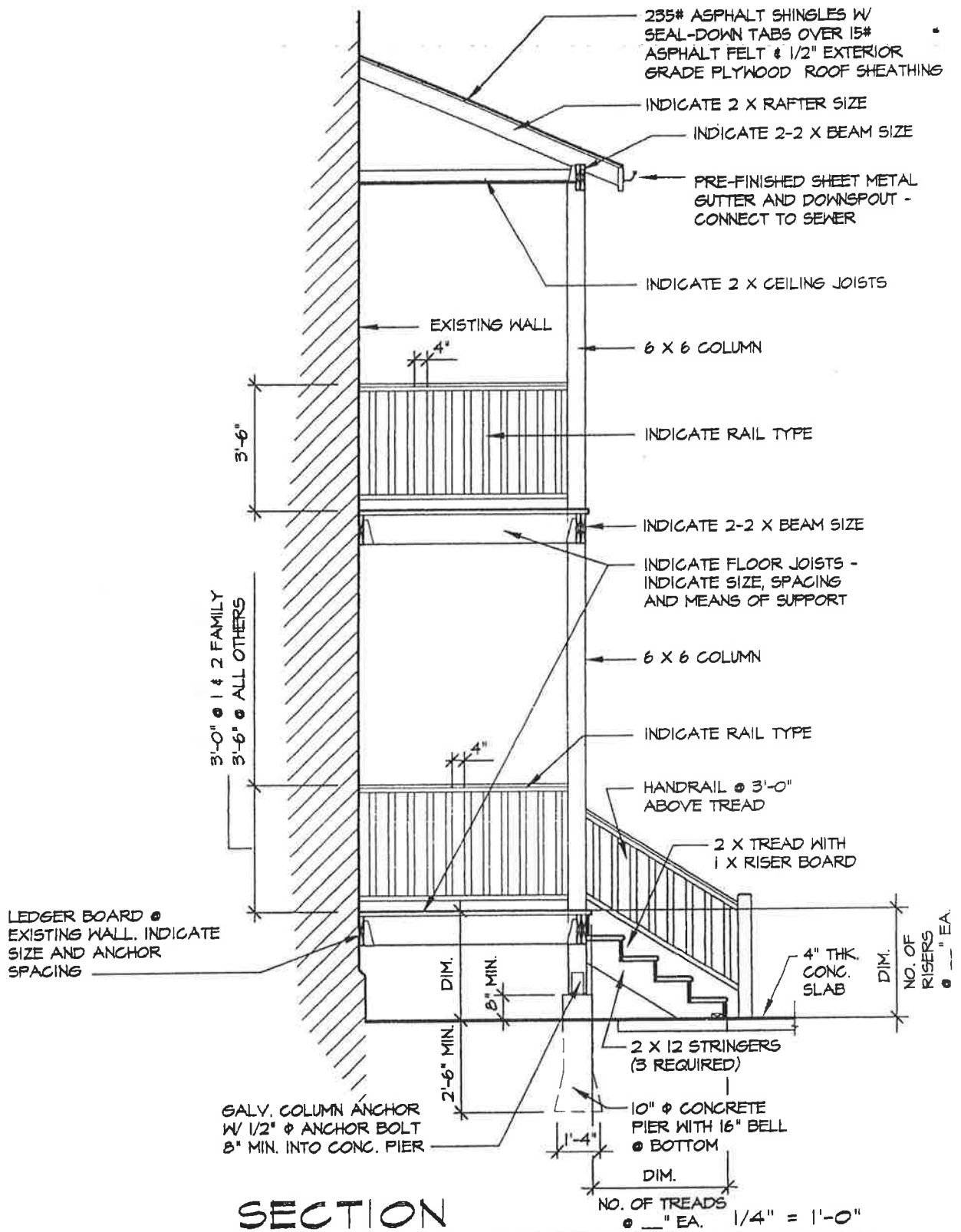
SECTION

SCALE : 1/2" = 1'-0"

RPSEC

City of Saint Louis - Building Division RESIDENTIAL PORCH Guidelines and Standard Construction Details	Date: Jan., 2001
	Drawing No. 3 of 5

Rev.: July, 2001



SECTION

DKSEC2

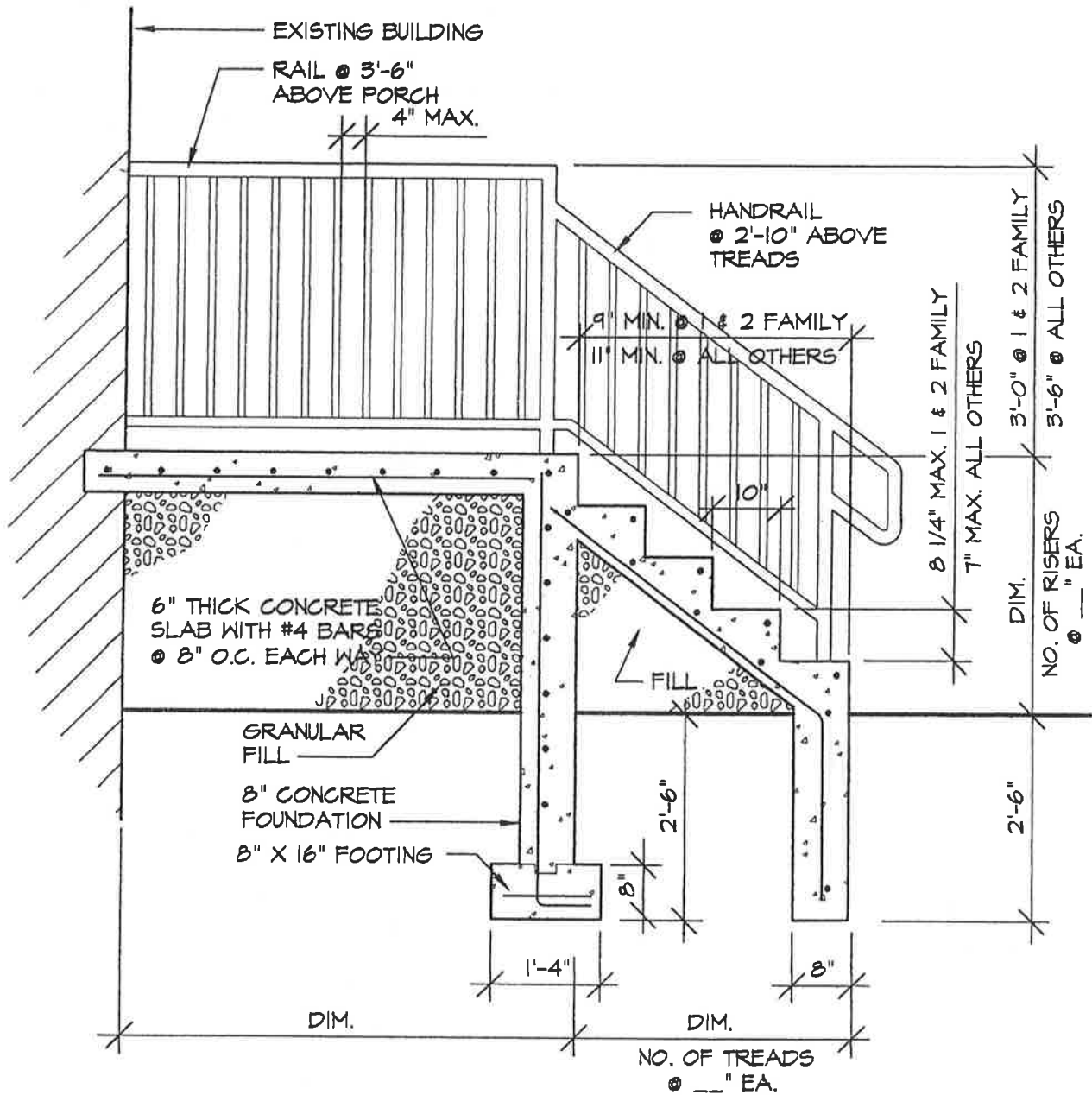
City of Saint Louis - Building Division
RESIDENTIAL PORCH
 Guidelines and Standard Construction Details

Date: Jan., 2001

Drawing No.

4 of 5

Rev.: July, 2001



SAMPLE SECTION

1/2" = 1'-0"

DKSEC3

City of Saint Louis - Building Division
RESIDENTIAL PORCH
 Guidelines and Standard Construction Details

Date: Jan., 2001

Drawing No.

5 of 5

Rev.: July, 2001

Electrical Service-drop Clearances for New Construction of Residential Decks

The service conductors shall have a minimum 3 ft horizontal clearance from any portion of the deck surface (Ord. 65020; Sec 230-9, 1999 NEC).

OR

If the service conductors are above or within 3 ft horizontally of any portion of the deck surface, the minimum vertical clearance from the deck surface shall be 10 ft (Ord. 65020; Sec 230-9 and Sec 230-24 (b), 1999 NEC).

If the above conditions are not met, an Electrical Permit must be obtained and the service drop relocated. Electrical permits can be obtained only by an Electrical Contractor licensed by the City of St. Louis.

CITY OF SAINT LOUIS

DEPARTMENT OF PUBLIC SAFETY

BUILDING DIVISION

GUIDELINES

FOR DRAWING RESIDENTIAL FENCE PLANS

The following form was prepared by the Building Division to be used only as a general guideline for the drawing of construction plans which are required to be submitted at the time of application for a building permit.

To make application for a building permit, the applicant shall submit five (5) sets of detailed construction plans drawn to scale on minimum 8 1/2" x 11" sheets of each of the following to the Building Division - Permit Section, Room 425, City Hall, between 8:00 a.m. and 4:30 p.m. Monday through Friday. The office is closed on all City holidays. One (1) set of photographs is required when: 1) located in a Historic District; 2) located within 300 feet of a park; 3) located within 300 feet of a Historic District or a landmark.

1. Site Plan
2. Typical Fence Section
3. Additional Details (if necessary)

The following are lists of the items that should be shown on each of the above plans: The illustrations are guides for plan preparation only to give you a basic idea what each type of plan should look like and are not necessarily specific Code and other Ordinance requirements. Each individual site location, the location of the building on the site and/or size of building might vary as requirements of the St. Louis Zoning Ordinance, the Building Code, and other ordinances dictate, and each will have to be reviewed on its own specific conditions after submittal.

1.0 SITE PLAN

- 1.1 Indicate size and shape of your lot
- 1.2 Indicate address and street (or streets if a corner lot)
- 1.3 Indicate alley location
- 1.4 Indicate size and location of existing house and other buildings
- 1.5 Indicate location, length, height and type of proposed fence
- 1.6 Indicate distance between the proposed fence and each of the property lines

2.0 TYPICAL FENCE SECTION

- 2.1 Indicate size of footing
- 2.2 Indicate depth of footing below finish grade line
- 2.3 Indicate type and height of fence. Submit manufacturer's specifications and installation instructions if necessary.

3.0 ADDITIONAL DETAILS

- 3.1 Indicate whatever information is necessary to show how your proposal will be constructed

For additional information contact: Permit Section at (314) 622-3313.

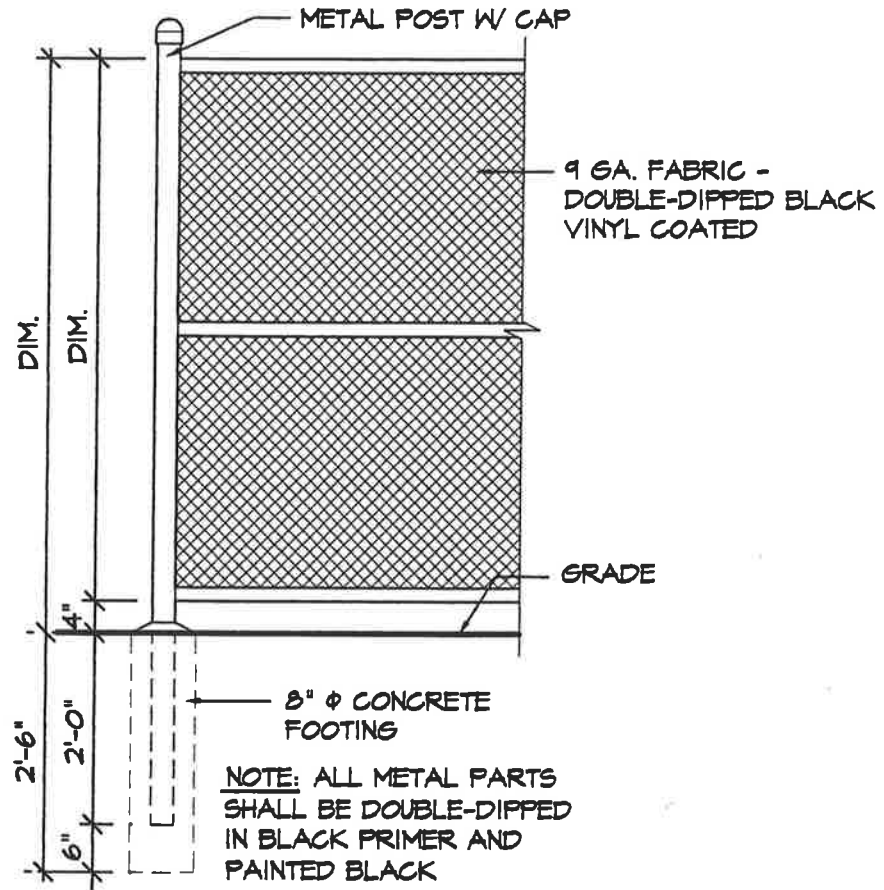
4.0 GENERAL FENCE NOTES

- 4.1 Bottom of concrete footings for fences shall be set a minimum of thirty (30) inches below finish grade for fences up to six feet (6'-0") in height and thirty six (36) inches for fences up to ten feet (10'-0") in height. All fence posts shall have a minimum of two (2) inches concrete cover on all sides and four (4) inches on bottom
- 4.2 No fence exceeding forty-eight (48) inches in height shall be erected in front of the building line, as determined by the guidelines and requirements set forth in the Zoning Ordinance, when constructed for uses in residential zones. Front yard building lines for corner lots are also determined by the provisions set forth in the Zoning Ordinance
- 4.3 No fence shall be erected, built or installed in a side or front yard beyond the building line where there is no sidewalk and where the side or front yard abuts a public street.
- 4.4 All other fences in residential zones shall be permitted to be erected to a height not to exceed eight feet (8'-0") in height behind the building line and along side or rear interior property lines

Effective Date

January 1, 2001

Revised July 28, 2003



CHAIN LINK FENCE

1/2" = 1'-0"

