BUILDING TASK FORCE
AGENDA
CITY OF CREVE COEUR
300 N NEW BALLAS ROAD
FEBRUARY 9, 2021
5:00 PM

As a precautionary measure to help prevent exposure and spread of COVID-19, the Building Permitting Process Review Task Force meeting scheduled for Tuesday, February 9, 2021, at 5:00 p.m. will be livestreamed online. Citizens are encouraged to participate and submit public comments in the following ways:

1. **Video Livestream** — Watch a live video broadcast of the City Council meeting here https://us02web.zoom.us/j/86056180312?pwd=eFpUcHJHajkveVNlSE1XWERsMUZTZz09 The public will be required to provide a name and email address to enter the meeting. The email address will not be saved or used to contact you. Citizens will have the opportunity to make public comments live during the meeting using the video livestream program (How to Participate in Online Public Meetings).
2. **Teleconference** — Call in to the meeting by dialing 1-646-876-9923/// webinar id 860 5618 0312

CALL TO ORDER

DISCUSSION ITEMS

1. **Approval of January 19, 2021 Building Permitting Process Review Task Force Task Force Minutes**

2. **Building Permit Process Overview**
   Summary: Building staff will review the permitting process, using the attached flowchart as a guide.

3. **Review of Recent Process Improvements and Outcomes**
   Summary: Staff has prepared information for discussion.

4. **Multi-Agency Survey - Building Inspections**
   Summary: Staff will review results of a recent survey.

5. **Future Meeting Schedule**
   Summary: Building Task Force plans to meet once a month the 3rd Tuesday of the month at 5 pm. Tentatively: March 16, April 20, May 18, June 15, July 20, August 17, September 21, October 19 and November 16, 2021.

Pursuant to Section 610.022 RSMo., the City Council could, at any time during the meeting, vote to close the public meeting and move to closed session to discuss matters relating to litigation, legal actions and/or communications from the City Attorney as provided under Section 610.021(1) RSMo. and/or personnel matters under Section 610.021(13) RSMo. And/or employee matters under Section 610.021(3) RSMo. and/or real estate matters under Section 610.021(2) or other matters as permitted by Chapter 610.

Posted: _____ posted 02/5/2021
Deborah Ryan, City Clerk

TASK FORCE
MINUTES
CITY OF CREVE COEUR
BUILDING PERMITTING PROCESS REVIEW TASK FORCE
300 N NEW BALLAS ROAD
JANUARY 19, 2021
5:00 PM

CALL TO ORDER

A regular meeting of the City Council of the City of Creve Coeur was called to order by Mayor Glantz at the Online Meeting, N/A, N/A, NA N/A on Tuesday, January 19, 2021 at 5:00 PM.

Chair Dan Tierney
Energy and Environment Rep Joseph Martinich
Planning and Zoning Rep James Myers
Council Member Heather Silverman
Economic Development Rep Mark Manlin
Economic Development Rep Ned Maniscalco
Building Board of Appeals Rep Victor Perrin
Resident/Home Builder Rep Jeffrey Bernstein

DISCUSSION ITEMS

1. Introductions of Building Permitting Process Review Task Force Members

Chair Tierney lead the introductions and had other members introduce themselves along with their background and how their experiences could be helpful.

RESULT:	**ITEM DISCUSSED**

2. Review Purpose of Task Force

Chair Tierney reviewed the purpose of the Task Force and discussed how the Task Force would move forward and how discussions should go in the future discussing the good and the bad of the process and not discussing employees or their names.

RESULT:	**ITEM DISCUSSED**

3. 2018 Citizen Survey Results

Mark Perkins stated the 2018 Resident Survey was provided in the packet for review. It was a broad survey and not a lot of focus on the Building Department and the process. There is another survey planned for 2021 and could have more specific questions.

Mayor Glantz stated would like to review as this area is consistently ranked the lowest compared to other city departments and services.

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Don Perrin stated the Board of Appeals is a tool residents or contractors could use for processing issues.

RESULT:	**ITEM DISCUSSED**

4. Permit Close-Out Survey Results

James Myers asked what is the percentage of response on the close-out surveys.

Mark Perkins stated approximately 20% and the surveys are only sent to permits where an escrow was required to pull a permit.

Chair Tierney asked members to give their perception and personal experiences with the permitting process.

- Contractors don't want to work in Creve Coeur, because of the permitting process
- Some of the contractors that will work in Creve Coeur charge more to do work here because of the permitting process and inspections
- Some issues with review/inspection times and permitting issues
- Inspectors are usually timely with scheduled inspections or reinspection requests
- Process/review is clear and quick
- Inspection process is frustrating with so much detail
- Reinspection fees and can/do get expensive and out of hand, quickly on larger jobs
- Inconsistent
- Council quickly accepting new codes and not realizing what those do to the cost of construction
- More inspections required in Creve Coeur than in any other neighboring municipality

Chair Tierney stated we are fighting a perception and need to look at how to address it.

RESULT:	**ITEM DISCUSSED**

5. 2021 Building Permitting Process Review Task Force Meeting Schedule

Chair Tierney stated going forward we will have meetings on the third Tuesday of each month at 5:00 pm; however, February 9th, 2021 will be our next meeting.

RESULT:	**ITEM DISCUSSED**

6. Election of Vice Chair

Chair Tierney called for a volunteer for a vice chair for the Task Force.

James Myers volunteered.

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Task Force Members unanimously agreed.

RESULT:	**ITEM DISCUSSED**

7. Next Steps

Joe Martinich requested a flow chart of the permitting process at Creve Coeur and same information from other cities to use as a bench mark.

James Myers asked the perspective from staff, what could change in the process.

Mark Perkins stated we will have some information that can be shared at the next meeting.

RESULT:	**ITEM DISCUSSED**

8. Adjourn

Adjourned at 6:15 pm

ing Permitting Process Review Task Force
300 N New Ballas Road
Creve Coeur, MO 63141

Meeting: 02/09/21 05:00 PM
Department: Legislative /City Clerk
Category: Discussion
Prepared By: Debbie Ryan
Department Head: Debbie Ryan

