



**TASK FORCE
AGENDA
CITY OF CREVE COEUR
BUILDING TASK FORCE
300 N NEW BALLAS ROAD
MARCH 16, 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, March 16, 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/84229956216?pwd=c3VvL2hoR2psNXBjNjg1WkJxcVNIQT09>
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 1 312 626 6799/// webinar id 842 2995 6216

CALL TO ORDER

DISCUSSION ITEMS

1. **Approval of January 19, 2021 Building Permitting Process Review Task Force Task Force Minutes**
2. **Approval of February 9, 2021 Building Permitting Process Review Task Force Task Force Minutes**
3. **Review of Projects Requiring a Building Permit**
Summary: Staff will review the list of projects that require a building permit, and also review how the city compares to St. Louis County in this regard.
4. **Permitting Process**
Summary: Staff will review the permit process from application to permit issuance, and discuss with the Task Force the issues which cause delays.
5. **Spring Public Zoom Forum**
Summary: Setting a date for a Spring Public Zoom Forum including contractors and citizens.
6. **Other Business**

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



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610.021(3) RSMo. and/or real estate matters under Section 610.021(2) or other matters as permitted by Chapter 610.

Posted: _____ posted 03/11/2021
Deborah Ryan, MPCC
City Clerk



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

This meeting was conducted primarily by means of Zoom and live audio streaming, and public access was also available via the internet in this manner. Physical attendance at the meeting was limited. These departures from normal meeting procedures and requirements were necessitated by the COVID 19 public health emergency and related government orders.

CALL TO ORDER

A regular meeting of the Building Permit Task Force of the City of Creve Coeur was called to order by Chair Dan Tierney at the Online Meeting, Tuesday, January 19, 2021 at 5:00 PM.

ROLL CALL

Chair Dan Tierney, Council Member
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
Mayor Barry Glantz

Also in attendance were Mark Perkins, City Administrator, and Jason Jaggi, Director of Community Development.

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
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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
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3. 2018 Citizen Survey Results



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Mark Perkins stated the 2018 Resident Survey was provided in the packet for review. The survey is conducted every 3 to 4 years, covering all city services including building permits on the Building Division and the process. There is another survey planned for 2021.

Mayor Glantz stated building inspections are consistently ranked among the lowest compared to other city departments and services.

RESULT:	ITEM DISCUSSED
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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%; the surveys are only sent to permits where an escrow was required to pull a permit. About 40% of our permits are small and require no escrow, including HVAC replacement.

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

- Mr. Tierney said he has heard that 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
- Mr. Myers stated that he has taken out 4 permits in five years, and his experience has been positive. However, as an engineer he acknowledged that he may not be the typical resident.
- Mr. Martinich stated that he has done several projects, and has heard contractors say they don't want to work in Creve Coeur., and those who do are pricier. However, his experience has been positive as the inspector pointed out deficiencies which are beneficial to the homeowner; Inspectors were responsive and timely.
- Mr. Maniscalco has had limited experience but it has been positive, mainly in code enforcement. He suggested that greater transparency and consistency are needed.
- Mr. Manlin stated he sees a big variation between inspectors, one is very strict. Sometimes details aren't clear. Reinspection fees are onerous; there is a perception of a 'moving target' with inspections; he has difficulty keeping carpenters, as they are reluctant to do work in Creve Coeur. He plans on 4-5 extra inspections per new home in Creve Coeur, compared to other cities.
- Mrs. Silverman stated that she receives similar feedback to what Mr. Tierney receives. Greater automation is needed.
- Mayor Glantz said he would like to address the poor citizen survey results. He is also concerned about adoption of new codes, particularly the energy code and its impact.



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- Mr. Bernstein stated that more inspections are 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
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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
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6. Election of Vice Chair

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

James Myers volunteered.

Task Force Members unanimously agreed.

RESULT:	ITEM DISCUSSED
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7. Next Steps

Joe Martinich requested a flow chart of the permitting process at Creve Coeur and benchmarking data from other cities.

Mr. Perkins stated we will ask the Building Division staff to walk through the permitting process at the next meeting, and will have data from other cities to share as well.