CL-FENCE

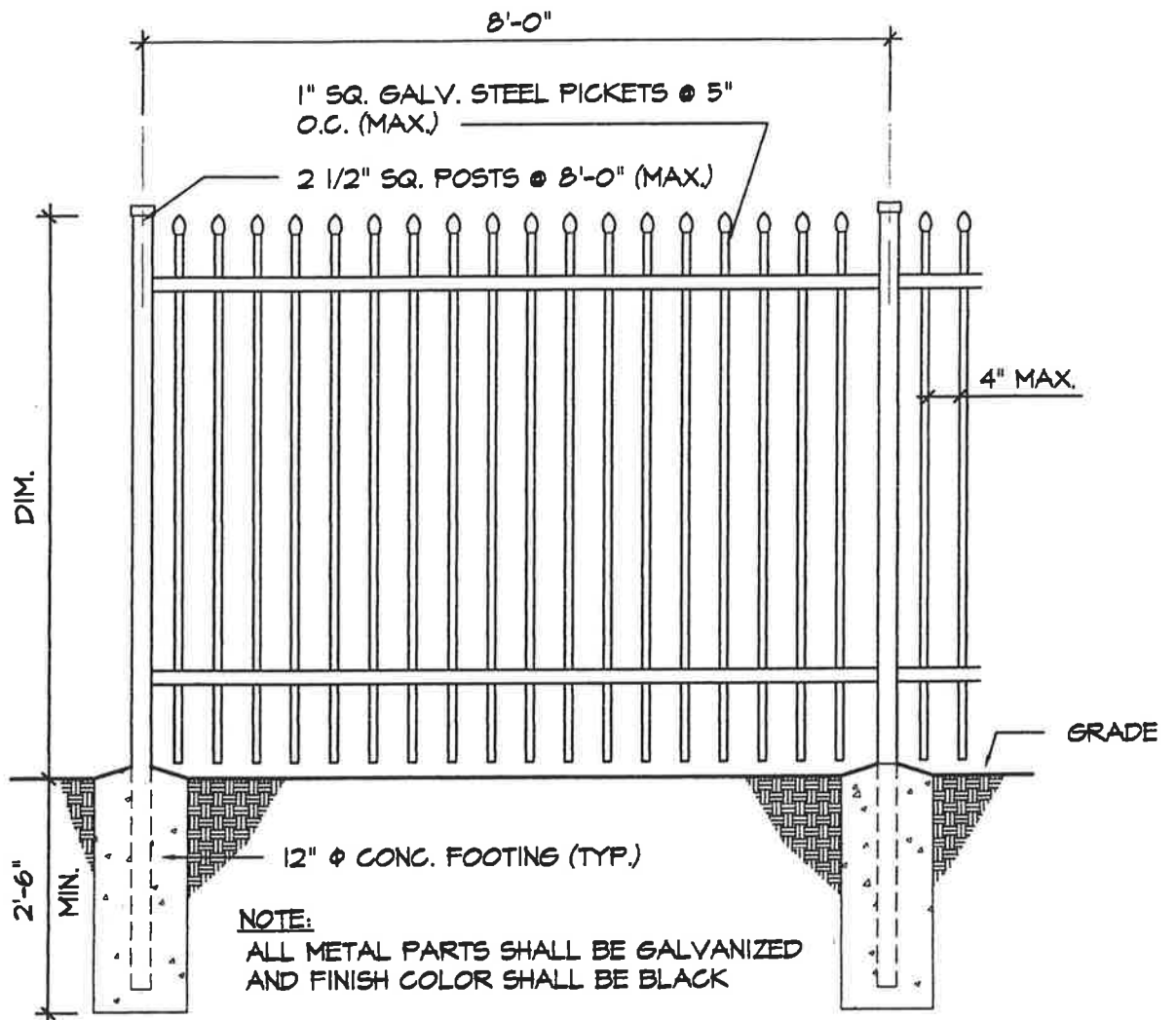
F-PG2

City of Saint Louis - Building Division
RESIDENTIAL FENCE
 Guidelines and Standard Construction Details

Date: Jan., 2001

Drawing No.

2 of 4



METAL FENCE

1/2" = 1'-0"

MTLFEN

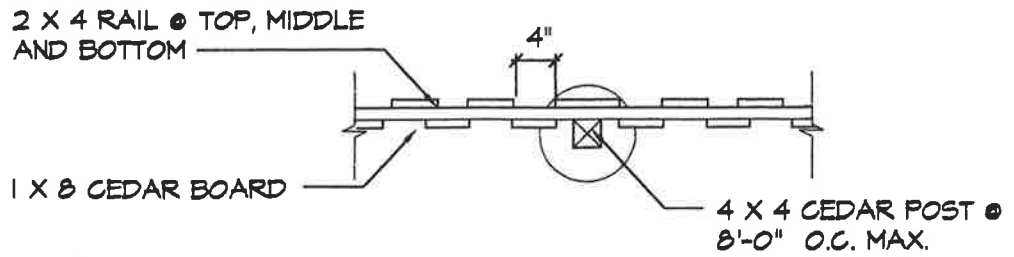
F-PG3

City of Saint Louis - Building Division
RESIDENTIAL FENCE
 Guidelines and Standard Construction Details

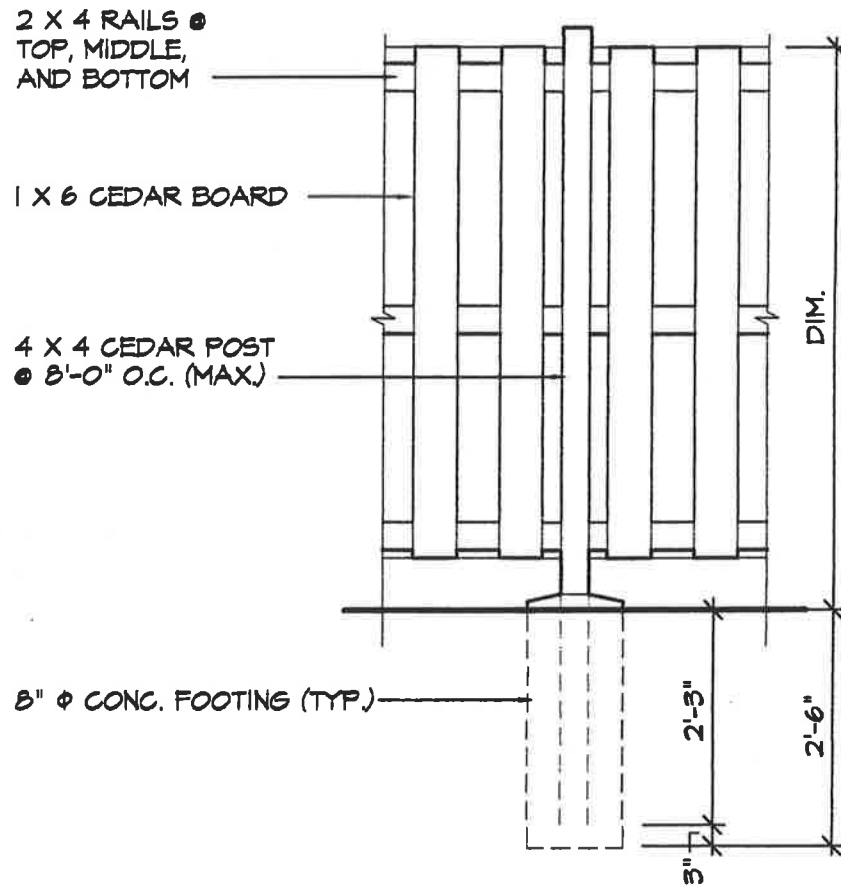
Date: Jan., 2001

Drawing No.

3 of 4



PLAN



ELEVATION

WOOD PRIVACY FENCE

1/2" = 1'-0"

WD-FENCE

F-PG4

City of Saint Louis - Building Division
RESIDENTIAL FENCE
 Guidelines and Standard Construction Details

Date: Jan., 2001

Drawing No.

4 of 4

CITY OF SAINT LOUIS
DEPARTMENT OF PUBLIC SAFETY
BUILDING DIVISION
GUIDELINES FOR
DRAWING RESIDENTIAL ATTACHED PATIO COVER PLANS

The following form was prepared by the Building Division to be used only as a general guideline for the drawing of construction plans which are required to be submitted at the time of application for a building permit.

To make application for a building permit, the applicant shall submit five (5) sets of detailed construction plans drawn to scale on minimum 8 1/2" x 11" sheets of each of the following to the Building Division - Permit Section, Room 425, City Hall, between 8:00 a.m. and 4:30 p.m. Monday through Friday. A residential same day permit may be reviewed, if needed, between 9:00 a.m. and 3:00 p.m. The office is closed on all City holidays. One (1) set of photographs is required when: 1) located in a Historic District; 2) located within 300 feet of a park; 3) located within 300 feet of a Historic District or a landmark.

1. Site Plan
2. Foundation Plan/Pier Plan
3. Floor Plan/Framing Plan
4. Elevations
5. Typical Patio Cover Section
6. Additional Details (if necessary)

The following are lists of the items that should be shown on each of the above plans: The illustrations are guides for plan preparation only to give you a basic idea what each type of plan should look like and are not necessarily specific Code and other Ordinance requirements. Each individual site location, the location of the building on the site and/or size of building might vary as requirements of the St. Louis Zoning Ordinance, the Building Code, and other ordinances dictate, and each will have to be reviewed on its own specific conditions after submittal.

1.0 SITE PLAN

- 1.1 Indicate size and shape of your lot
- 1.2 Indicate address and street (or streets if a corner lot)
- 1.3 Indicate alley location
- 1.4 Indicate size and location of existing house and other buildings
- 1.5 Indicate size and location of proposed attached patio cover
- 1.6 Indicate distance between the proposed attached patio cover and each of the property lines

2.0 FOUNDATION PLAN/PIER PLAN

- 2.1 Indicate length and width of the proposed attached patio cover foundation and/or pier layout
- 2.2 Indicate size of footing
- 2.3 Indicate size of foundation wall
- 2.4 Indicate size and spacing of piers
- 2.5 Indicate new or existing patio slab

3.0 FLOOR PLAN/FRAMING PLAN

- 3.1 Indicate length and width of the proposed attached patio cover
- 3.2 Indicate distance from attached patio cover to each property line
- 3.3 Indicate how attached patio cover is to be attached to existing house
- 3.4 Indicate size and spacing of columns
- 3.5 Indicate size of beam and beam to column connection
- 3.6 Indicate size, spacing and direction of span of roof framing system and how it will be secured to existing house

4.0 ELEVATIONS

- 4.1 Indicate finish grade line and show depth of foundation and footing or piers below finish grade
- 4.2 Indicate width and height of attached patio cover
- 4.3 Indicate size and location of all columns
- 4.4 Indicate size of beam and beam to column connection. Indicate number of bolt, bolt type, diameter and length. Indicate if column is notched to receive beam on 6 x 6 or larger columns
- 4.5 Indicate size of beam and roof framing
- 4.6 Indicate type of roofing material
- 4.7 Indicate gutters and downspouts

5.0 TYPICAL PATIO COVER SECTION

- 5.1 Indicate size of footing
- 5.2 Indicate depth of footing below finish grade line
- 5.3 Indicate type and width of foundation wall and height above final grade
- 5.4 Indicate size of piers and height above finish grade
- 5.5 Indicate thickness of granular fill and patio slab
- 5.6 Indicate type and size of column anchors to foundation wall or piers
- 5.7 Indicate size and spacing of columns
- 5.8 Indicate size of beam and beam to column connection. Indicate number of bolts, bolt type, diameter and length. Indicate if column is notched to receive beam on 6 x 6 or larger columns

Patio Cover Guidelines

Page 3

- 5.9 Indicate height from patio slab to ceiling
- 5.10 Indicate size of beam supporting roof structure
- 5.11 Indicate size and spacing of roof rafters. If pre-fab roof trusses are proposed submit manufacturer's design specifications and criteria sealed by a registered Missouri engineer to the Building Inspector prior to installation of any trusses
- 5.12 Indicate size and type of roof sheathing, felt, roofing material and slope of roof
- 5.13 Indicate gutters and downspouts

6.0 **ADDITIONAL DETAILS**

- 6.1 Indicate whatever information is necessary to show how your proposal will be constructed.

For additional information, contact: Permit Section (314) 622-3313.

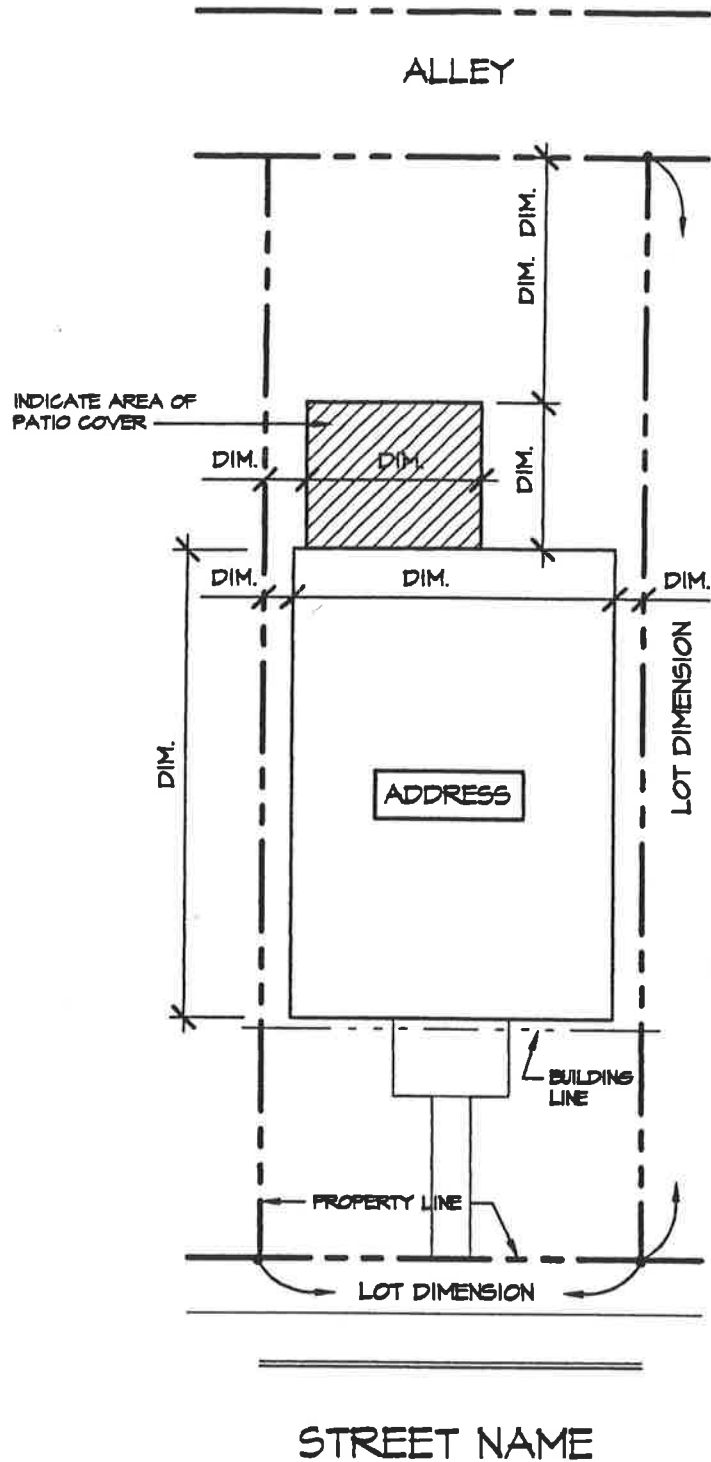
7.0 **GENERAL ATTACHED PATIO COVER NOTES**

- 7.1 For specific side yard requirements for attached patio covers, contact the Zoning Section, Room 400, City Hall, (314) 622-3666. A general rule of thumb is a minimum of four (4) feet from any side property line.
- 7.2 Gutters and downspouts are required on all attached patio covers. Downspouts **shall not** be sewer connected provided the surface drainage water does not adversely effect the adjacent property or create a nuisance.
- 7.3 For use of pre-fab roof trusses - submit truss specification sheets sealed by a Missouri registered engineer to the Building Inspector prior to installation. Specification sheets must be specific and correspond to actual trusses used - any truss modifications requires submittal of revised sealed specification sheets

Effective Date

January 1, 2001

Revised: October 18, 2019



SITE PLAN

DENOTE SCALE

PCSITE

NORTH



(INDICATE ORIENTATION)

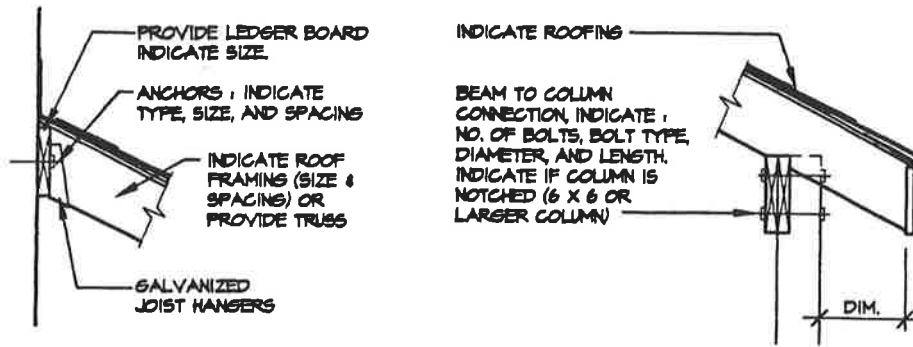
PC-PG1

City of Saint Louis - Building Division
RESIDENTIAL ATTACHED PATIO COVER
 Guidelines and Standard Construction Details

Date: Jan., 2001

Drawing No.