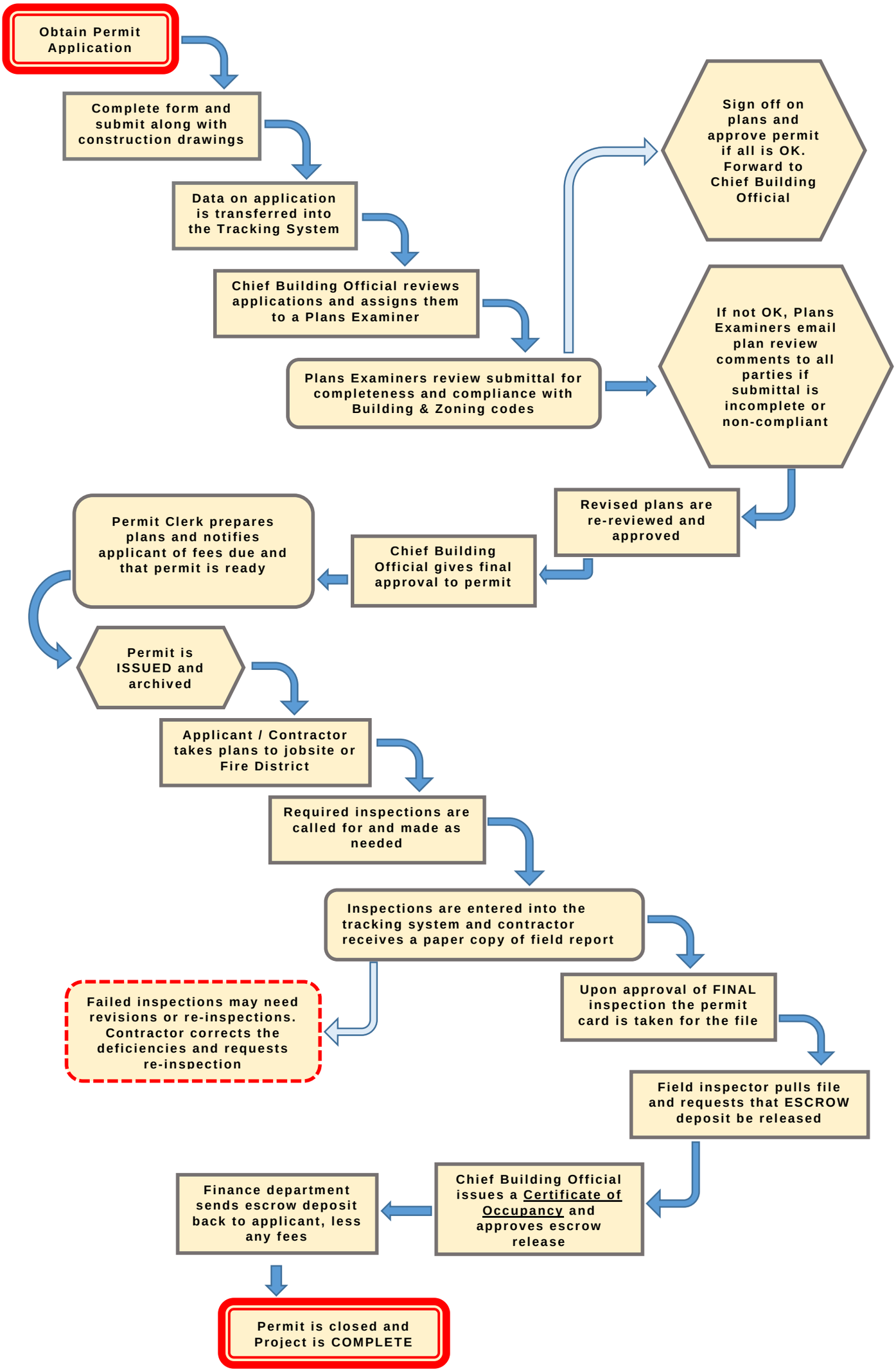
SCHEDULED

STAFF REPORT

Building Permit Process Overview

Building staff will review the permitting process, using the attached flowchart as a guide.

Building Permit and Inspection Process



Created 1-26-21

ing Permitting Process Review Task Force
300 N New Ballas Road
Creve Coeur, MO 63141

Meeting: 02/09/21 05:00 PM
Department: Legislative /City Clerk
Category: Discussion
Prepared By: Debbie Ryan
Department Head: Debbie Ryan

SCHEDULED

STAFF REPORT

Review of Recent Process Improvements and Outcomes

Staff has prepared information for discussion.

CITY OF CREVE COEUR
Department of Community Development
BUILDING DIVISION

MEMORANDUM

TO: Mark Perkins, City Administrator

CC: Jason Jaggi, Director of Community Development

FROM: Steve Unser, Chief Building Official

DATE: February 4, 2021

RE: Improvements Made By the Building Division Over the Years.

The Building Division has always welcomed recommendations from all interested parties that result in improving the effectiveness and efficiency of the manner in which the Building Division issues building permits and makes building inspections.

The improvements that the Building Division have made in years past have been a direct result of constructive input from building division staff members, contractors, residents, building owners, property managers, design professionals and previous committees.

These past improvements include:

1. ***Monthly Activity Report.*** The building division compiles a monthly activity report that is submitted to the city administrator and city council for their review. This has become an effective method of statistically monitoring construction activity and property maintenance activity within the city. This monthly activity report was expanded in 2012 to include monitoring the activities of the Apartment Re-Occupancy Program. ***See Attachment A.***

2. ***Simplifying the Application Process.*** The building division's application process has been substantially simplified by consolidating the building permit application, the building permit, the occupancy permit application, and the certificate of occupancy into a single document. A building permit applicant now only completes one (1) application instead of four (4).

3. ***Permit and Inspection Tracking System.*** The building division uses an 'in-house' permit and inspection tracking system that was created by the city's information systems manager. The building division is now able to "track" a construction project from the day the building permit application is received through the plan review, field inspection, escrow release and archiving processes. This system was expanded so that it could also track the inspection, notification and compliance gained enforcement activities of city's property maintenance code. It was expanded again in 2012 so that it could track the activities of the Apartment Re-Occupancy Program.

4. ***Inspection Request Performance Standard.*** Any building inspection that is requested by 4 p.m. on a given day is made by an inspector the next working day. Other cities and St. Louis County generally require 24 – 48 hours notice to request an inspection. This performance standard has been met 99% of the time.

5. ***Same Day Inspections.*** If a contractor or resident forgets to request an inspection the previous day by 4 p.m., the city inspectors will try to make a requested same day inspection as work load permits. There is a $40 fee for this service when provided.

6. ***Timed Inspections for Certain Types of Requested Inspections.***

    - For concrete pours (footing and foundation inspections) the city inspector will make every effort to be at a jobsite at the time requested by the contractor in order not to hold up any scheduled concrete pour.
    - The city inspector will accommodate an early morning fire alarm test in a commercial building (that is scheduled between 6 a.m to 7 a.m.) so that the fire alarm test is completed before the building's occupants show up for work.
    - A resident may request a specific time for the city inspector to inspect their replacement furnace or air conditioner so that time missed from their job is minimized.
    - For all other inspections, the contractor may request an A.M. inspection or a P.M. inspection.

7. ***Permission to Begin Demolition and Framing Letter.*** It was suggested by a general contractor that they be allowed to begin demolition, framing, and even hang drywall on one side of any new walls while their building permit application and construction documents for their project were under review. The building division created the "Permission to Begin Demolition and Framing Letter" which allows the general contractor to proceed with the aforementioned work (at their own risk) while the plan review process is occurring. Ideally, the contractor is ready to request a framing inspection once the building permit has been issued. This "letter" has helped expedite the construction process while still ensuring building code compliance. ***See Attachment B.***

8. ***Footing and Foundation Only Permit, Structural Shell Permit, etc.*** It was suggested by a general contractor that they be allowed to proceed with a specific "phase" of construction while the next "phase" of construction was still under plan review by the building division. As a result, the building division established guidelines whereby a contractor could obtain "phase" permits. The result has been concrete being poured and structural steel being erected while the next phase of construction is under plan review by the building division. These phase permits have proven effective for expediting the construction of new buildings and additions.

9. ***Pre-submission Meetings.*** The building division strongly encourages architects to schedule pre-submission meetings to assess potential code issues prior to document submittal and the formal plan review process occurring. These pre-submission meetings have helped lessen the number of plan review comments generated by the plans examiner during the plan review process. As a result, fewer revisions are required to be submitted by the design professional in order to obtain the building permit, thereby expediting the plan review process.