RESULT:	ITEM DISCUSSED
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8. Adjourn

Adjourned at 6:15 pm



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CALL TO ORDER

A regular meeting of the City Council of the City of Creve Coeur was called to order by Mr. Tierney at the Online Meeting, on Tuesday, February 9, 2021 at 5:00 PM.

ROLL CALL

Chair Dan Tierney, Council Member
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
Mayor Barry Glantz

Also in attendance were Mark Perkins, City Administrator, and Jason Jaggi, Director of Community Development.

DISCUSSION ITEMS

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

Minutes will be brought to the March 16, 2021 meeting for approval.

2. Building Permit Process Overview

Steve Unser reviewed the Building Permit and Inspection process and flowchart provided in the packet. Discussed current tracking system for permitting processes that was created in house.

Ned Maniscalco asked what changes or adjustments have been made due to COVID.

Steve Unser stated all submitted plans and applications are quarantined for at least 24 hours, thereby adding a day or two to the process. Our inspectors wear masks and gloves and ask if anyone does have or has had COVID before an inspector will enter a property. On minor inspections or reinspection, the city has allowed submittal of pictures for approval of a violation.



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Ned Maniscalco stated with the discussed upswing in remodels and review of the permits issued, the number of permits issued from last year is nearly flat.

Steve Unser stated the past couple of FYs, prior to the pandemic, there has been an upward trend in permits issued. There has been a boom over the last couple of years of what was issued.

James Myers stated when you go through the initial plan review, is there an expected timing for each type of review.

Steve Unser stated when permits come in, they are sorted by projects and staff will not put a small project behind a large project. Our senior plans examiner, Brad Holmes is responsible for the larger reviews and Jared Reid his focus is more for small projects. Turnaround time is approximately five to six working days for initial comments to be provided to the applicant. For large projects, such as commercial buildings or large single-family homes, the turnaround time will be longer.

James Myers asked if there is a matrix attached to each type and is there policies in place with review times.

Steve Unser stated there are in-house standards that staff strives to meet. Mark Perkins referred the committee to the monthly staff report, which provides metrics for plan review turn-around time.

Mark Manlin stated he has firsthand experience with the city's process and the city does an excellent and efficient job, better than most other municipalities. He asked what were the shortfalls before the most recent upgrades to the processes and what were the upgrades.

Steve Unser stated in terms of the review process, the biggest issue was that it took too long. The solution was to hire another plans examiner. The city now has two full time plans examiner, allowing for a quicker turn around.

Council Member Tierney asked about the process of communicating failures with either a home owner or contractor.

Steve Unser stated after the review process, the results are sent out electronically to all parties (both the owner and the contractor) listed on the application/permit so all get the information at the same time. That information is put in the tracking system and a hard copy is left on site.

Mayor Glantz stated the flow chart is good and easy to follow. There is a box title, required inspections, is a little vague and asked is there a common list for the required inspections and do the applicants know those going into a project.



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Steve Unser stated there is on the city's website, a breakdown of required inspections. An inspection card is given to the applicant, whether that be the homeowner or the contract on what will be required for that type of project. That is a process improvement that has been made over the years.

Mayor Glantz asked for any typical home improvement project, how many inspections are required.

Steve Unser stated for a typical improvement, there are approximately ten inspections. Depending on if plumbing or electrical are in the project and if those are included, then St. Louis County gets involved and that adds inspections.

Jeffrey Bernstein asked why it is necessary to email plan review comments to residents. As a contractor, it puts contractors on the defensive immediately because often, the review can be quite extensive and it appears that the contractor doesn't know what they are doing and not capable of submitting completed plans.

Mark Perkins stated that is a good point and it has been a recent change to add the homeowners in the review response as often times the homeowner aren't getting information from their contractors or engineers and placing blame on the city when it is the contractor/engineer that is needing to make corrections to incomplete plans. All city records are available for anyone to review if requested. The Building Department does send out a letter to the homeowner upon issuance of a permit to establish a point of contact, if they ever have a question during the process.

Steve Unser stated this was not the idea of the Building Department and came about with complaints from residents, not knowing what is going on with their project and where in the process they are.