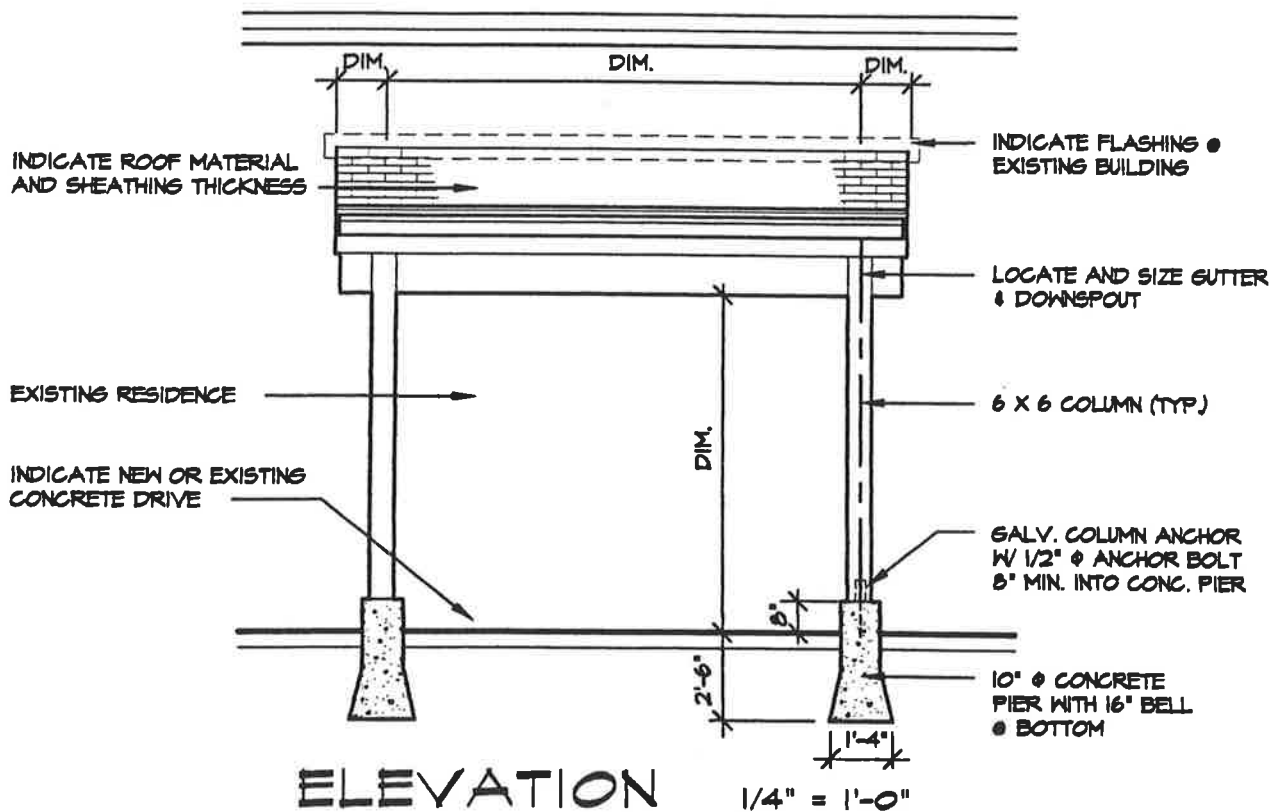
1 of 3



DETAILS

1/2" = 1'-0"

ACDET1



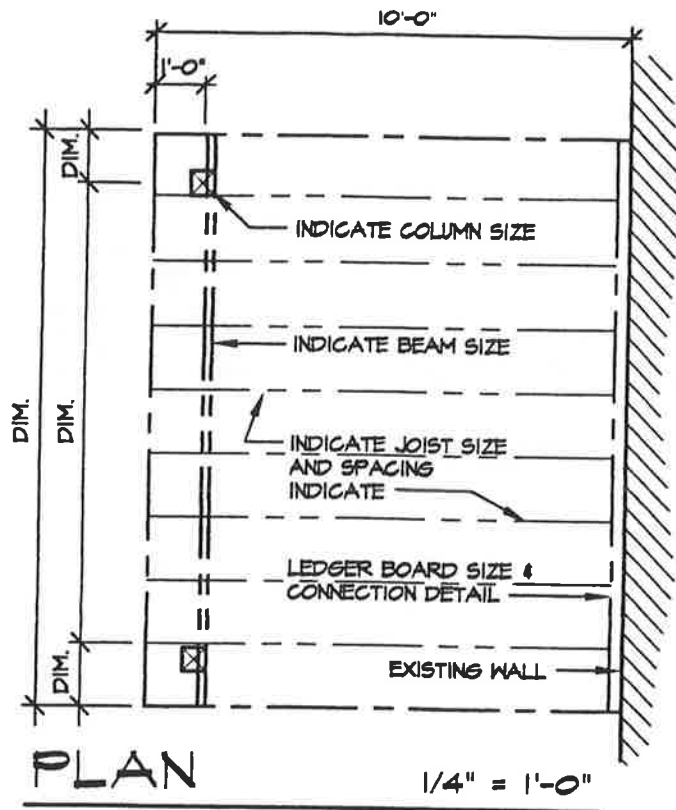
PCELEV

City of Saint Louis - Building Division
RESIDENTIAL ATTACHED PATIO COVER
Guidelines and Standard Construction Details

Date: Jan., 2001

Drawing No.

2 of 3



NOTE:
ALL WOOD TO
BE PRESSURE-
TREATED

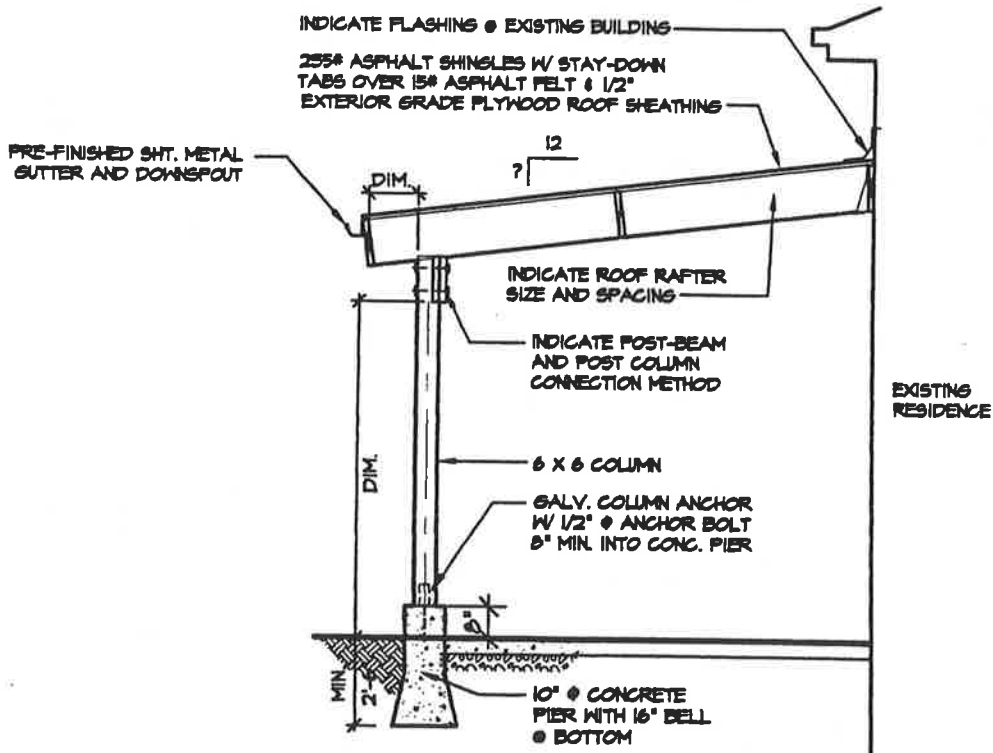
NORTH ?



(INDICATE ORIENTATION)

PLAN

1/4" = 1'-0"



SECTION

1/4" = 1'-0"

PCPLN

PC-PG3

City of Saint Louis - Building Division
RESIDENTIAL ATTACHED PATIO COVER
Guidelines and Standard Construction Details

Date: Jan., 2001

Drawing No.

3 of 3

Electrical Service-drop Clearances for All New Construction of Room Additions and Accessory Structures

If there is not a 3 ft horizontal clearance between the service conductors and any portion of the new structure, the service drop may need to be relocated in order to meet the minimum vertical clearances (Ord. 65020; Sec 230-9 and Sec 230-24, 1999 NEC). Please contact the Electrical Inspection Section or consult an Electrical Contractor licensed by the City of St. Louis.

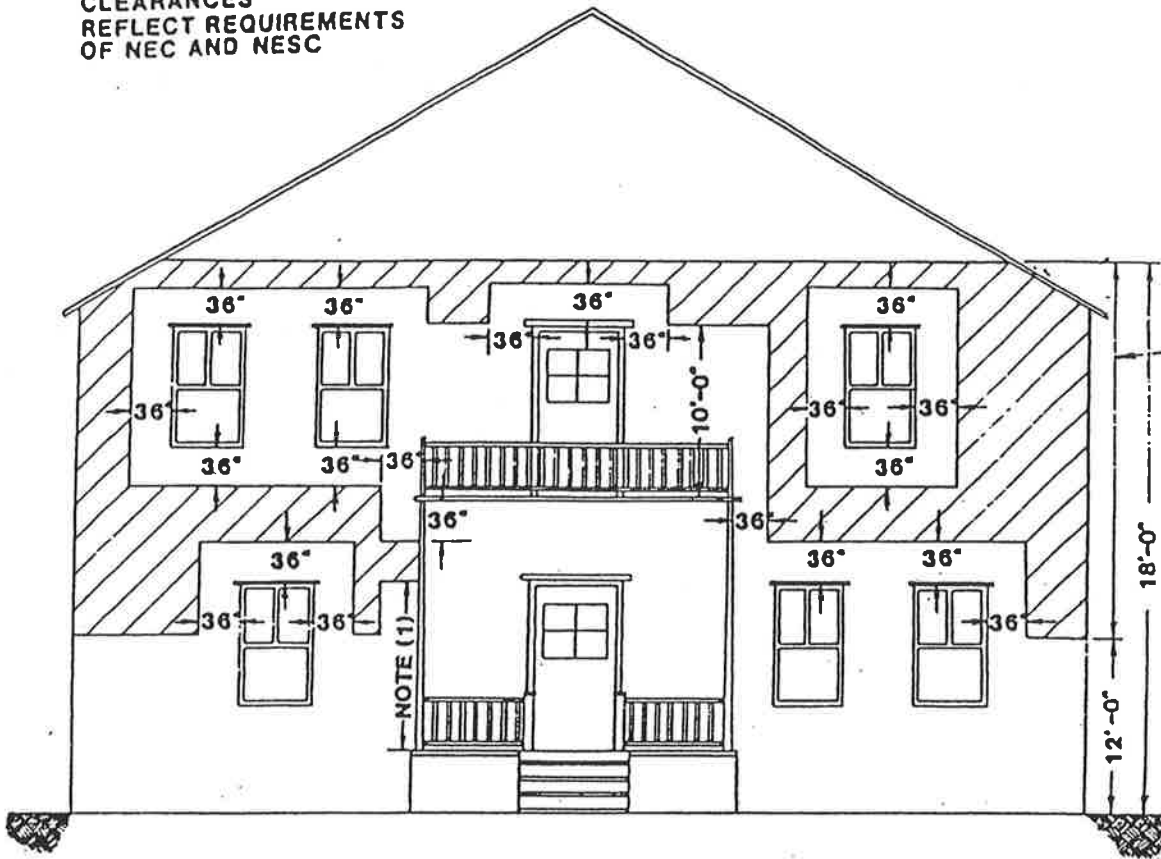
If the service drop is required to be relocated, an Electrical Permit must be obtained. Electrical Permits can be obtained only by an Electrical Contractor licensed by the City of St. Louis.

OVERHEAD SERVICE ATTACHMENT TO BUILDINGS 0 TO 600 VOLTS

~ TRIPLEX SERVICE ~

NEW ELECTRIC SERVICE ENTRANCE SHALL BE IN SHADED SPACES NOT LESS THAN 12' NOR MORE THAN 18' ABOVE GROUND IN ORDER TO MEET MINIMUM GROUND CLEARANCES PAGE D-20.

CLEARANCES
REFLECT REQUIREMENTS
OF NEC AND NESC



NOTES:

1. The first point of attachment for service wires shall be in the shaded spaces or higher. The minimum height of attachment shall be adjusted so that the lowest point of the service conductor meets the clearances specified on Page D-20. A service mast may be used if necessary to obtain the minimum clearances.
2. The customer's service outlet shall not be located above 18', but it may be necessary to attach services higher than 18' to meet the minimum ground clearances on Page D-20.
3. Triplex cable or separate open wire service busses on buildings shall be placed in the spaces shown shaded.
4. Service conductors passing by doors, porches, fire escapes or similar locations, shall have a clearance of not less than 36 inches. Service conductors passing by windows shall have a clearance of not less than 36 inches.
5. Where the form of the building will not permit triplex cable or open wire service busses from the point of attachment to the service outlets, service entrance cable may be used for runs up to 15'. For runs in excess of 15', specific authority must be obtained from the Engineering Dept.
6. When service entrance cable is used, clearances between windows, openings, fire escapes, etc., and the service attachment or the service busses on the building may be reduced to 6 inches. This is a preferred minimum which may however be reduced if necessary.
7. Service conductors shall not be installed beneath openings through which materials may be moved, such as openings in farm and commercial buildings. Overhead wires shall not be run such that they obstruct entrance to these building openings.