10. ***Customizing Building Inspection Cards.*** The building division, at one time, had only two (2) types of inspection cards that were issued to contractors to post on their jobsites no matter what type of project their building permit was for. Not all of the inspections shown on these two (2) cards were applicable to every construction project. Contractors were uncertain as to which inspections applied to their projects. In response to this concern, the building division began to create and issue 'customized' inspection cards that note only the inspections that were required by the city, county and fire districts for their particular project. Contractors' feedback on these inspection cards has been positive. Some of these 'customized' inspection cards include:

    - *Residential Development Permit* for new homes and room additions.
    - *Residential Improvement Permit* for home remodeling projects.
    - *Tenant Improvement Permit* for alterations in commercial buildings.
    - *Retaining Wall Permit*
    - *Deck Permit*
    - *Replacement Window and Door Permit*
    - *Commercial Re-Roofing Permit*
    - *Emergency Generator Permit*
    - *Drain Tile Permit*
    - *Swimming Pool Permit*
    - *Foundation Repairs Permit*
    - *Solar Panel Permit*
    - *Radon Mitigation Permit*
    - The building division is also able to 'customize' inspection cards for other projects not listed above.

11. ***Informational Letters Sent to Residents.*** Letters are sent to residents who have been issued a building permit for their specific project. This letter informs the resident of the cost of their permit fee and escrow (if applicable); and what actions the building division will be taking to ensure their project will be completed in a code compliant manner. ***See Attachment C.***

12. ***Website Updates.*** Updates are continually being made to the Building Division's page of the city's website in order to provide information regarding:

    - The types of projects that require permits and what needs to be submitted in order to obtain that permit.
    - Fee schedule and escrow information.
    - Inspection information.
    - Building code information.
    - Frequently asked questions and answers.
    - Green construction links and other 'quick links'.

13. ***E-mailing Residents Their Plan Review Comments.*** Once the city's plans examiners have completed their building code plan review for residents' proposed projects, their contractors and architects (if applicable) are sent an email that outlines the plans examiner's comments and questions the city has regarding their proposed projects. The residents are also copied on these plan review e-mails so they can be kept informed as their plan review process proceeds. At the end of each e-mail is a description of the

Building Code Board of Appeals process that informs the applicant of their option to appeal a decision made by the building official.

14. ***Incorporating I-pads into the Inspection Process.*** City inspectors now have I-pads that they can use to take photos of a questionable jobsite condition. These photos can be emailed to the plans examiner or building official for their expedited opinion on how to correct a specific violation. The inspectors can also use their I-pads to access the permit tracking system to determine if an address has obtained a building permit prior to posting a stop work order.

More Recent Improvements Include:

1. ***Streamlining the building inspection process by consolidating certain residential building inspections for small bathroom / kitchen remodeling projects.***

   During the course of a small remodeling project, the city building inspector may be able to approve the framing, insulation and drywall inspection at the same time. For example, if a small amount of framing is exposed and the framing inspection is approved and the contractor has the proper insulation and drywall on site, the building inspector can give the contractor permission to insulate and hang drywall without requesting those inspections to be made separately on other days.

2. ***Streamlining the replacement window/door inspection process by requiring only a framing inspection and not a final inspection.***

   The building division has required both framing and final inspections for the installation of replacement windows and exterior doors. During the framing inspection, the building inspector ensures any replacement window/door has been properly shimmed, anchored, insulated and flashed per the manufacturer and the building code. He also verifies that the U-Factor and the Solar Heat Gain Coefficient for the window/door meets code. During the final inspection he verifies that the 'fenestration' has been trimmed-out on the interior and exterior and caulked on the exterior. Now, the inspector may require only the framing inspection to be made.

3. ***Mandatory 'call-ahead' for residential building inspections.***

   The building division now requires that the city building inspector call the contact person noted on the residential inspection request sheet PRIOR to making the requested inspection. By doing this the inspector can verify that the jobsite is ready for the inspection and that the city-approved plans are on site. This 'call-ahead' saves the inspector a trip if the inspection is not ready to be made or the city-approved plans are not on site. It also lets the contractor and/or resident know that the inspector is on his way.

4. ***Passage of the 'Delinquent Applicant Ordinance' (Ordinance No. 5624, approved 1/28/2019)***

   This ordinance allows the building division to not issue a building permit to a contractor who has allowed any previous building permit to expire and has failed to obtain the required final approval from the city for that permit. This ordinance provides the building division with a proactive and more effective approach to the process of

bringing closure to expired permits and in the long run will save staff time.

5. ***Accepting Photographs to verify corrections have been made.***

   When a building inspection is disapproved and the reason for this disapproval is because of a minor violation, the building inspector may accept a photograph of the correction instead of requiring another field inspection to verify that the correction has been made. An example of a minor violation would be lack of fireblocking at a plumbing pipe or a missing locking cap on an air conditioner's refrigerant access port.

Collectively, the implementation of all of these improvements has helped the building division make more efficient and effective use of the time it needs to process building permits and make daily building inspections.

Future Improvements

1. ***Implementation of permitting / tracking computer software.*** This software will:

   - Allow contractors and residents to request inspections online, thereby eliminating the need to write up inspection requests on paper.
   - Using their Ipads, the inspectors will be able to enter their inspection results directly into this new tracking system at the jobsite and simultaneously deliver the inspection results via email to residents and contractors. Paper inspection sheets will be eliminated and double entries into the present tracking will no longer be necessary.
   - A Citizen's Portal will allow residents and contractors to view the status of their plan reviews and inspection results.
   - After final approval is given to permitted projects, processing for the release of building permit escrows will be expedited by this software.
   - This software will also allow for the 'computerized' enforcement of the Apartment Re-Occupancy Program and the Code Enforcement Program.

2. ***Implementation of any recommendations made by the Building Permit Task Force that will result in improving the effectiveness and efficiency of the Building Division's permitting and inspection processes.***