Joe Martinich stated he is a big fan of keeping residents informed, but we may want to tweak it a bit with the information given to the homeowners and not give them the twenty plus list of required corrections.

Council Member Silverman stated one of the previous comments was the inconsistency of the information and how distributed.

Chair Tierney stated he has heard that an inspector will go in to inspect a specific item and sees something else and will fail the entire project on seeing an item that wasn't even on the scope of the original inspection. He asked if that occurs frequently.

Steve Unser stated yes, that is true. Steve Unser stated today an inspector found a violation that could have been a fire hazard at some point and failed an inspection for a basement rough in and that was not the only reason the inspection failed, but similar circumstances. The City does not go out and look for other violations but there are some situations that are noticed that need to be corrected.



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James Myers asked if that holds up the project for an unrelated violation that is found.

Steve Unser stated no, but if the violation will need to be addressed by ultimately the home owner. A permit will not be held for what a contractor is trying to get approved if the deficiency is outside of the contractor's scope of work.

RESULT: ITEM DISCUSSED
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3. Review of Recent Process Improvements and Outcomes

Steve Unser stated the monthly activity report has been around since about 1998. The paperwork regarding the application process and the simplification of the process has helped a lot with tracking over the years. The performance inspection standard has been in place for a long time and the turnaround is usually within a day. If someone forgets to call, the city can occasionally accommodate a same day inspection and there is a \$40 fee for that service. Timed inspection we can't do for every inspection but we don't want to hold up concrete trucks and other inspections like fire alarm testing on commercial buildings is preferred to be completed before building occupants come in for the day.

Permission to demo and framing letters were requested by contractors and the city allows that for commercial and residential that the contractor takes the risk on doing both. Allowing for footing and foundation letters while the rest of the building is being reviewed, was another request by contractors to allow concrete in the ground while the plan review process continues, which will allow a project to move forward.

Pre-submission meeting are encouraged for commercial projects and gives staff an opportunity to identify code issues before the plans are even submitted. Customizing building inspection cards is ongoing and will continue to make changes and these cards have been met well with contractors. As previously discussed, the informational letters to residents/homeowner to keep them in the know with their projects and recommend contractors are not paid in full until the final inspection has been completed and is approved.

The Building Department continues to make website updates with new codes and requirements. Again, as previously discussed, emailing residents of the plan review comments. Inspectors are now supplied with iPads allowing inspectors to take photos on a site and have been very helpful with submitting information into the permitting system and sending emails. Discussed recent improvements, which has been previously reviewed and planning for implementation of new permitting and tracking computer software.

Council Member Tierney asked if the Building Department could get the top two things to help improve the process, what would they be.

Steve Unser stated a good software program and handling things electronically. Present staffing levels are good and are able to keep up with current workloads. Retirements are coming soon and how that will be affected and will address as that comes.



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Jeffrey Bernstein stated we are a green city and some drawings are 150 pages each and the city requires two sets, in the future are we going to see the ability to submit these types of drawings electronically.

Steve Unser stated that is correct, we do require two sets as one set goes to our archives and one set will end up out in the field with our inspectors for use. Some of the software we have been reviewing, it may be a possibility in the future. Until then, we are stuck with the paper.

RESULT:	ITEM DISCUSSED
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4. Multi-Agency Survey - Building Inspections

Mark Perkins stated the city conducted a survey in fall regarding how other municipalities handle inspections, their staffing levels, turnaround time and inspections completed in house and how many are handled by St. Louis County. A lot of cities do not do things the same way so some of the matrix and tracking are inconsistent.

What was interesting is a lot of cities have gone to multidisciplinary inspections and we have discussed from time to time, but didn't feel that we had the competency to do that. Mark Perkins stated he feels this would save time and money for both the homeowners and contractors.

Council Member Tierney asked why the twelve cities that were chosen for the survey. Mark Perkins stated essentially it was the municipalities that are around us and typically comparable to Creve Coeur. Chesterfield outsources all building inspections to St. Louis County.

James Myers stated with retirements coming, would it be easier to add multidisciplinary inspectors and what would it take.