CITY OF SAINT LOUIS
DEPARTMENT OF PUBLIC SAFETY
BUILDING DIVISION
GUIDELINES FOR
DRAWING RESIDENTIAL RETAINING WALL PLANS

The following form was prepared by the Building Division to be used only as a general guideline for the drawing of construction plans which are required to be submitted at the time of application for a building permit.

To make application for a building permit, the applicant shall submit five (5) sets of detailed construction plans drawn to scale on minimum 8 1/2" x 11" sheets of each of the following to the Building Division - Permit Section, Room 425, City Hall, between 8:00 a.m. and 4:30 p.m. Monday through Friday. A residential same day permit may be reviewed, if needed, between 9:00 a.m. and 3:00 p.m. The office is closed on all City holidays. One (1) set of photographs is required when: 1) located in a Historic District; 2) located within 300 feet of a park; 3) located within 300 feet of a Historic District or a landmark.

1. Site Plan
2. Typical Retaining Wall Section

The following are lists of the items that should be shown on each of the above plans: The illustrations are guides for plan preparation only to give you a basic idea what each type of plan should look like and are not necessarily specific Code and other Ordinance requirements. Each individual site location, the location of the building on the site and/or size of building might vary as requirements of the St. Louis Zoning Ordinance, the Building Code, and other ordinances dictate, and each will have to be reviewed on its own specific conditions after submittal.

1.0 SITE PLAN

- 1.1 Indicate size and shape of your lot
- 1.2 Indicate address and street (or streets if a corner lot)
- 1.3 Indicate alley location
- 1.4 Indicate size and location of existing house and other buildings
- 1.5 Indicate size and location of proposed retaining wall

2.0 TYPICAL RETAINING WALL SECTION

- 2.1 Indicate size of footing
- 2.2 Indicate depth of footing below finish grade line
- 2.3 Indicate type and width of retaining wall
- 2.4 Indicate height of retaining wall above finish grade line

Retaining Wall Guidelines

Page 2

- 2.5 Indicate steps if applicable
- 2.6 Indicate guardrail type if applicable. Retaining walls more than four (4) feet in height are required to have a forty-two (42) inch high guardrail or other approved protective measure when closer than two (2) feet to a sidewalk, path, driveway or parking area on the high side.

3.0 ADDITIONAL DETAILS

- 3.1 Indicate whatever information is necessary to show how your proposal will be constructed

For additional information, contact Permits at (314) 622-3313.

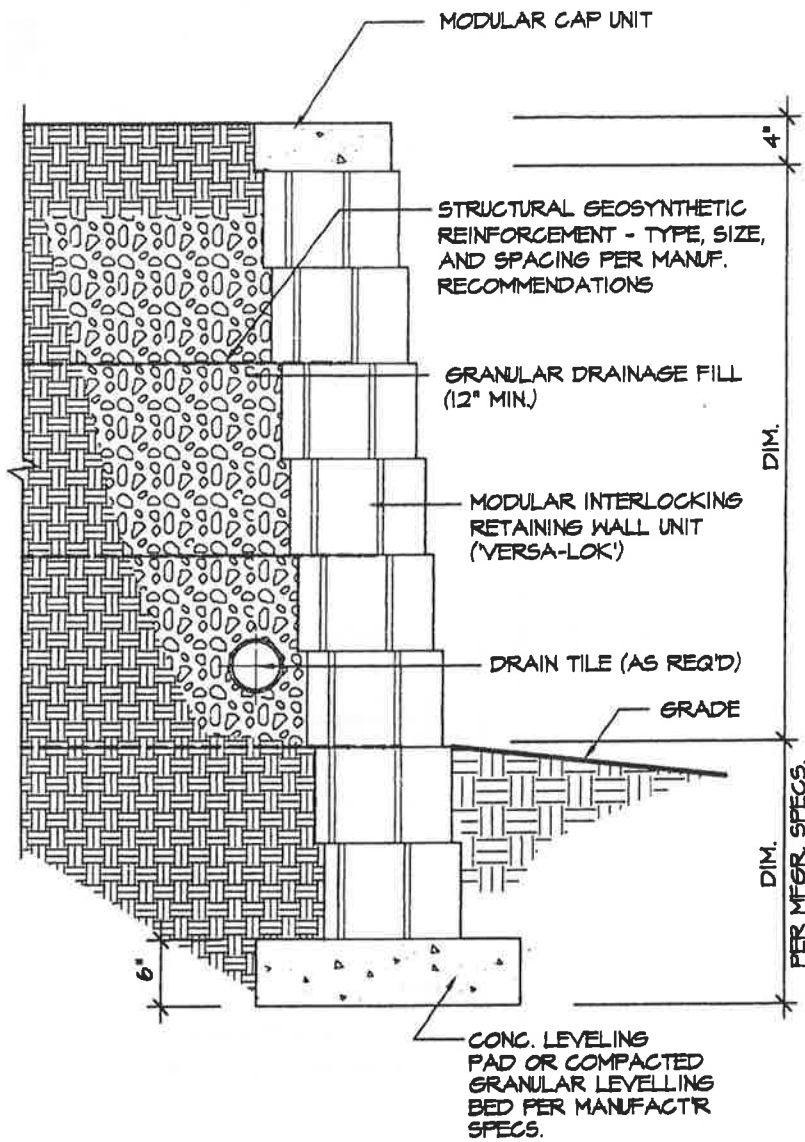
4.0 GENERAL RETAINING WALL NOTES

- 4.1 A permit **is not required** for small residential retaining walls eighteen (18) inches or less in height and complying with the attached design criteria. **NOTE:** The retaining walls shall not be subject to any surcharge loading from steep slopes, driveways, swimming pools or other structures.

Effective Date

January 1, 2001

Revised: October 18, 2019



SECTION

3/4" = 1'-0"

RTWL1

(PRECAST MODULAR CONCRETE UNIT MASONRY)

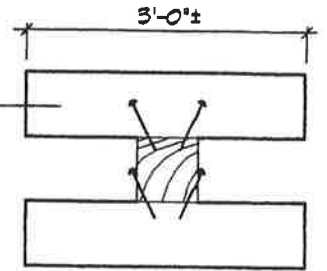
City of Saint Louis - Building Division
RESIDENTIAL RETAINING WALL
 Guidelines and Standard Construction Details

Date: Jan., 2001

Drawing No.

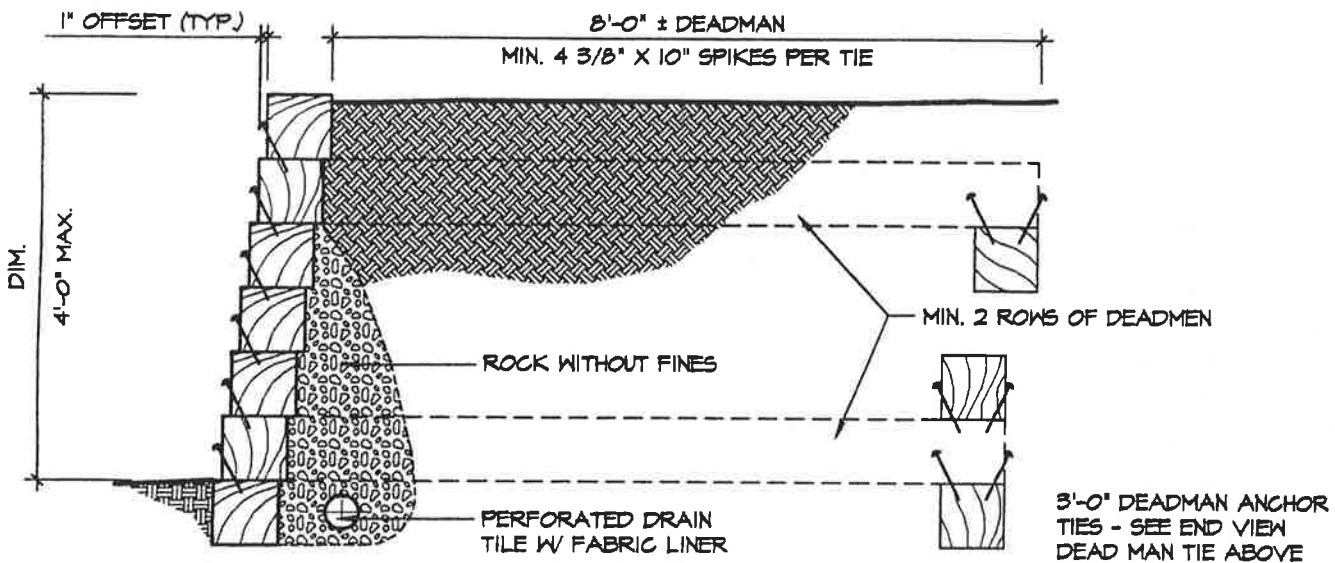
2 of 6

ANCHOR TIES @ EACH DEADMAN



END-VIEW @ DEAD-MEN

RETAINING WALLS WHICH EXCEED 4'-0" IN HEIGHT OR ANY RETAINING WALL WHICH IS SURCHARGED REQUIRES DRAWINGS & CALCULATIONS PREPARED BY A MISSOURI LICENSED PROFESSIONAL ENGINEER



MAX. HORIZONTAL SPACINGS BETWEEN DEADMEN ONE (1) TIE LENGTH

GROUND CONTACT LUMBER MUST BE NATURALLY DECAY RESISTANT OR TREATED TO MEET STANDARDS ANPA LP22, LP33, LP44, OR LPT1

NOTE: DEADMEN MAY NOT CROSS OVER PROPERTY LINES ONTO NEIGHBORING PROPERTIES OR INTO CITY SIDEWALK AREAS OR PUBLIC RIGHT-OF-WAYS

SECTION

1/2" = 1'-0"

RTWL4

(RAILROAD TIE RETAINING WALL)

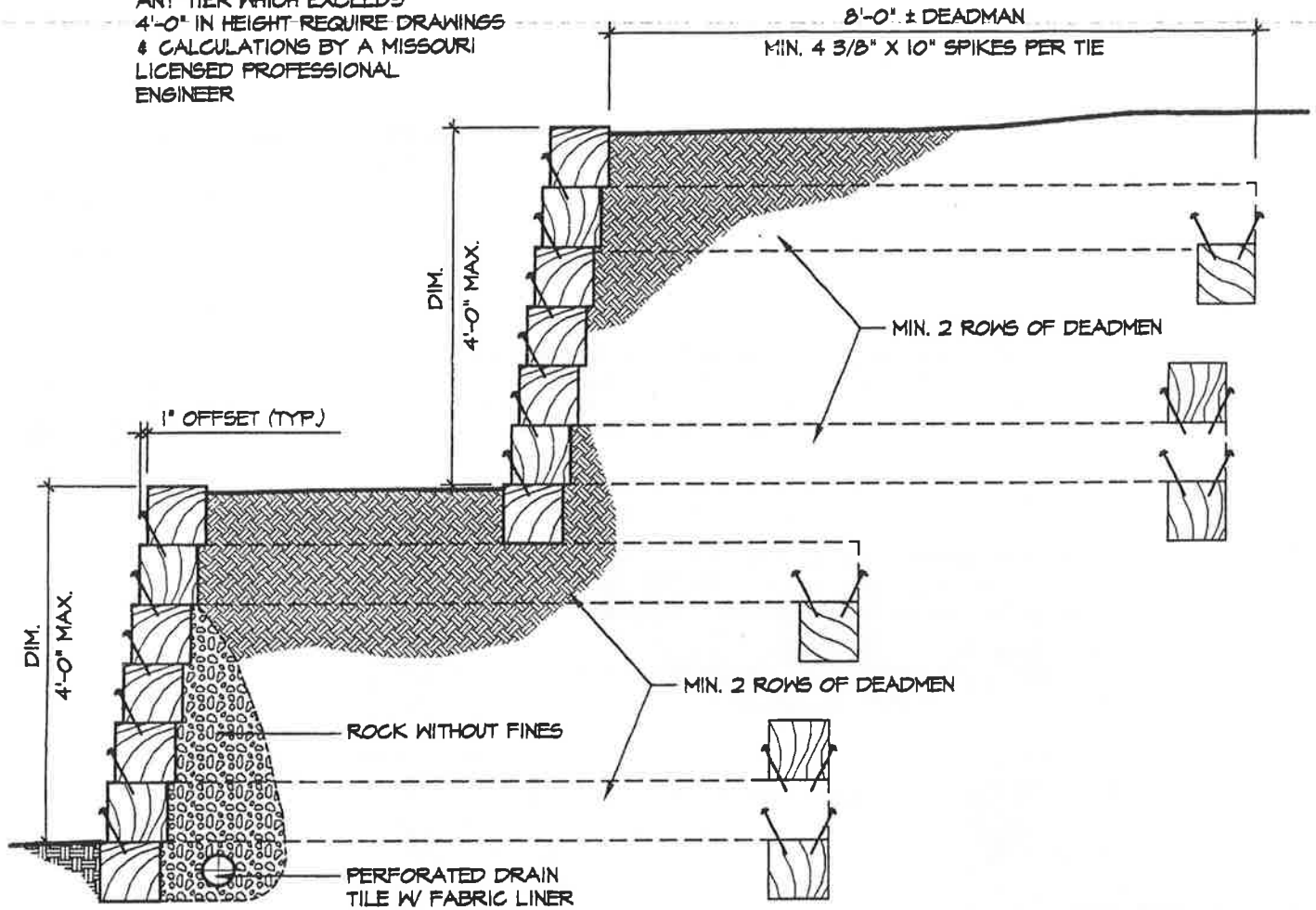
City of Saint Louis - Building Division
RESIDENTIAL RETAINING WALL
 Guidelines and Standard Construction Details

Date: Jan., 2001

Drawing No.