ATTACHMENT A

BUILDING DIVISION MONTHLY ACTIVITY REPORT - FISCAL YEAR 2020

JUNE 2020

TYPE OF ACTIVITY					
BUILDING PERMITS		**June 2020**	**June 2019**	**F.Y.T.D. 2020**	**F.Y.T.D. 2019**
Building Permit Applications Received		201	125	1,541	1,476
Building Permits Issued		164*	126	1,322	1,351
Commercial Building Permits Issued (New Buildings)		0	0	3	4
Commercial Building Permits Issued (Alterations)		6	20	194	227
Residential Building Permits Issued (New Homes)		2	2	17	19
Residential Building Permits Issued (Alterations)		156	104	1,108	1,101
TOTAL VALUATION OF CONSTRUCTION PROJECTS-$		**4,347,924**	**16,530,173**	**102,468,758**	**96,981,975**
Building Permit Fees Generated		37,364	95,260	639,073	589,747
Apartment Re-Occupancy Fees Generated		12,795	12,910	128,075	123,905
Commercial Occupancy Fees (no building permit)		1,430	0	9,945	10,140
Escrow Deductions Collected (re-inspection fees, TCOs)		2,960	7,092	53,452	70,967
Sign Permit Fees Generated		200	0	9,375	11,025
Demolition Permit Fees Generated		400	600	5,270	9,000
Fence Permit Fees Generated		275	125	1,175	1,475
TOTAL REVENUES GENERATED ($)		**55,424**	**115,987**	**846,365**	**816,259**
Plan Review Turnaround Time (working d [From log-in date to completion of first plan review]		**June 2020**	**June 2019**	**F.Y.T.D. 2020**	**F.Y.T.D. 2019**
Number of Commercial Plans (with a valuation of less than $250,000) reviewed within :	0 to 10 days	6	9	142	153
	11 to 15 days	0	4	16	38
	More than 15 days	0	0	1	3
_____ Number of Commercial Plans (with a valuation of equal or more than $250,000)reviewed within:	0 to 10 days	0	5	23	27
	11 to 15 days	0	2	11	7
	More than 15 days	0	0	1	2
Number of Residential Plans reviewed within:	0 to 5 days	125	88	905	877
	6 to 10 days	31	15	201	204
	More than 10 days	2	3	22	40
FIELD INSPECTIONS		**June 2020**	**June 2019**	**F.Y.T.D. 2020**	**F.Y.T.D. 2019**
Commercial Building Inspections Made		139	384	2,660	3,964
Residential Building Inspections Made		310	289	3,081	3,592
Apartment Re-Occupancy Inspections Made AND 1st Inspection Approval Percentage		139 / 77%	165 / 57%	1,413 / 65%	1,546 / 59%
Commercial Occupancy Inspections Made (w/o Bldg. Permit)		44	0	286	294
Code Enforcement / Complaint Inspections Made		30	49	357	416
Sign Inspections Made for New Signs.		2	0	95	116
TOTAL FIELD INSPECTIONS MADE		664	887	7,892	9,928

OTHER PERMITS	June 2020	June 2019	F.Y.T.D. 2020	F.Y.T.D. 2019
Commercial Occupancy Permits Issued w/o Building Permit	22	0	153	156
Apartment Re-Occupancy Permits Issued	100	100	841	890
Demolition Permits Issued	2	3	24	45
Fence Permits Issued	11	5	35	59
Sign Permits Issued	2	0	100	116

CONSTRUCTION PROJECTS UPDATE

EDGE AT BRDG (1001 N. Warson Rd.)
A building permit (BP#38060) was issued on 9/6/2019 to construct a 4-story office building at this location. There will be approximately 40,000 square feet of floor area per story. This building will be protected by an automatic fire sprinkler system and fire alarm system. A building code modification was approved by the city and fire district to allow a center, open stairway that will become enclosed by a fire shutter when the building's fire alarm system is actuated. At that point, the fire shutter closes and the center, open stairway becomes a protected 2 hour fireresistance rated stairway exit enclosure. This project is at the interior finishes phase.

BENSON HILL (1001 N. Warson Rd.)
A building permit (BP#38203) was issued on 9/17/2019 for this tenant improvement project to be completed within this new office building for Benson Hill. BH will occupy 25% of the 2nd floor and 100% of the 3rd and 4th floors or approximately 90,000 square feet of office area. This project is at the interior finishes phase. A temporary certificate of occupancy was issued on 6/12/2020 to allow this tenant to occupy and do business from this space.

EDGE AT WEST PARK (12645 0live Blvd.)
A building permit (BP#39054) was issued on 3/18/2020 to construct a 4-story office building at this location. There will be approximately 30,000 square feet of floor area per story. This building will be protected by an automatic fire sprinkler system and fire alarm system. A building code modification was approved by the city and fire district to allow a centrally located, open stairway that will become enclosed by a fire shutter when the building's fire alarm system is actuated. At that point, the shutter closes and the centrally located, open stairway becomes a protected 2 hour fireresistance rated exit enclosure. The tilt-up concrete panels that serve as the exterior walls for this building are being poured and raised.

MOBIL ON-THE-RUN (11109 Olive Blvd.)
Building permits (BP#36915 and BP#36916) were issued on 3/7/2019 to construct a convenience store, gas pump canopy and a car wash at this location. 4 vacant homes were demolished to make room for this project. A temporary certificate of occupancy was issued for this project on 12/4/2019. Landscaping still to be completed.

DANFORTH PLANT SCIENCE CENTER GREENHOUSE B EXPANSION (975 N. Warson Rd.)
A building permit (BP#38071) was issued on 4/29/2020 to add 12,200 square feet of greenhouse structure to the existing Greenhouse B structure located on the DPSC campus. The existing and expanded greenhouse structure are protected by an automatic fire sprinkler system and fire alarm system. Footings and the foundation are being poured.

MET LIFE (11330 Olive Blvd.)
A building permit (BP#39361) was issued on 4/6/2020 to renovate approximately 80,000 square feet of this office building for MET LIFE. When this project is completed MET LIFE will occupy the entire 4th, 5th and 6th floors of this building. This project is at the interior framing phase of construction.

STRATMAN PUMP STATION (9989 Olive St. Rd.)
A building permit (BP#38720) was issued on 1/6/2020 to construct a 9,000sf water pump station building for Missouri American Water Co. Once completed, the existing pump station building will be demolished. Exterior masonry block walls are being constructed.

BARNES WEST COUNTY NEW HOSPITAL/MEDICAL OFFICE BUILDING (12634 Olive Blvd.)
Building permits have been issued for a new hospital building with an attached new medical office building. The new hospital building will be 6 stories in height with a total building area of 260,568 square feet. The new medical office building will be 5 stories in height with a total building area of 127,605 square feet. These 2 buildings will be separated by a 2 hour fire-rated fire wall. Structural steel permits were issued for both buildings on 9/26/2017. The SHELL & CORE permits were issued for both buildings on 12/8/2017. The INTERIOR FIT-OUT permit was issued for the hospital building on 2/20/2018. Both buildings are under roof and the structural steel members are being fireproofed. A temporary certificate of occupancy was issued on 10/23/2019 to allow the hospital to begin having patients. There is still site work to complete.

AMBULATORY SURGERY CENTER at the MERCY SOUTH CAMPUS (12120 Conway Rd.)
Preliminary plan review meetings have been held for this proposed 5 story building. An open parking structure will also be a part of this project.

TEAR-DOWN / RE-BUILDS OF SINGLE FAMILY HOMES FYTD 2020 = 12 FYTD 2019 = 13

So far this fiscal year, building permits have been issued for **12** new homes that are being built on existing residential lots where previous homes were demolished. The most recent building permit (BP#39620) was issued on 6/24/2020 for a new home to be built at 26 Oak Park Dr.

CONSTRUCTION ESCROW DEPOSIT ACTIVITY (Many construction projects require a deposit that is refunded upon final approval of the permit)				
	June 2020	FYTD 2020	June 2019	FYTD 2019
Number of Escrow Deposits Collected	49	593	55	700
Number of Escrow Deposits Less Than 2 Years Old Released	33	482	61	637
Number of Escrow Deposits More Than 2 Years Old Released	1	55	3	77
Total Number of Escrow Deposits Released	34	537	64	714

EXTERIOR MAINTENANCE CODE, NUISANCE CODE AND ZONING CODE VIOLATIONS	
Exterior Maintenance, Nuisance and Zoning Code Violations Investigated	June 2020 = 16 June 2019 = 36 FYTD 2020 = 150 FYTD 2019= 177
Exterior Maintenance, Nuisance and Zoning Code Violations Pending	June 2020 = 10 FYTD 2020 = 22

*The 164 building permits issued during 6/2020 represent the most building permits ever issued during any month of June in the history of Creve Coeur. The previous high for the month of June was 6/2018, when 162 building permits were issued.

Submitted by: Steve Unser, Chief Building Official _____ Date: July 21, 2020

city of CREVE COEUR

300 North New Ballas Road • Creve Coeur, Missouri 63141
(314) 432-6000 • Fax (314) 872-2539
www.crevecoeurmo.gov

August 28, 2020

ATTACHMENT B

Attn: Dan Wiedemann, Wiedemann Contracting

RE: Permission to begin DEMOLITION and FRAMING of interior partitions.

Dear Mr. Weidemann;

The City of Creve Coeur hereby gives written permission to begin the demolition and framing for the project located at **202 Carlyle Lake Dr.** prior to the issuance of this Building Permit.

This written permission is given with the understanding that such work is being done solely at the owner's and contractor's risk and that any required changes in construction, resulting from the plan review process, must be made by said owner or contractor.

All framing members and their connections must remain visible. *A framing inspection will not be performed until the building permit for this project has been issued by the City of Creve Coeur and the electrical and plumbing rough-in inspections have been approved by St. Louis County.* The City of Creve Coeur assumes no liability for any consequences resulting from granting this permission and this permission does not guarantee the future issuance of this Building Permit.

Be advised that if the City of Creve Coeur is unable to issue this Building Permit for this project by 9/15/2020 all work on this project shall cease. Beginning construction shall be construed as acknowledgement that all parties agree with all conditions and terms of this notice.

ATTENTION: THIS LETTER MUST BE POSTED AND MAINTAINED UNTIL THE PERMANENT PERMIT CARD HAS BEEN ISSUED.

Sincerely,
CITY OF CREVE COEUR
Steve Unser
Steve Unser
Chief Building Official

city of CREVE COEUR

300 North New Ballas Road • Creve Coeur, Missouri 63141
(314) 432-6000 • Fax (314) 872-2539
www.crevecoeurmo.gov

January 13, 2021

Maggie Kaspura
332 Ladue Lake Dr.
Creve Coeur, MO 63141

ATTACHMENT C

Re: The Building Permit the City Has Issued for Your Bathroom Remodeling Project.

Dear Ms. Kaspura;

The city recently issued a building permit for Your Bathroom Remodeling Project. The city will assign a Permit Number to your project once the permit has been picked up. The city's building permit fee for this project is $160.oo. An escrow in the amount of $500.oo will be collected for your project. If your contractor asks you to put up the escrow, please make the check out to the 'City of Creve Coeur'. This escrow will be refunded after this project has been given final approval by the city. A re-inspection fee ($40.oo) will be deducted from this escrow by the city for each disapproved inspection.

Please be advised that the city's building division is here to assist you and your contractor with the successful completion of your project in a timely and code-compliant manner.

During the course of construction your city's building inspectors will be observing various phases of your contractor's work to ensure that it is being completed in compliance with the city's building code and also according to the plans the building division approved during the plan review process. A copy of the city-approved plans for your project is required to be kept on your premises for the inspectors' use.

The date and time of our visits will be noted on a RECORD OF INSPECTIONS card that your contractor will post on the jobsite. A written copy of the city's approval or disapproval of a particular inspection is also given to your contractor. If a particular inspection is disapproved, an explanation of 'why' is written on the inspection request.

PLEASE NOTE: The scope of this project requires you to now bring your home's **smoke alarm system** into compliance with the city's present building code and to add a **carbon monoxide detector** near the bedrooms. These issues were addressed during the plan review process and those specific requirements are noted on your **approved plans**.

If you have any questions or concerns during your construction process, please do not hesitate to contact Scott Bolls, Residential Building Inspector, at 442-2091 or Steve Unser, Chief Building Official, at 872-2513.

The city also advises that prior to a making a final payment to your contractor you obtain from him a copy of the city's written final inspection approval of your project. **This building permit expires on January 13, 2022.**

Yours in Building Safety,
Steve Unser
Steve Unser, Chief Building Official

ing Permitting Process Review Task Force
300 N New Ballas Road
Creve Coeur, MO 63141

Meeting: 02/09/21 05:00 PM
Department: Legislative /City Clerk
Category: Discussion
Prepared By: Debbie Ryan
Department Head: Debbie Ryan

SCHEDULED

STAFF REPORT

Multi-Agency Survey - Building Inspections

Staff will review results of a recent survey.

CITY OF CREVE COEUR

Multi Agency Building Inspection and Permit Survey – January 2021

The following cities were surveyed on a variety of Building Division metrics: Ballwin, Brentwood, Bridgeton, Clayton, Des Peres, Frontenac, Kirkwood, Olivette, Richmond Heights, Town & Country, University City and Webster Groves.

Overview – Pages 1 and 2

Building and MEP* Permits Per Full Time Equivalent:

- Creve Coeur is 9th of 13 cities in Permits Issued Per FTE, 258; That is to say, 258 permits were issued in 2019 for each full time staff member (plans examiners, building inspectors, chief building official), excluding administrative staff.

Inspection Turn – Around Time

- Creve Coeur is 1 of only 4 cities which provide inspections within 1 business day of request;
- Most cities offer inspections within 1-2 business days of request.

Escrow Deposit

- Most cities including Creve Coeur require an escrow deposit.

Adoption of the International Energy Conservation Code (IECC)

- Most cities including Creve Coeur have adopted some version of the IECC;
- Creve Coeur has adopted the IECC with no substantive amendments, Frontenac and Kirkwood adopted the IECC with amendments;
- Olivette, Town & Country and Des Peres have not adopted the IECC but use it as a reference.

Enforcement of Storm Water Management Regulations

- Building Divisions in most cities including Creve Coeur are the agency responsible for enforcing storm water regulations for new residential construction.

Insurance Services Office (ISO) Rating –

- Periodic review of building division and fire departments for insurance rating purposes; a lower rating equates to a better risk. A wide range of factors are reviewed including certifications of inspectors, staffing levels and other factors.
- Creve Coeur is rated 3 for residential and 2 for commercial by IS0, as of 2020. This is among the best (along with Clayton) of the cities surveyed.

Staffing – Page 3

- Several cities including contract with St. Louis County for mechanical, electrical and plumbing (MEP) permits. Creve Coeur contacts with the county for MEP permits, with the exception of residential mechanical permits.
- Kirkwood, Brentwood, University City and Webster Groves handle MEP permits with in-house staff, employing multi-disciplinary inspectors.

Building Inspections – Page 4

- Inspections broken down by residential, commercial, MEP for each city.

Occupancy and Nuisance Inspections – Page 5

- Residential occupancy inspections and nuisance complaints for each city are broken down. Most cities provide occupancy inspections for all residential properties upon transfer or sale, Creve Coeur requires residential occupancy inspections only for apartments.