3 of 6

RETAINING WALLS WHICH HAVE ANY TIER WHICH EXCEEDS 4'-0" IN HEIGHT REQUIRE DRAWINGS & CALCULATIONS BY A MISSOURI LICENSED PROFESSIONAL ENGINEER



MAX. HORIZONTAL SPACING BETWEEN DEADMEN ONE (1) TIE LENGTH

GROUND CONTACT LUMBER MUST BE NATURALLY DECAY RESISTANT OR TREATED TO MEET STANDARDS ANFB LP22, LP33, LP44, OR LPT1

NOTE: DEADMEN MAY NOT CROSS OVER PROPERTY LINES ONTO NEIGHBORING PROPERTIES OR INTO CITY SIDEWALK AREAS OR PUBLIC RIGHT-OF-WAYS

SECTION

1/2" = 1'-0"

RTWL5

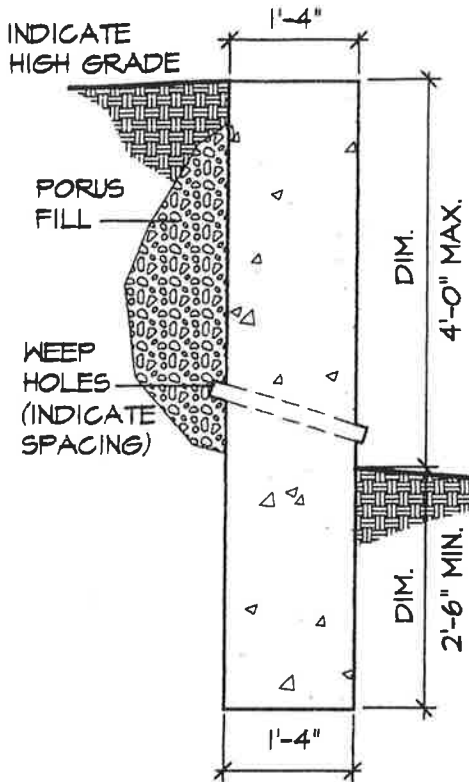
(2-TIER RAILROAD TIE RETAINING WALL)

City of Saint Louis - Building Division
RESIDENTIAL RETAINING WALL
 Guidelines and Standard Construction Details

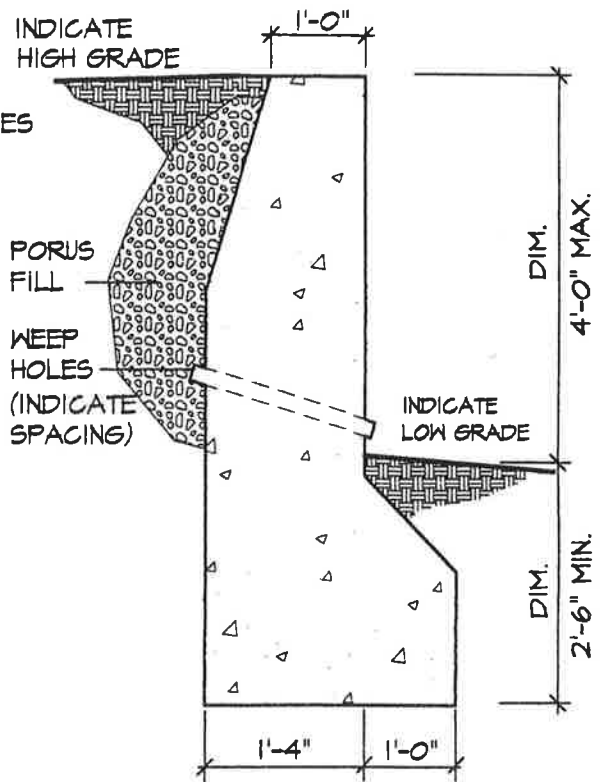
Date: Jan., 2001

Drawing No.

4 of 6



MINIMUM WIDTH IS 1/3 DISTANCE FROM GRADE TO TOP. WEEP HOLES OF 4" TILE OR 2" BRASS PIPE @ 10'-0" O.C.
CONSTRUCTION JOINTS TO BE 30'-0" APART.



FOR RETAINING WALLS OVER 48" IN HEIGHT, MISSOURI LICENSED PROFESSIONAL ENGINEER'S SEAL IS REQUIRED ON PLANS WITH SEALED CALCULATIONS.

FOR RETAINING WALLS UNDER 30" IN HEIGHT, DEPTH OF FOOTING SHOULD EQUAL HEIGHT OF WALL.

SURCHARGED WALLS (GROUND SLOPES SHARPLY UP FROM WALL) SHOULD BE TREATED AS A WALL HIGHER THAN ACTUAL HEIGHT.

NOTE :
FOOTINGS MAY NOT CROSS OVER PROPERTY LINES ONTO ADJACENT PROPERTIES OR INTO CITY SIDEWALK AREAS OR PUBLIC RIGHT-OF-WAYS.

MASS CONCRETE RETAINING WALLS

SECTIONS

1/2" = 1'-0"

RTWL3 (MASS CONCRETE RETAINING WALLS)

City of Saint Louis - Building Division
RESIDENTIAL RETAINING WALL
Guidelines and Standard Construction Details

Date: Jan., 2001

Drawing No.

5 of 6

RW-PG5

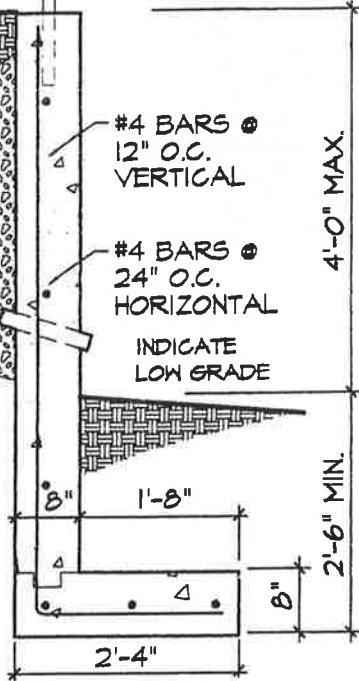
NOTE FOR WALLS MORE THAN 4'-0" IN HEIGHT:
 3'-6" H. FENCE OR GUARDRAIL * REQUIRED
 WHEN CLOSER THAN 2'-0" TO SIDEWALK,
 PATH, DRIVEWAY, OR PARKING AREA ON
 THE HIGH SIDE

* GUARDRAIL TO BE CONSTRUCTED OF
 APPROVED MATERIAL WITH NO CLEARANCES
 WITHIN RAIL EXCEEDING 21"

INDICATE
 HIGH GRADE

PORUS
 FILL

WEEP
 HOLES
 (INDICATE
 SPACINGS)



HORIZONTAL BARS TO PREVENT
 CRACKING TO BE 3/8" ϕ RODS
 @ 2'-0" O.C.

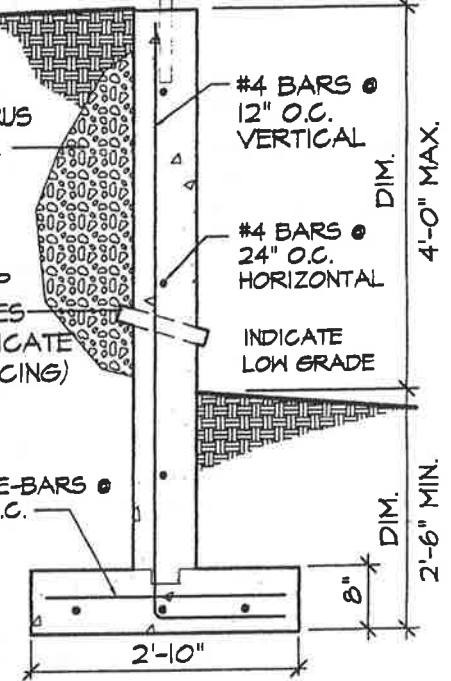
CONSTRUCTION JOINTS SHALL
 BE 30'-0" APART.

INDICATE
 HIGH GRADE

PORUS
 FILL

WEEP
 HOLES
 (INDICATE
 SPACING)

#3 RE-BARS @
 15" O.C.



- FOR RETAINING WALLS OVER 48" IN HEIGHT, MISSOURI LICENSED PROFESSIONAL ENGINEER'S SEAL IS REQUIRED ON PLANS WITH SEALED CALCULATIONS.
- FOR RETAINING WALLS UNDER 30" IN HEIGHT, DEPTH OF FOOTING SHOULD EQUAL HEIGHT OF WALL.
- SURCHARGED WALLS (GROUND SLOPES SHARPLY UP FROM WALL) SHOULD BE TREATED AS A WALL HIGHER THAN ACTUAL HEIGHT.

NOTE :

FOOTINGS MAY NOT CROSS OVER PROPERTY LINES
 ONTO ADJACENT PROPERTIES OR INTO CITY SIDEWALK
 AREAS OR PUBLIC RIGHT-OF-WAYS.

SECTIONS

1/2" = 1'-0"

RTWL6

(REINFORCED CONCRETE RETAINING WALLS)

City of Saint Louis - Building Division
RESIDENTIAL RETAINING WALL
 Guidelines and Standard Construction Details

Date: Jan., 2001

Drawing No.

6 of 6

CITY OF SAINT LOUIS
DEPARTMENT OF PUBLIC SAFETY
BUILDING DIVISION
GUIDELINES

FOR DRAWING RESIDENTIAL FINISHED BASEMENT PLANS

The following form was prepared by the Building Division to be used only as a general guideline for the drawing of construction plans which are required to be submitted at the time of application for a building permit.

To make application for a building permit, the applicant shall submit five (5) sets of detailed construction plans drawn to scale on minimum 8 1/2" x 11" sheets of each of the following to the Building Division - Permit Section, Room 425, City Hall, between 8:00 a.m. and 4:30 p.m. Monday through Friday. The office is closed on all City holidays.

1. Site Plan
2. Floor Plan
3. Typical Wall Section
4. Additional Details (if necessary)

The following are lists of the items that should be shown on each of the above plans: The illustrations are guides for plan preparation only to give you a basic idea what each type of plan should look like and are not necessarily specific Code and other Ordinance requirements. Each individual site location, the location of the building on the site and/or size of building might vary as requirements of the St. Louis Zoning Ordinance, the Building Code, and other ordinances dictate, and each will have to be reviewed on its own specific conditions after submittal.

1.0 SITE PLAN

- 1.1 Indicate size and shape of your lot
- 1.2 Indicate address and street (or streets if a corner lot)
- 1.3 Indicate alley location
- 1.4 Indicate size and location of existing house and other buildings

2.0 FLOOR PLAN

- 2.1 Indicate length and width of the proposed finish basement. Show basement area, room layout and identify use of each room or space by name and indicate both existing and new walls or partitions, furred and insulated foundation walls. Rooms shown with clothes closets, etc. which resemble a bedroom or could easily be converted to a

Finish Basement Guidelines

Page 2

- bedroom in the future will be reviewed for bedroom requirements regardless of the room name presented in the drawing.
- 2.2 Indicate location, size and spacing of furred wall or partition framing system. Identify existing and new walls or partitions graphically or by notes.
 - 2.3 Indicate size and location of doors and windows. Show all existing and new window locations and indicate the overall glass size and ventilation area for each. For proposed bedrooms indicate the sill height, clear opening width and clear opening height for the required emergency escape window.
 - 2.4 Indicate smoke detectors if finished basement contains bedroom(s). Smoke detectors shall be AC powered and have battery backup.
 - 2.5 Indicate width and location of existing or new stairs
 - 2.6 Indicate number and size of risers and treads on existing or new stair
 - 2.7 Indicate handrails
 - 2.8 Indicate ceiling type and height of all rooms/ spaces and ceiling height of lowest projections
 - 2.9 Indicate new sub-ducts, diffusers and exhaust fans
 - 2.10 Indicate floor drains
 - 2.11 Indicate electrical panel(s)

3.0 TYPICAL WALL SECTION

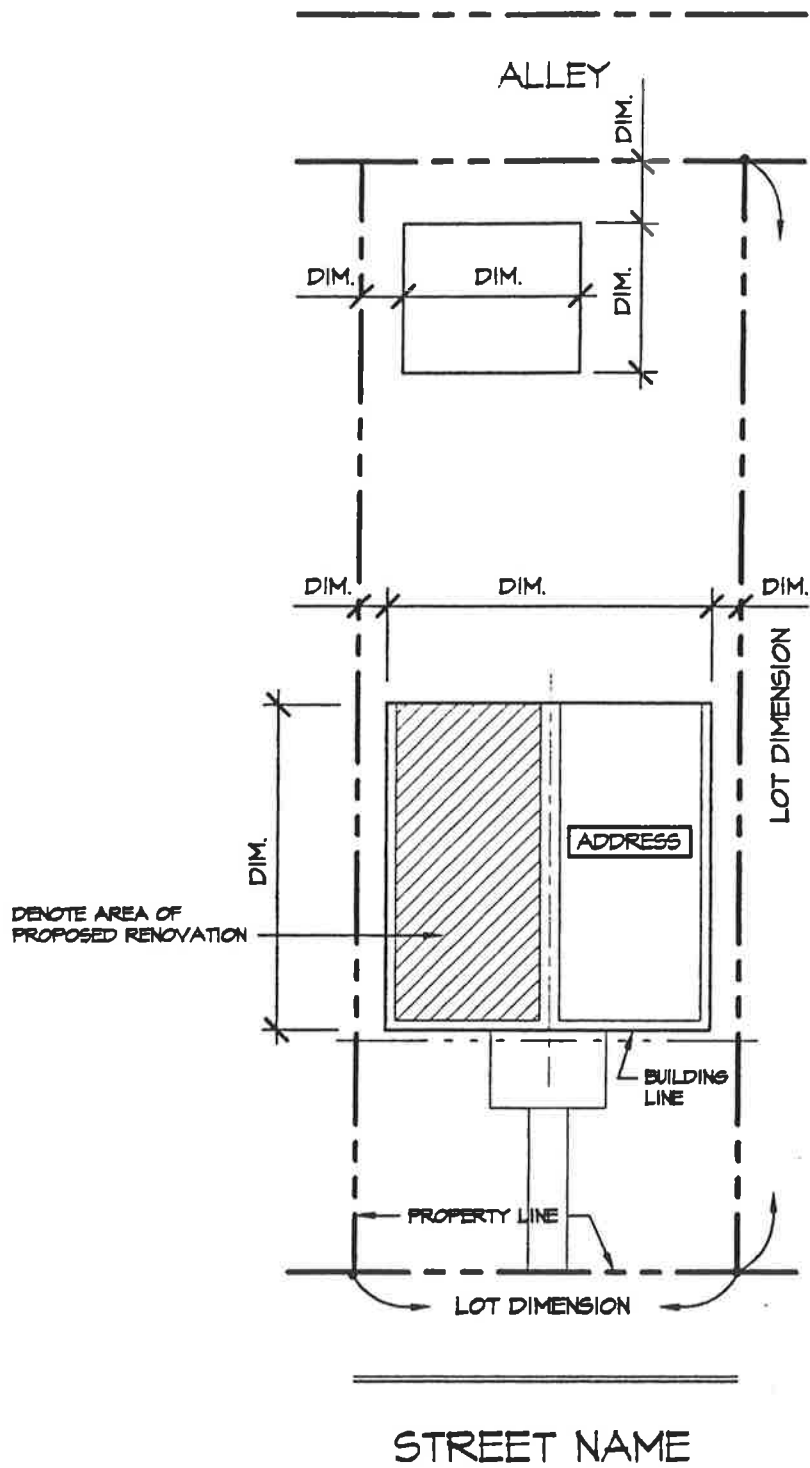
- 3.1 Indicate size and spacing of furred wall or partition framing system. Identify existing and new walls or partitions graphically or by notes.
- 3.2 Indicate size and type of interior wall and ceiling finish materials
- 3.3 Indicate ceiling height of all rooms/spaces and ceiling height of lowest projections such as beams or sub-ducts
- 3.4 Indicate stair and handrail

4.0 ADDITIONAL DETAILS

- 4.1 Indicate whatever information is necessary to show how your proposal will be constructed.

For additional information, contact: Permit Section at (314) 622-3313.