CITY	BUILDING & MEP PERMITS PER FTE* 2019	TURNAROUND IN DAYS FOR BUILDING INSPECTIONS	ESCROW DEPOSIT ON BUILDING PERMITS	ADOPTED THE Intn'l Energy Conservation Code (IECC)?	BUILDING DIVISION ENFORCE STORMWATER REGULATIONS FOR NEW RESIDENTIAL CONSTRUCTION?	ADDITIONAL CLARIFICATION / COMMENTS	ISO RATING FOR RESIDENTIAL	ISO RATING FOR COMMERCIAL	ISO NOTES
BALLWIN	506	1-3 BUSINESS DAYS	YES, SCHEDULE ATTACHED	NO	BLANK	BLANK	5	4	
BRENTWOOD	258	1-2 BUSINESS DAYS	NO	2018 IECC	YES, BUILDING INSPECTOR INSPECTS THE DETENTION SYSTEM INSTALLATION ACCORDING TO THE APPROVED PLANS COMPLETES WEEKLY SITE INSPECTIONS TO ENSURE EROSION CONTROLS MEASURES ARE MAINTAINED ON CONSTRUCTION SITE.	ORD 4934 ADOPTED 9/8/20 PROVIDING ADDITIONAL STORMWATER REQUIREMENTS FOR INFILL DEVELOPMENT. ORDINANCE AND BMP MANUAL AVAILABLE ON WEBSITE	4	4	
BRIDGETON	80	1 BUSINESS DAY	NO	2003 IECC	DETENTION SYSTEM INSTALLATION ACCORDING TO THE APPROVED PLANS COMPLETES WEEKLY SITE INSPECTIONS T OENSURE EROSION CONTROLS MEASURES ARE MAINTAINED ON CONSTRUCTION SITE.		7	7	
CLAYTON	539	1 BUSINESS DAY	$1000 SECURITY BOND FOR DEMOLITION PERMITS	2015 IECC	YES, BASED UPON THE MSD DESIGN REGULATIONS		3	2	
CREVE COEUR	**225**	**1 BUSINESS DAY**	**YES**	**2015 IECC**	**YES**		**3**	**2**	
DES PERES	239	1 BUSINESS DAY	YES, PLEASE SEE WEBSITE	NO, BUT IECC IS USED AS A REFERENCE	YES, BUILDING INSPECTOR INSPECTS THE DETENTION SYSTEM INSTALLATION ACCORDING TO THE APPROVED PLANS COMPLETES WEEKLY SITE INSPECTIONS TO ENSURE EROSION CONTROLS MEASURES ARE MAINTAINED ON CONSTRUCTION SITE.		9	9	PRIMARILY DUE TO COUNTY'S LAG IN ADOPTING NEW CODES. SHOULD INCREASE 2 OR 3 NEXT CYCLE.
FRONTENAC	89	1-2 BUSINESS DAYS	YES	2015 IECC WITH AMENDMENTS	YES, CONTRACT WITH ENGINEERING FIRM FOR PLAN REVIEW AND BUILDING KEEPS TRACK AND INSPECTS		3	2	
KIRKWOOD	485	1-2 BUSINESS DAYS	YES	2015 IECC WITH AMENDMENTS	NO, ENGINEERING DEPARTMENT REVIEWS AND INSPECTS	RESIDENTIAL DEMOLITION $2000; NEW SINGLE FAMILY RESIDENCES $5000, COMMERCIAL AND MULTI-FAMILY PROJECTS ARE REQUIRED TO POST A PERFORMANCE BOND.	5	5	
OLIVETTE	166	5-10 BUSINESS DAYS	YES	NO, BUT IECC IS USED AS A REFERENCE	DETENTION SYSTEM INSTALLATION ACCORDING TO THE APPROVED PLANS COMPLETES WEEKLY SITE INSPECTIONS T OENSURE EROSION CONTROLS MEASURES ARE MAINTAINED ON CONSTRUCTION SITE.		4	4	

CITY	BUILDING & MEP PERMITS PER FTE* 2019	TURNAROUND IN DAYS FOR BUILDING INSPECTIONS	ESCROW DEPOSIT ON BUILDING PERMITS	ADOPTED THE Intn'l Energy Conservation Code (IECC)?	BUILDING DIVISION ENFORCE STORMWATER REGULATIONS FOR NEW RESIDENTIAL CONSTRUCTION?	ADDITIONAL CLARIFICATION / COMMENTS	ISO RATING FOR RESIDENTIAL	ISO RATING FOR COMMERCIAL	ISO NOTES
RICHMOND HEIGHTS	165	3 BUSINESS DAYS	DEPOSITS REQUIRED AND PROVIDED. MOST LARGE COMMERCIAL PROJECTS	2018 IECC	YES		3	3	CLASS 3 FOR 1 & 2 FAMILY DWELLINGS; CLASS 3 FOR ALL OTHERS
TOWN & COUNTRY	311	1-2 BUSINESS DAYS	RESIDENTIAL PROJECTS EXCEEDING $50,000 IN CONSTRUCTION VALUE	NO, BUT IECC IS USED AS A REFERENCE	DETENTION SYSTEM INSTALLATION ACCORDING TO THE APPROVED PLANS COMPLETES WEEKLY SITE INSPECTIONS T OENSURE EROSION CONTROLS MEASURES ARE MAINTAINED ON CONSTRUCTION SITE.		4	3	
UNIVERSITY CITY	611	1-3 BUSINESS DAYS	NO ESCROW. MINIMUM APPLICATION FEE REQUIRED	2012 IECC	YES	BLANK	4	3	
WEBSTER GROVES	1124	1-2 BUSINESS DAYS	ONLY ON EXTERIOR WORK OVER A CERTAIN IMPROVEMENT COST	2015 IECC	YES		4	4	