Effective Date
January 1, 2001



SITE PLAN

DENOTE SCALE

FBSITE

NORTH



(INDICATE ORIENTATION)

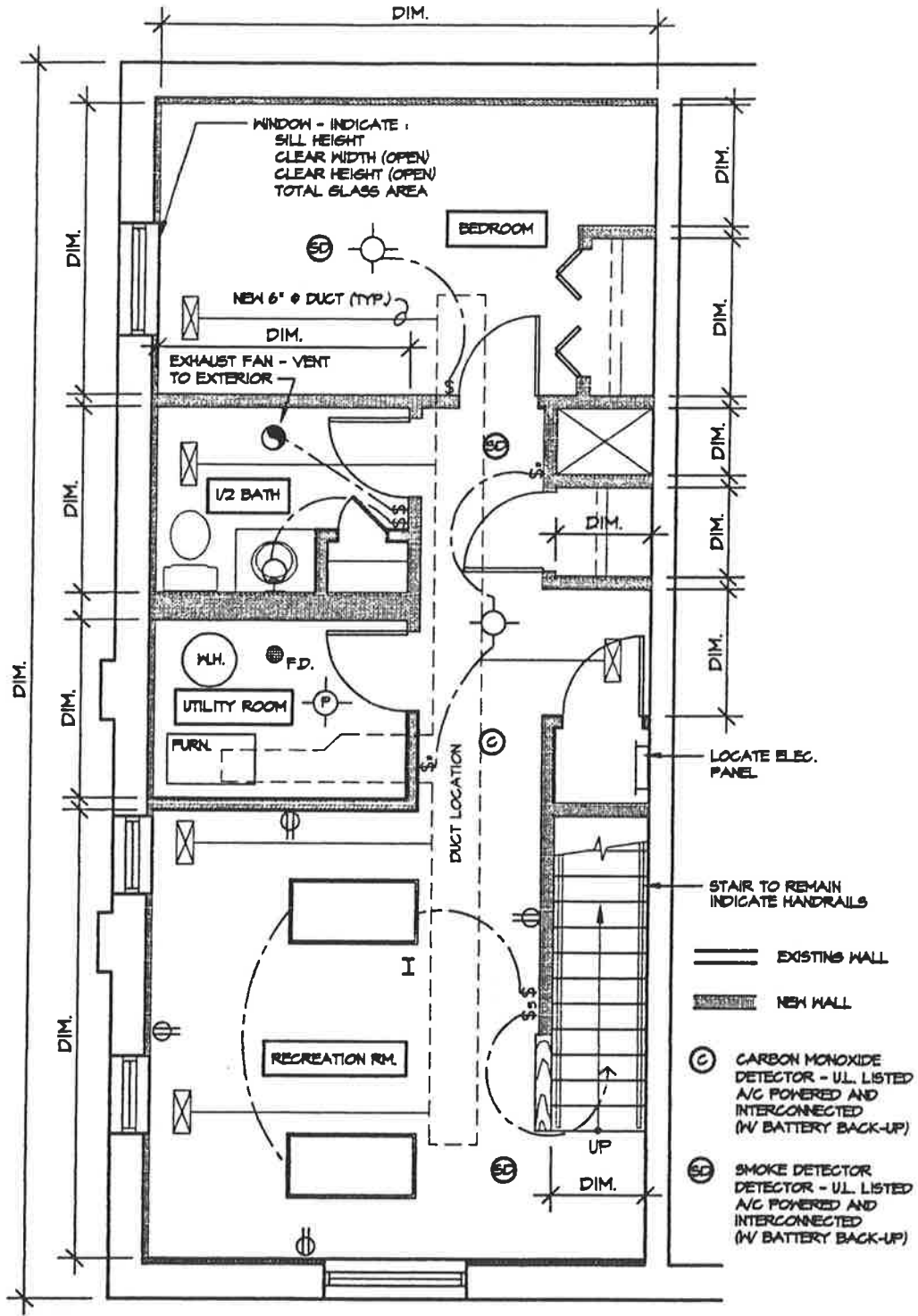
FB-PG1

City of Saint Louis - Building Division
RESIDENTIAL FINISHED BASEMENT
 Guidelines and Standard Construction Details

Date: Jan., 2001

Drawing No.

1 of 3



FLOOR PLAN

3/16" = 1'-0"

BPLANFB

NORTH



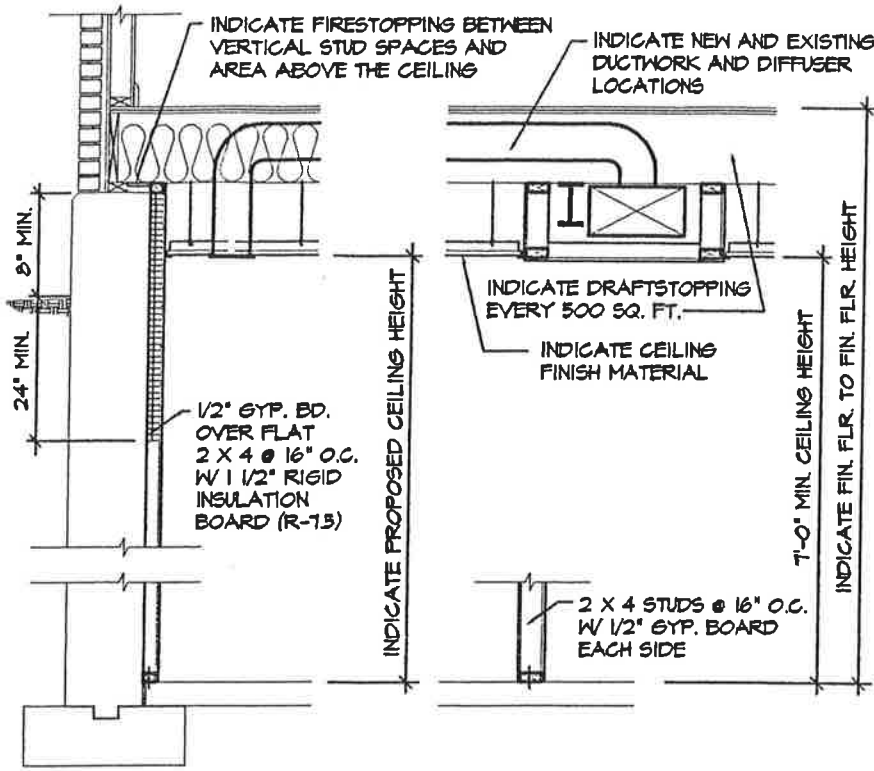
(INDICATE ORIENTATION)

City of Saint Louis - Building Division
RESIDENTIAL FINISHED BASEMENT
 Guidelines and Standard Construction Details

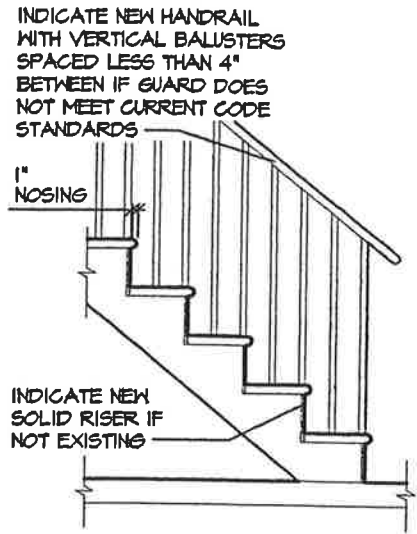
Date: Jan., 2001

Drawing No.

2 of 3



SECTION THRU BASEMENT



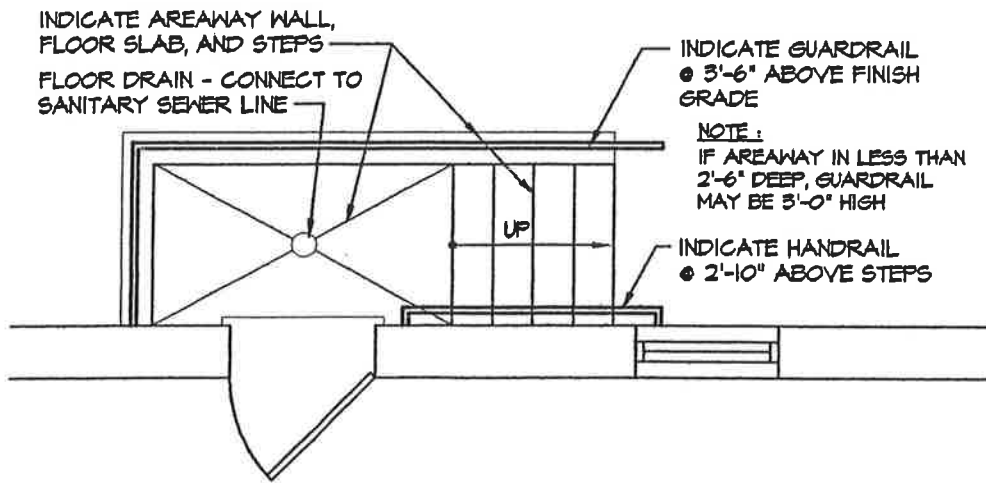
SECTION THRU STAIR

FINISHED BASEMENT DETAILS

3/8" = 1'-0"

FBWSECT1

AREASTR



AREAWAY PLAN

1/4" = 1'-0"

AREAWAY

City of Saint Louis - Building Division
RESIDENTIAL FINISHED BASEMENT
 Guidelines and Standard Construction Details

Date: Jan., 2001

Drawing No.

3 of 3

Rev.: June, 2002

FB-PC3

CITY OF SAINT LOUIS
DEPARTMENT OF PUBLIC SAFETY
BUILDING DIVISION
GUIDELINES FOR
DRAWING RESIDENTIAL ROOM ADDITION PLANS

The following form was prepared by the Building Division to be used only as a general guideline for the drawing of construction plans which are required to be submitted at the time of application for a building permit.

To make application for a building permit, the applicant shall submit five (5) sets of detailed construction plans drawn to scale on minimum 8 1/2" x 11" sheets of each of the following to the Building Division - Permit Section, Room 425, City Hall, between 8:00 a.m. and 4:30 p.m. Monday through Friday. A residential same day permit may be reviewed, if needed, between 9:00 a.m. and 3:00 p.m. The office is closed on all City holidays. One (1) set of photographs is required when: 1) located in a Historic District; 2) located within 300 feet of a park; 3) located within 300 feet of a Historic District or a landmark.

1. Site Plan
2. Foundation Plan
3. Floor Plan/Framing Plan
4. Elevations
5. Typical Wall Section
6. Additional Details (if necessary)

The following are lists of the items that should be shown on each of the above plans: The illustrations are guides for plan preparation only to give you a basic idea what each type of plan should look like and are not necessarily specific Code and other Ordinance requirements. Each individual site location, the location of the building on the site and/or size of building might vary as requirements of the St. Louis Zoning Ordinance, the Building Code, and other ordinances dictate, and each will have to be reviewed on its own specific conditions after submittal.

1.0 SITE PLAN

- 1.1 Indicate size and shape of your lot
- 1.2 Indicate address and street (or streets if a corner lot)
- 1.3 Indicate alley location
- 1.4 Indicate size and location of existing house and other buildings
- 1.5 Indicate size and location of proposed room addition
- 1.6 Indicate distance between the proposed room addition and each of the property lines

2.0 FOUNDATION PLAN

- 2.1 Indicate length and width of the proposed room addition foundation
- 2.2 Indicate size of footing
- 2.3 Indicate size of foundation wall
- 2.4 Indicate size and location of crawl space access and ventilation openings
- 2.5 Indicate size, spacing and direction of span of floor framing system

3.0 FLOOR PLAN/FRAMING PLAN

- 3.1 Indicate length and width of the proposed room addition. Show room addition area, room layout and identify use of each room or space by name and indicate both existing and new walls or partitions, furred and insulated walls. Rooms shown with clothes closets, etc. which resemble a bedroom or could easily be converted to a bedroom in the future will be reviewed for bedroom requirements regardless of the room name presented on the drawing.
- 3.2 Indicate distance from room addition to each property line
- 3.3 Indicate location, size and spacing of furred wall or partition framing system. Identify existing and new walls or partitions graphically or by notes.
- 3.4 Indicate size and location of doors and windows
- 3.5 Indicate size, spacing and direction of span of roof framing system and how it will be secured to existing structure
- 3.6 Indicate smoke detectors if room addition contains bedroom(s). Smoke detectors shall be AC powered and have battery backup

4.0 ELEVATIONS

- 4.1 Indicate finish grade line and show depth of foundation and footing below finish grade
- 4.2 Indicate width and height of room addition
- 4.3 Indicate the size and location of all doors and windows
- 4.4 Indicate size of header and/or lintel above all doors and windows
- 4.5 Indicate type of exterior siding or veneer
- 4.6 Indicate type of roofing material and slope of roof
- 4.7 Indicate gutters and downspouts
- 4.8 Indicate all dimensions and materials for all exterior, porches, stairs, sun-decks, etc.

5.0 TYPICAL WALL SECTION

- 5.1 Indicate size of footing
- 5.2 Indicate depth of footing below finish grade line
- 5.3 Indicate type and width of foundation wall and height above finish grade
- 5.4 Indicate depth of crawl space unless floor system is floor slab on grade
- 5.5 Indicate size and spacing of floor joist or thickness of granular fill and floor slab
- 5.6 Indicate size of sill plate

Room Addition Guidelines

Page 3

- 5.7 Indicate type, size and spacing of sill plate anchors to foundation wall
- 5.8 Indicate location, size and spacing of wall or partition framing system unless masonry structure is proposed. Identify existing and new walls or partitions graphically or by notes.
- 5.9 Indicate size and type of sub-floor and finish floor
- 5.10 Indicate size and type of exterior wall sheathing, felt, siding or veneer. **NOTE:** Exterior walls of all room additions less than 3'-0" from the side property lines are required to have a one (1) hour fire rating.
- 5.11 Indicate size and type of interior wall and ceiling finish materials
- 5.12 Indicate height from floor to ceiling
- 5.13 Indicate size and spacing of ceiling joist and roof rafters. If pre-fab roof trusses are proposed, submit manufacturer's design specification and criteria sealed by a registered Missouri engineer to the Building Inspector prior to installation of any trusses
- 5.14 Indicate size and type of roof sheathing, felt, roofing material and slope of roof
- 5.15 Indicate gutters and downspouts

6.0 ADDITIONAL DETAILS

- 6.1 Indicate whatever information is necessary to show how your proposal will be constructed

For additional information, contact: Permit Section at (314) 622-3313.

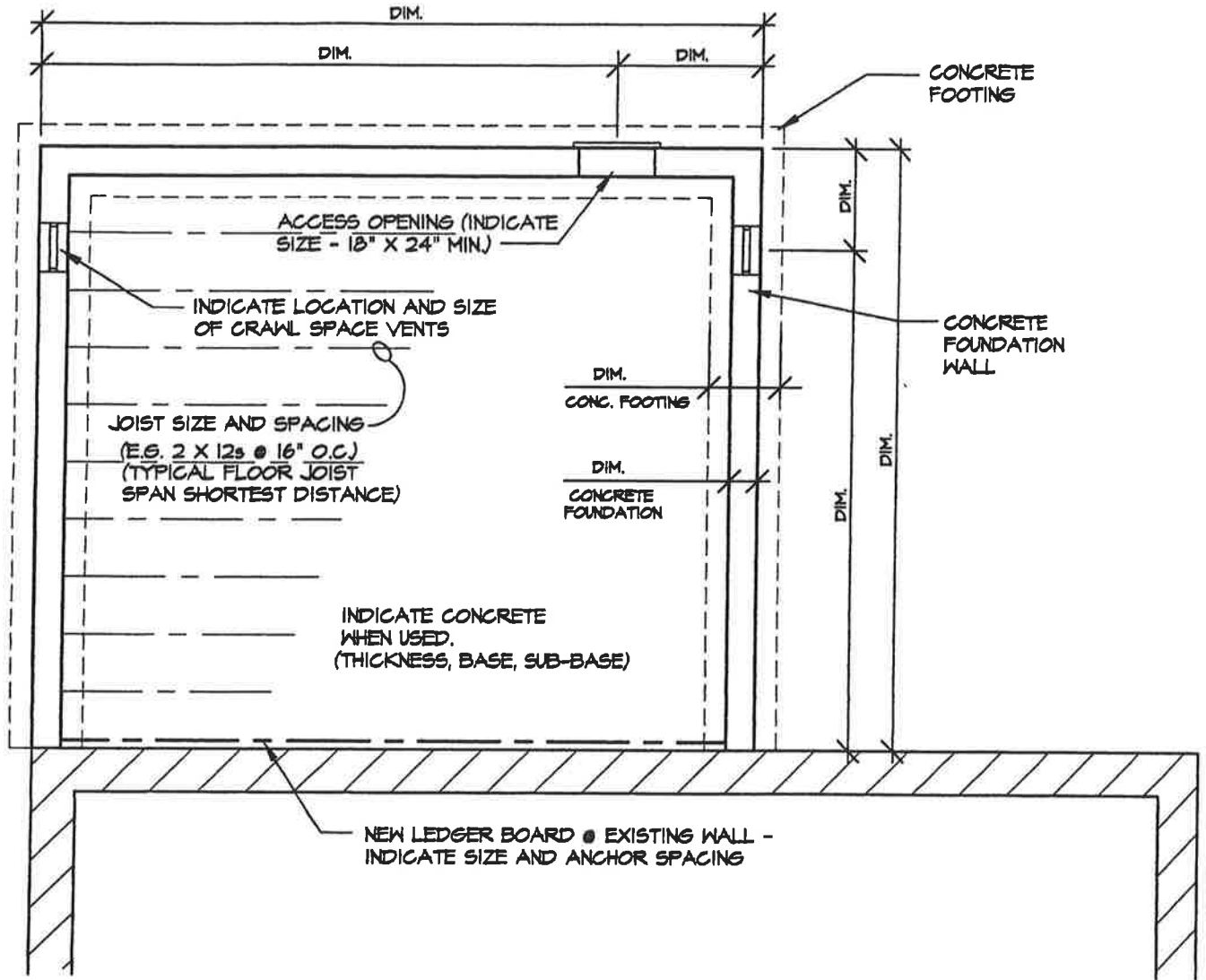
7.0 GENERAL ROOM ADDITION NOTES

- 7.1 For specific side yard requirements for a room addition, contact the Zoning Section, Room 400, City Hall, (314) 622-3666. A general rule of thumb is a minimum of four (4) feet from any side property line and a total of ten (10) feet on both sides for room additions.
- 7.2 Gutters and downspouts are required on all room additions. Downspouts on room additions with a roof area of less than five hundred fifty (550) square feet **shall not** be sewer connected provided the surface water does not adversely effect the adjacent property or create a nuisance.
- 7.3 For use of a pre-fab roof trusses - submit truss specification sheets sealed by a Missouri registered engineer to the Building Inspector prior to installation. Specification sheets must be specific and correspond to actual trusses used - any truss modifications require submittal of revised sealed spec sheets.
- 7.4 All exterior walls, regardless of room addition size, closer than three (3) feet from the side property lines are required to have a one (1) hour fire rating. Fire rating on exterior walls are usually obtained by use of a masonry/brick or 5/8 inch thick Type X fire rated gypsum board on both sides of stud.

Effective Date

January 1, 2001

Revised: October 18, 2019



FOUNDATION AND FLOOR FRAMING PLAN

1/4" = 1'-0"

FNDNRA1

NORTH



(INDICATE ORIENTATION)

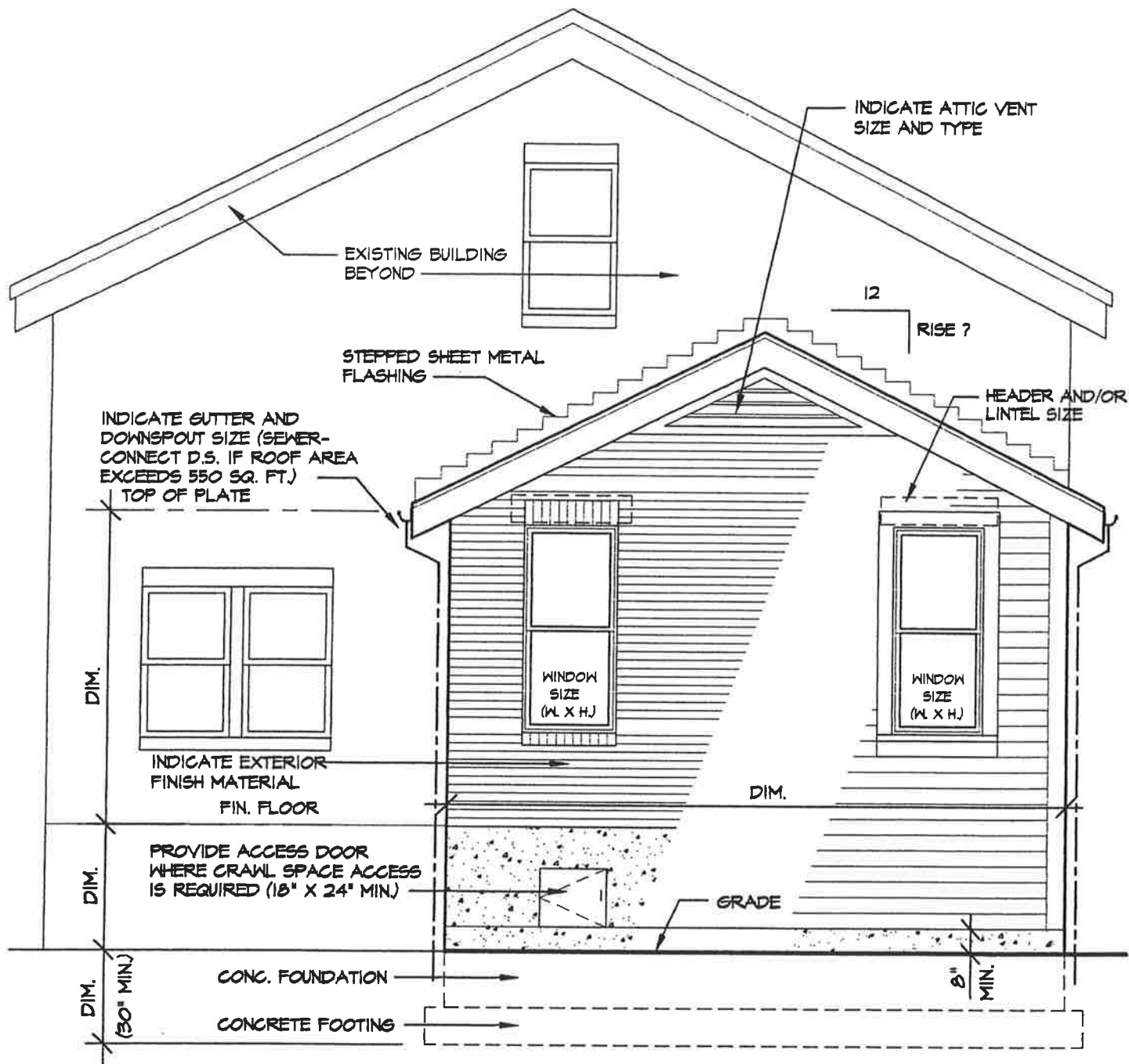
RA1 - PG2

City of Saint Louis - Building Division
RESIDENTIAL ROOM ADDITION
 Guidelines and Standard Construction Details

Date: Jan., 2001

Drawing No.

2 of 8



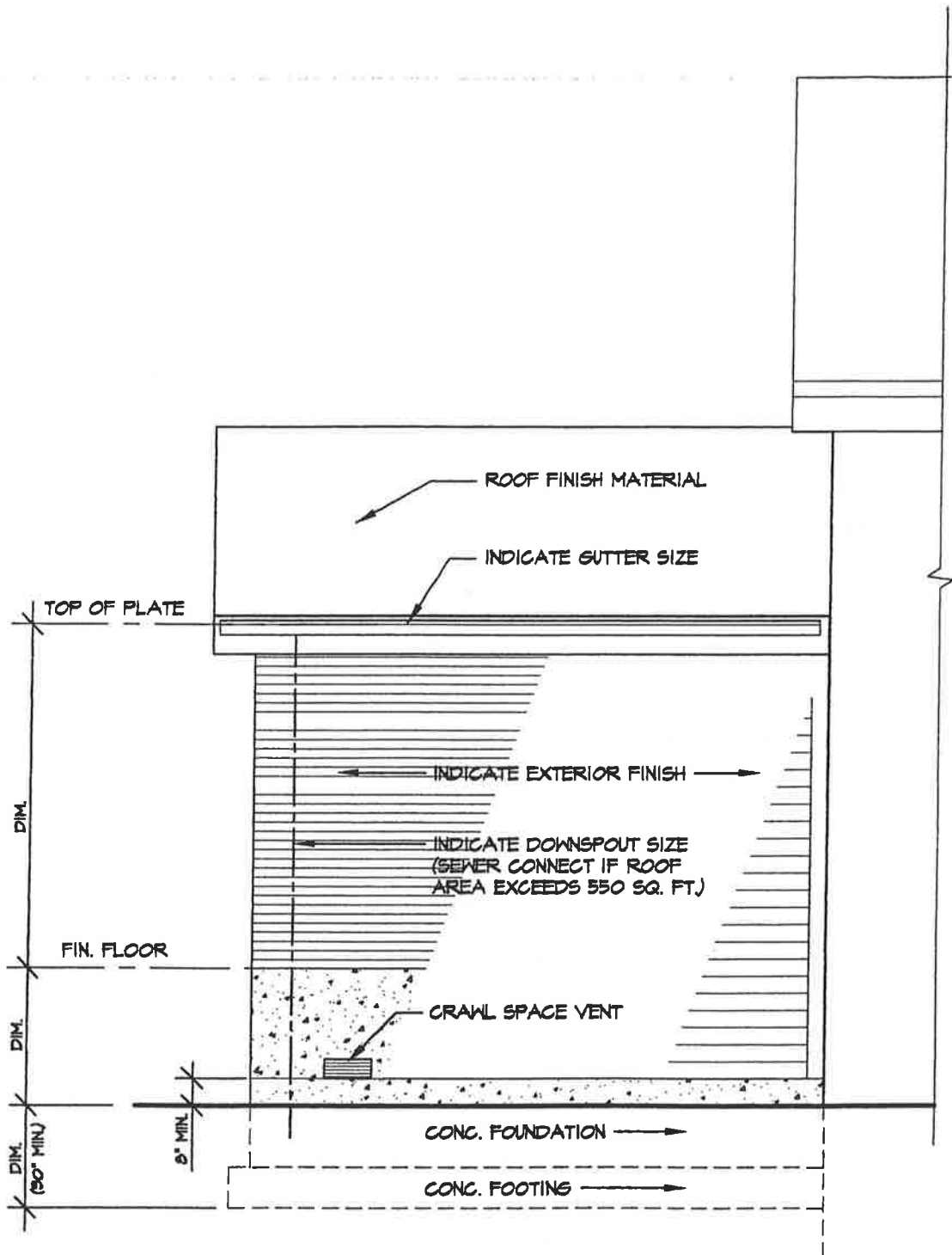
REAR ELEVATION

1/4" = 1'-0"

EL1RA1

RA1-PG4

City of Saint Louis - Building Division RESIDENTIAL ROOM ADDITION Guidelines and Standard Construction Details	Date: Jan., 2001
	Drawing No. 4 of 8



SIDE ELEVATION

1/4" = 1'-0"

EL2RA1

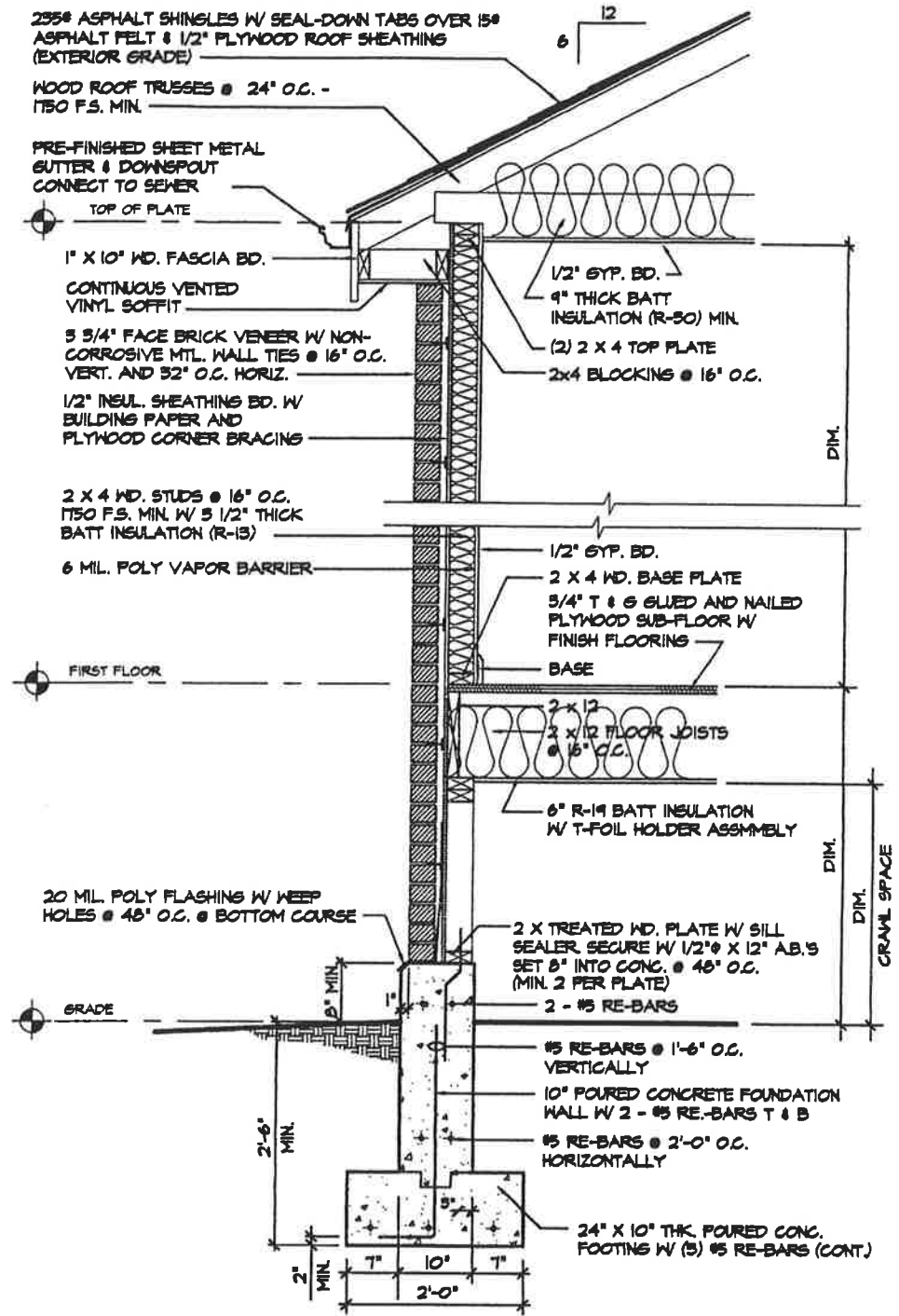
RA1-PC5

City of Saint Louis - Building Division
RESIDENTIAL ROOM ADDITION
 Guidelines and Standard Construction Details

Date: Jan., 2001

Drawing No.