*FTE includes CBO, inspectors, plan reviewers but not administrative staff

CITY	CHIEF BUILDING OFFICIAL (CBO)	# OF PLAN REVIEWERS	# RESIDENTIAL INSPECTORS	# OF COMMERCIAL INSPECTORS	# MULTI-DISCIPLINARY INSPECTORS	TOTAL COMBINED FTE (INSPECTORS /PLAN REVIEWERS	# OF CODE ENFORCEMENT OFFICERS	Who handles MEP permits?	COMMENTS
BALLWIN	1*	1*	0	0	4	5	0 (see comments)	in-house	4 INSPECTORS TOTAL (ALL ARE MULTI-DISCIPLINARY, CROSS TRAINED ON BUILDING, MECHANICAL, ELECTRICAL, PLUMBING AND CODE ENFORCEMENT; *PLAN REVIEWER IS THE CBO
BRENTWOOD	1	1	0	0	2	3	1	in-house	CBO PLUS 2 FT MULTI-DISCIPLINARY INSPECTORS CONDUCT RESIDENTIAL, COMMERCIAL AND MEP INSPECTIONS
BRIDGETON	1	1	1	1	0	6	2	STLCO	
CLAYTON	1	2*	3	1	0	5	0 (see comments)	IN-HOUSE WITH EXCEPTION OF ELECTRICAL TO	*CBO (ALSO DOES PLAN REVIEW), CODE ENFORCEMENT, MECANICAL AND PLUMBING INSPECTORS ARE PERFORMED BY (3) INSPECTORS AND (1) COMMERCIAL INSPECTORS
CREVE COEUR	**1**	**2**	**1**	**2**	**0**	**6**	**1**	**STLC0, except residential mechanical**	**A 2ND RESIDENTIAL INSPECTOR HIRED IN LATE 2019 IN ANTICIPATION OF RETIREMENTS; THIS POSITION WILL BE ELIMINATED UPON ANTICIPATED RETIREMENTS IN 2021.**
DES PERES	1	0.25	0	0	0	1.25	0.75	STLCO	WE HAVE ONE BUILDING OFFICIAL AND ONE CODE ENFORCEMENT OFFICER WHO SHARE ALL RESPONSIBILITIES.
FRONTENAC	1	0	1	0		2	0	STLCO	BUILDING DEPARTMENT CONSISTS OF AN INSPECTOR/PLAN REVIEWER AND BUILDING COMMISSIONER/ZONING ADMINISTRATOR AND
KIRKWOOD	1	1	0	0	3.5	5.5	1	in-house	INSPECTORS ARE MULTIDISCIPLINARY AND INSPECT COMMERCIAL & RESIDENTIAL CONSTRUCTION INCLUDING RESIDENTIAL/COMMERCIAL MECHANICAL & PLUMBING AND RESIDENTIAL ELECTRICAL; PT REOCCUPANCY INSPECTOR
OLIVETTE	0	0	1	1	0	2	1	STLCO	COMMERCIAL INSPECTOR MAY ACT AS CBO. WOULD LIKE TO FOCUS ON LAND DISTURBANCE, STORMWATER AND EROSION CONTROL
RICHMOND HEIGHTS	0.5	1	1	1	0	2.5	0	STLCO	TOTAL OF 4 STAFF. 1 BUILDING/ZONING ADMINISTRATOR, 1 ADMIN ASST., 1 PLANS EXAMINER WHO conducts BUILDING INSPECTIONS AND 1 BUILDING INSPECTOR. BOTH INSPECTORS ALSO ACT AS CODE ENFORCEMENT OFFICERS. STLCO PERFORMS ALL MEP PLAN REVIEW &
TOWN & COUNTRY	1	1	-	-	0	2	-	STLCO	TOWN & COUNTRY EMPLOYS A CODE OFFICIAL AND FIRE MARSHAL THAT BOTH COMPLETE PLAN REVIEWS AND INSPECTIONS. THE CITY PLANNER DOES LIMITED CODE ENFORCEMENT RELATED TO TALL GRASS, DEAD TREES WHILE THE CODE OFFICIAL ENFORCES HAZERDOUS OR
UNIVERSITY CITY	1*	1	3	2	4	5.5	6	in-house	DIRECTOR OF PLANNING & DEVELOPMENT SERVES AS CBO. 3 MD INSPECTORS PLUS 1 SENIOR PLANS EXAMINER (ALSO AN MD), 1 CODE ENFORCEMENT OFFICER PERFORMS BUILDING INSPECTIONS AS WELL.
WEBSTER GROVES	1	1	0	0	1	3	2	in-house	RESIDENTIAL, COMMERCIAL AND MEP INSPECTIONS HANDLED BY SAME INSPECTOR

CITY	# RESIDENTIAL BUILDING PERMITS 2018	# RESIDENTIAL BUILDING PERMITS 2019	# RESIDENTIAL BUILDING INSPECTIONS 2018	# RESIDENTIAL BUILDING INSPECTIONS 2019	# COMMERCIAL BUILDING PERMITS 2018	# COMMERCIAL BUILDING PERMITS 2019	# MEP PERMITS 2018	# MEP PERMITS 2019	TOTAL # BLDG & MEP PERMITS	ADDITIONAL COMMENTS / CLARIFICATION
BALLWIN	541	562	1531	2065	54	43	1728	1927	2532	# RESIDENTIAL INSPECTIONS INCLUDES COMMERCIAL INSPECTIONS
BRENTWOOD	167	94	SEE NOTE	SEE NOTE	53	46	626	627	774	MIGRATING TO MYGOV PERMIT SYSTEM, THE TYPES OF INSPECTIONS WERE NOT FURTHER CATEGORIZED FOR THESE TWO REPORTING PERIODS
BRIDGETON	205	186	0	0	291	255	0	0	477	LARGE AMOUNT OF HOTEL ROOMS (1741), PARTMENT AND CONDOS (1994). APTS INSPECTED ON 2-YEAR BASIS, WITH AN INTERIOR INSPECTION PERFORMED WITH CHANGE OF TENANT. APARTMENTS THAT ARE INSPECTED VERY TWO YEARS NEED TO BE ADDED INTO THE COMMERICLA OCCUPANCY TOTAL NUMBER. THE REQUIRED HOTEL INSPECTION NUMBERS CHANGE ANNUALY BASED ON THE RATING FROM THE PD, HEALTH DEPARTMENT AND PREVIOUS YEAR'S EVENTS.
CLAYTON	239	178			207	216	2037	2308	2693	ELECTRICAL PERMITS ARE HANDLED BY STL COUNTY
CREVE COEUR	**635**	**616**	**3649**	**3592**	**245**	**231**	**494**	**504**	**1351**	**CREVE COEUR ISSUES RESIDENTIAL MECHANICAL PERMITS, ALL OTHER MEPs ISSUED BY STLCO**
DES PERES	102	150	364	394	149	132	0	0	299	0
FRONTENAC	157	147	NOT AVAILABLE	NOT AVAILABLE	30	32	0	0	177	CITY DOES NOT HAVE SOFTWARE TO TRACK INSPECTIONS, BUILDING PERMIT SOFTWARE IS POOR AND REQUIRES MANUAL TRACKING
KIRKWOOD	1109	1189	6021	5967	206	196	1303	1273	2668	WE ALSO ISSUE INTEGRATED PERMITS FOR MOST RESIDENTIAL CONTRUCTION. FY19 IS APRIL 1, 2018 TO MARCH 31, 2019; FY20 IS APRIL 1, 2019 TO MARCH 31, 2020.
OLIVETTE	319	267			64	59	0	0	331	OUR PERMIT TRACKING SYSTEM DOES NOT EXTRACT THE NUMBER OF INSPECTIONS BETWEEN RESIDENTIAL AND COMMERCIAL
RICHMOND HEIGHTS	200	222	756	920	190	67	0	0	412	STL COUNTY PERFORMS ALL MEP PLAN REVIEW AND INSPECTIONS.
TOWN & COUNTRY	229	258	UNKNOWN	UNKNOWN	142	135	238	222	622	ST. LOUIS COUNTY INSPECTS ALL ELECTRICAL AND PLUMBING PERMITS
UNIVERSITY CITY	528	481			98	48	2860	2779	3358	DOES NOT INCLUDE ALL SIGN PERMITS, REGISTRATIONS. TOTAL PERMITS/REGISTRATIONS IN 2018 WAS 8120/12,022; TOTAL PERMITS/INSPECTIONS 2019 WERE 6145/10675
WEBSTER GROVES	891	935	2831	2826	*	*	1981	2438	3373	# OF COMMERCIAL PERMITS INCLUDED IN RESIDENTIAL PERMITS. NUMBERS DO NOT INCLUDE DEMOLITIONS, LAND DISTURBANCE, SEWER LATERAL, FENCES, CHICKENS, ETC. - WHICH WOULD BE ANOTHER 400-500 PERMITS AND ABOUT THE SAME IN INSPECTIONS