5 of 8



SAMPLE WALL SECTION 1/2" = 1'-0"
 SECTION 8 (BRICK VENEER / CRAWL SPACE)

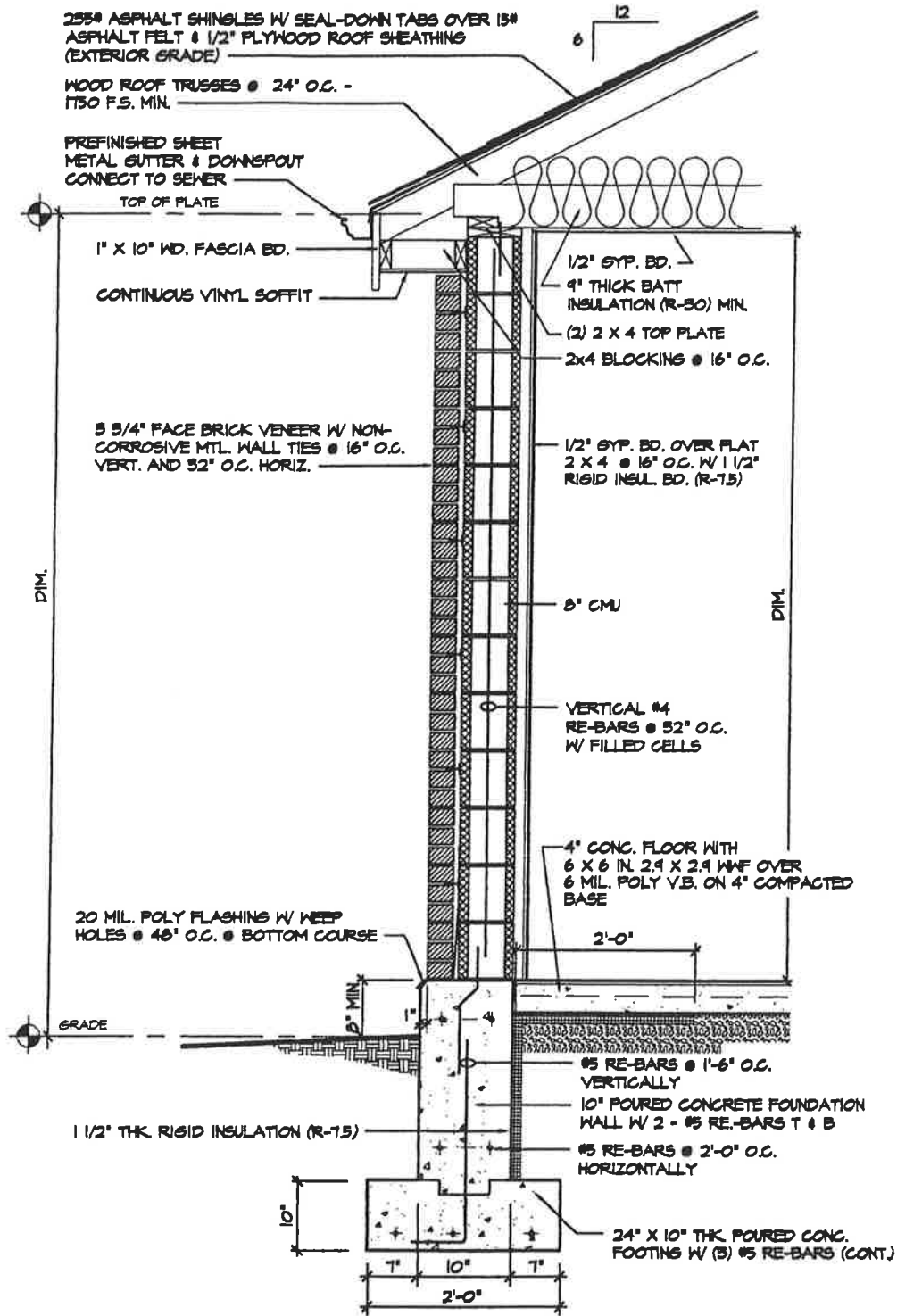
RA1-PG6

City of Saint Louis - Building Division
RESIDENTIAL ROOM ADDITION
 Guidelines and Standard Construction Details

Date: Jan., 2001

Drawing No.

6 of 8



SAMPLE WALL SECTION 1/2" = 1'-0"
 DG-SEC1 (BRICK & CONC. BLOCK / SLAB ON GRADE)

Electrical Service-drop Clearances for All New Construction of Room Additions and Accessory Structures

If there is not a 3 ft horizontal clearance between the service conductors and any portion of the new structure, the service drop may need to be relocated in order to meet the minimum vertical clearances (Ord. 65020; Sec 230-9 and Sec 230-24, 1999 NEC). Please contact the Electrical Inspection Section or consult an Electrical Contractor licensed by the City of St. Louis.

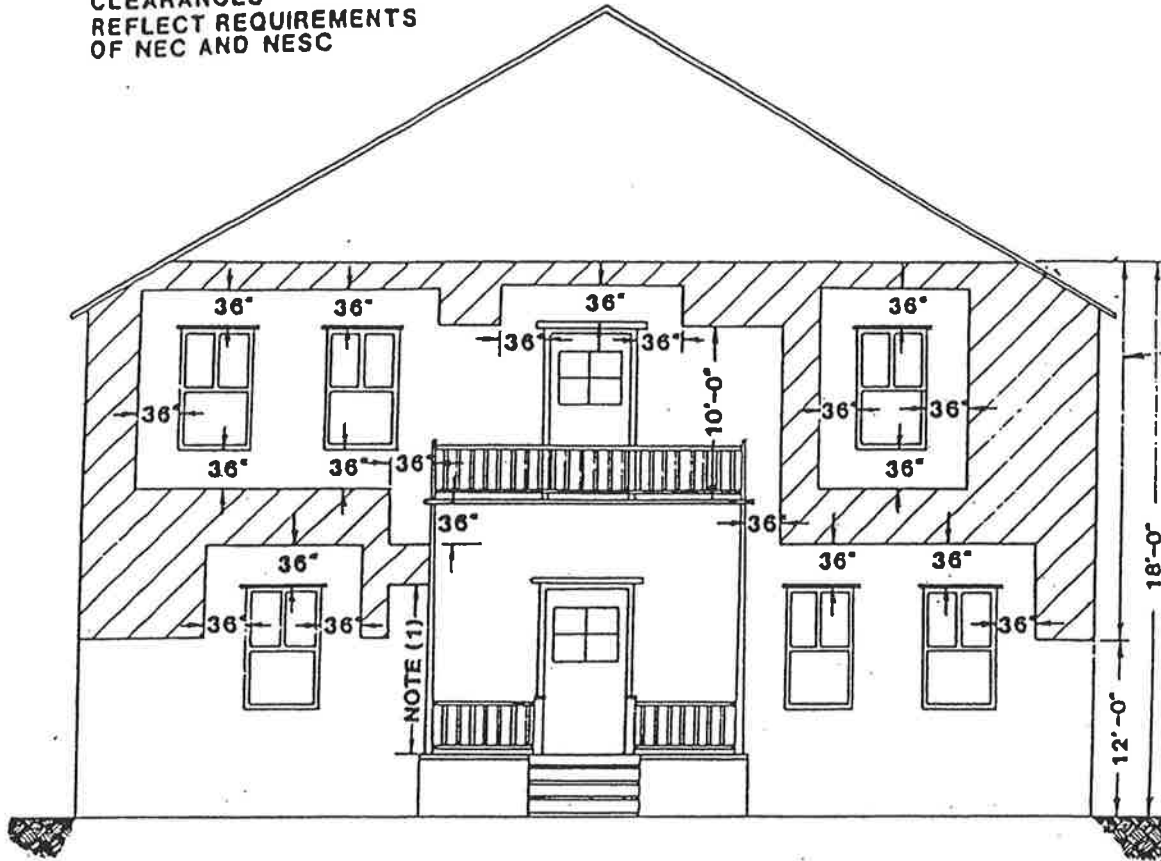
If the service drop is required to be relocated, an Electrical Permit must be obtained. Electrical Permits can be obtained only by an Electrical Contractor licensed by the City of St. Louis.

OVERHEAD SERVICE ATTACHMENT TO BUILDINGS 0 TO 600 VOLTS

~ TRIPLEX SERVICE ~

NEW ELECTRIC SERVICE ENTRANCE SHALL BE IN SHADED SPACES NOT LESS THAN 12' NOR MORE THAN 18' ABOVE GROUND IN ORDER TO MEET MINIMUM GROUND CLEARANCES PAGE D-20.

CLEARANCES
REFLECT REQUIREMENTS
OF NEC AND NESC



NOTES:

1. The first point of attachment for service wires shall be in the shaded spaces or higher. The minimum height of attachment shall be adjusted so that the lowest point of the service conductor meets the clearances specified on Page D-20. A service mast may be used if necessary to obtain the minimum clearances.
2. The customer's service outlet shall not be located above 18', but it may be necessary to attach services higher than 18' to meet the minimum ground clearances on Page D-20.
3. Triplex cable or separate open wire service busses on buildings shall be placed in the spaces shown shaded.
4. Service conductors passing by doors, porches, fire escapes or similar locations, shall have a clearance of not less than 36 inches. Service conductors passing by windows shall have a clearance of not less than 36 inches.
5. Where the form of the building will not permit triplex cable or open wire service busses from the point of attachment to the service outlets, service entrance cable may be used for runs up to 15'. For runs in excess of 15', specific authority must be obtained from the Engineering Dept.
6. When service entrance cable is used, clearances between windows, openings, fire escapes, etc., and the service attachment or the service busses on the building may be reduced to 6 inches. This is a preferred minimum which may however be reduced if necessary.
7. Service conductors shall not be installed beneath openings through which materials may be moved, such as openings in farm and commercial buildings. Overhead wires shall not be run such that they obstruct entrance to these building openings.



CITY OF SAINT LOUIS
DEPARTMENT OF PUBLIC SAFETY
BUILDING DIVISION
BUILDING PERMIT PROCESS
FOR
SIGNS

1. General

An application for a building permit to install a sign(s) must be made in person in the Building Division - Permit Section, Room 425, City Hall, between 8:00 a.m. and 4:30 p.m. Monday through Friday. The office is closed on all City holidays.

2. Application and permit process

The application for a building permit to install a sign(s) must have the following information:

- 1.) The correct street address for the project
- 2.) The name, street address and phone number of the Building Owner, the Building occupant, the design professional and the General Contractor
- 3.) The estimated construction cost for the project
- 4.) The appropriate application fee, which is non-refundable; this fee may be paid by cash, check or money order
- 5.) Five (5) complete sets of construction drawings. See SPECIAL NOTE for criteria used to determine when construction drawings submitted for a sign permit will require the seal, signature and date of a licensed professional engineer.

Each construction drawing set shall include:

- A.) Site plan(s) with dimensions showing lot size, building size and exact sign(s) location;
- B.) Elevation views of the sign(s) showing all sign dimensions and building facade;
- C.) Detail sign sections to describe all materials, methods of attachment and/or support and illumination (if any). The sign illumination assembly shall be approved and labeled by a nationally recognized testing agency and shall conform to the requirements of the City of St. Louis Electrical Code.

Building Permit Process for Signs

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SPECIAL NOTE: The following criteria will be used to determine when construction drawings submitted for a sign permit will require the seal, signature and date of a licensed professional engineer on each sheet (an original seal, signature and date on the cover sheets):

Ground Signs- Any ground sign over 25'-0" above finish grade or sign area exceeding 50 sq. ft. (regardless of height above grade).

- A. Foundations are required for all ground and pole signs.
- B. Structural calculations, sealed, signed and dated by a licensed professional engineer, are required for All pole signs.

Wall Signs- Any wall sign over 25'-0" above finish grade or with a sign area exceeding 50 sq. ft. (regardless of height above grade).

Projecting Signs- Any projecting sign over 25'-0" above finish grade or with a sign area exceeding 50 sq. ft. (regardless of height above grade). All projecting signs which encroach into the public right of way will require sealed, signed and dated construction drawings prepared by a licensed professional engineer.

Roof Signs- All will require sealed, signed and dated construction drawings prepared by a licensed professional engineer.

Billboards- All will require sealed, signed and dated construction drawings prepared by a licensed professional engineer.

For specific Plan Exam and Zoning requirements for signs, contact the Plan Exam Section (314) 622-3332, or the Zoning Section, (314) 622-3666, Room 400, City Hall.

- 6.) Two (2) sets of photographs of the site, building facade and all existing signs on the premises.
- 7.) Application for Sign Permit Only Supplement

A separate electrical permit application for any new or additional wiring work related to the sign shall be completed and signed by the holder of the Electrical Contractors Certificate. The electrical permit application shall be attached to the building permit application.

After the building permit application for a sign(s) has been filed, the Building Division - Permit Section becomes the hub for routing and recovering the construction documents and approvals from the appropriate review sections and the plan examiner assigned to the project. Final building permit approval may not be given to any project until all sections have returned the required written approvals to the Building Division - Permit Section. The routing of construction documents will include:

Building Permit Process for Signs

Page 3

- 1.) Zoning Section review
- 2.) Minimum Exterior review
- 3.) Cultural Resource Office review
- 4.) St. Louis Development Corporation review
- 5.) Board of Public Service review
- 6.) Plan Exam review

Building permit fees for a sign are based on the sign type and square footage of the sign as listed in Table 109.3.2 SIGN PERMIT FEES. All fees paid to the City of St. Louis for building permits are non-refundable. Only the application fee is payable at the time the building permit application is filed. The application fee for all signs is \$25.00. The permit fee will be required when final approvals have been received and the building permit is ready to be issued by the Building Division - Permit Section. The application fee and the permit fee may be paid by cash, check or money order made payable to the City of St. Louis.

After the building permit application for installing a sign(s) has been approved, fees paid and a building permit issued to the Owner or Contractor, the original electrical permit application shall be forwarded to the Electrical Section by the routing desk in the Building Division - Permit Section. Fees for the separate electrical permit for installing a sign(s) shall be paid at the completion of the electrical work.

Effective Date March 1, 1996

Revised April 4, 1996

October 3, 1996

October 20, 1997

May 11, 2000

November 14, 2003

May 17, 2005

February 26, 2008

December 1, 2010



Ameren UE Safety Inspection Electric Turn on Request

This is not a permit for new work.

FEE: \$30.00

FORMS OF PAYMENT ACCEPTED: CASH, CHECK, OR MONEY ORDER

Premise Number: _____ (9-digit premise number for Ameren UE)

Circle One Below:

RESIDENTIAL PROPERTY or COMMERCIAL PROPERTY

PROPERTY ADDRESS: _____

NAME: _____

PHONE NUMBER: () _____

EMAIL ADDRESS: _____

REQUESTED INSPECTION DATE: _____

- Leave a contact name & number so that we can call you with your inspector's name and number to call the next business day before 9:00 a.m.