CITY	# RESIDENTIAL OCCUPANCY PERMITS ISSUED 2018	# RESIDENTIAL OCCUPANCY PERMITS ISSUED 2019	# RESIDENTIAL OCCUPANCY INSPECTIONS 2018	# RESIDENTIAL OCCUPANCY INSPECTIONS 2019	OCCUPANCY INSPECTIONS ALL OR APARTMENT ONLY?	ADDITIONAL COMMENTS / CLARIFICATION	NUISSANCE COMPLAINTS 2018	NUISSANCE COMPLAINTS 2019	# NUISSANCE INSPECTIONS 2018	# NUISSANCE INSPECTIONS 2019	ADDITIONAL COMMENTS / CLARIFICATIONS
BALLWIN	DO NOT TRACK	D0 NOT TRACK	1290	1208	ALL		BLANK	BLANK	BLANK	BLANK	BLANK
BRENTWOOD	760	624	SEE NOTE	SEE NOTE	ALL RESIDENTIAL UNITS, SF & MF ARE INSPECTED	WITH MIGRATING TO MYGOV PERMIT SYSTEM, THE TYPES OF INSPECTIONS WERE NOT FURTHER CATEGORIZED FOR THESE TWO REPORTING PERIODS					WITH IMPLEMENTATION OF THE CODE INFORCEMENT MODULE OF MYGOV, THIS INFORMATION IS UNDERCONSTRUCTION AND NOT READILY AVAILABLE.
BRIDGETON	198	140	609	623		ADDITIONAL DUTIES FOR CODE ENVORCMENT INCLUDES INVESTIGATING COMPLAINTS REGARDING STREET LIGHT OUTAGES, AND 2 X A YEAR INSPECTION OF STREET LIGHTS AND SUBSEQUENT OUTAGE REPORT TO AMEREN. THE PAST SEVERAL YEARS THE CITY HAS EXPERIENCE A LARGE AMOUNT OF UTILITY WORK (SPIRE, AT&T, ADB BORING FOR FIBER OPTIC). THESE TYPES OF PERMITS TYPICALLY INVOLVED ONE NEIGHBORHOOD LOCATION WITH APPROX. 40 EXCAVATION INSPECTIONS BASED ON THE SIZE OF THE NEIGHBORHOOD. ALL SEWER LATERALS ARE INSPECTED BY PUBLIC WORKS' INSPECTORS THROUGHOUT THE JOB PROCESS AND COULD INVOVLE UP TO 4 OR 5 SEPARATE TRIPS THROUGHOUT THE REPAIR PROCESS (THESE NUMBERS ARE NOT TRACKED).	108	132	296	430	DOES NOT TRACK RESIDENT COMPLAINTS THAT ARE FOUND TRO BE UNSUBSTANTIATED. AS THE CITY HAS GOTTEN OLDER, PW HAS EXPERIENCED AN INCREASE OF COMPLAINTS THAT COULD NOT BE VALIDATED. PBULIC WORKS HAS A POLICY OF MAILING "BE A GOOD NEIGHBOR' LETTERS TO ASSIT WITH NEIGHBOR ISSUES PERTAINING TO DEAD OR DYING TREES IN BACK YARDS AND HOMES WHERE THE OVERALL ESTHETICS THAT HAVE NOT REACED THE ELVEL OF BUILDING CODE VIOLATIONS, THESE NUMBERS ARE NOT TRACKED.
CLAYTON	1036	905	809	905	RESIDENTIAL UNITS ONLY	BLANK	315	225	473	360	BLANK
CREVE COEUR	**803**	**890**	**1340**	**1546**	**APARTMENTS ONLY**		**198**	**177**	**502**	**416**	**CODE ENFORCEMENT OFFICER HANDLES APARTMENT RE-OCC INSPECTIONS AND NUISSANCE COMPLAINTS**
DES PERES	0	0	0	0	NEITHER	WE DO NOT HAVE ANY MULTIFAMILY, AND DO NOT REQUIRE ANY RESIDENTIAL OCCUPANCY PERMITS, EXCEPT WHEN PART OF NEW HOME CONSTRUCTION	1587	1251	0	0	
FRONTENAC	BLANK	BLANK	BLANK	BLANK	BLANK	BLANK	BLANK	BLANK	BLANK	BLANK	DO NOT TRACK, FEWER THAN 25 VIOLATIONS LETTERS SENT IN A YEAR
KIRKWOOD	1364	1382	2059	1992	OCCUPANCY PERMITS ARE RQUIRED FOR ALL OCCUPANCIES, INCLUDING COMMERCIAL	COMMERCIAL occupancy PERMITS (FY19) 96 W/144 INSPECTIONS AND (FY20) 85 PERMITS W/127 INSPECTIONS. FISCAL YEAR 4/1/ - 3/31	N/A	N/A	309	225	CODE ENFORCEMENT IS A DIVISION OF POLICE DEPT. THEY ARE TASKED WITH INSPECTING MOST NUISANCE COMPLAINTS. THEY DO NOT TRACK THE NUMBER OF INCOMING COMPLAINTS.
OLIVETTE	337	458	549	773	ALL				488	891	UNDER OUR PERMIT TRACKING SYSTEM, I WAS NOT ABLE TO EXTRACT THE NUMBER OF COMPLAINTS, SINCE AN ISSUED COMPLAINT IS AN INSPECTION
RICHMOND HEIGHTS	727	703	1294	1063	ALL RESIDENTIAL 1 & 2 FAMILY AND MULTI-FAMILY DWELLING		1052	616	1293	1026	OUR TALL GRASS / WEED COMPLAINTS ARE INLCUDED IN THESE NUMBERS AND MAKE UP THE MAJORITY.
TOWN & COUNTRY	12	17	12	17	INCLUDED WITH FINAL CONSTRUCTION INSPECTION OF NEW	ONLY COMPLETES RESIDENTIAL OCCUPANCY INSPECTIONS ON CONSTRUCTION OF NEW HOUSE AND ARE NOT COMPLETED FOR SALE OR RESALE OF PROPERTY	61	95	UNKNOWN	UNKNOWN	
UNIVERSITY CITY	2479	2112	5538	5092	APPLY TO ALL OWNER AND RENTAL RESIDENTIAL		N/A	N/A	6027	5911	BLANK
WEBSTER GROVES	748	801	908	928	ALL				4756	4655	WE DON'T TRACK THEM AS COMPLAINTS VERSUS INSPECTIONS. WE TRACK THEM BASED ON THE TYPE OF COMPLAINTS WHICH MEANS ON PROPERTY COULD HAVE 2-3 DIFFERENT INSPECTIONS BASED ON THE NUMBER OF VIOLATIONS HAPPENING AT THE TIME.

ing Permitting Process Review Task Force
300 N New Ballas Road
Creve Coeur, MO 63141

Meeting: 02/09/21 05:00 PM
Department: Legislative /City Clerk
Category: Discussion
Prepared By: Debbie Ryan
Department Head: Debbie Ryan

SCHEDULED

STAFF REPORT

Future Meeting Schedule

Building Task Force plans to meet once a month the 3rd Tuesday of the month at 5 pm. Tentatively: March 16, April 20, May 18, June 15, July 20, August 17, September 21, October 19 and November 16, 2021.