Mark Perkins stated with the retirements coming, this would definitely be the time to consider this.

Steve Unser stated the concept of the multidisciplinary looks good on paper, but it is not easy to do. That would require one person to know four different codes. The city has always prided itself on being certified by the ICC and we take exams and continuing education to keep our inspectors up to date. The electrical code is very involved and we contract with St. Louis County for residential and commercial projects. It is difficult to find a qualified inspector and even more difficult to find a qualified multidisciplinary inspector. With retirements coming down soon, it would be a good time to explore.

James Myers stated it would simplify the process and cut out another contact.



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RESULT: ITEM DISCUSSED

5. Future Meeting Schedule

Council Member Tierney stated the next scheduled meeting is March 16, 2021.

Adjourned at 6:45 pm

RESULT: ITEM DISCUSSED



ing Permitting Process Review Task Force

300 N New Ballas Road
Creve Coeur, MO 63141

SCHEDULED

Meeting: 03/16/21 05:00 PM
Department: Legislative /City Clerk
Category: Discussion
Prepared By: Debbie Ryan
Department Head: Debbie Ryan

STAFF REPORT

Review of Projects Requiring a Building Permit

Staff will review the list of projects that require a building permit, and also review how the city compares to St. Louis County in this regard.

CITY OF CREVE COEUR



MEMORANDUM

Date: 3/5/2021
To: Jason Jaggi, Steve Unser, Mark Perkins
From: Brad Holmes
CC:
Subject: Building Division Task Force discussion

Attached to this memo are two supporting documents that will promote a good discussion about (1) when permits are required and (2) how the plan review process happens. The permit comparison document is in Microsoft WORD format and the plan review process document is in a Google Slides format. Both can be converted to pdf and included with the meeting packets.

Comparison of “When a Permit is Needed” Residential

St. Louis County VS City of Creve Coeur

Project Type	St. Louis County	City of Creve Coeur
Basement Finish	Y	Y
Bathroom Remodel	Y	Y
Tile Floors	N	Y
Deck / Balcony / Porch	Y	Y
Deck Repair	Y If 50% of deck surface or structural components are replaced	Y
Emergency Generator	Y	Y
Door / Window replacement	Y If rough opening size is altered or net clear opening size is reduced	Y
Fences	Y For swimming pool or fences over 6 feet in height	Y
Fire / Water damage repair	Y	Y
Fireplace Installation	Y	Y
Foundation Repair	Y If building is not structurally sound	Y
Furnace / AC equipment	Y	Y
Garage Addition	Y	Y
Room Addition	Y	Y
Gazebo / Pergola	Y	Y
Gas Fired Appliances	Y	Y
Grading over 2000sf	SI Permit	SI permit
Playground Equipment	Y If over 120sf or 10 ft high	N
Hot Tub / Spa	Y	Y
House Demolition	Y	Y
Interior Remodeling	Y	Y
Kitchen Remodeling	Y	Y
Drywall Repair / Replace	Y Patching does not need a permit but replacement does need a permit.	Y
New House	Y	Y
New Stairways	Y	Y
Outdoor Fire Pits	Y	Y

Outdoor sports courts	Y If it has an enclosure fence	Y
Patios with stairs or fireplaces	N	Y
Pool House / Cabana	Y	Y
Radon Mitigation	Y	Y
Retaining Walls over 2 feet	Y If supporting a surcharge	Y
Retaining Walls over 3 feet	Y	Y
Skylight	N	Y
Solar Panels	Y	Y
Sump pump pit / drain	Y	Y
Permanent swimming Pool	Y	Y
Swimming Pool Repair	N	Y
Swimming Pool Demolition	Y	Y
Above Grade swimming pool	Y	Y
Utility Shed	Y If over 120sf	Y
Carport Conversion	Y	Y
Cabinets / Countertops	Y Plumbing permit and electrical permit required	Y

Note : The St. Louis County guide to when permits are needed is heavily amended with conditions and qualifiers that may or may not change the answer of if a permit is needed.

Both jurisdictions are 95% the same for when permits are needed. There are only 4 instances where Creve Coeur requires a permit and the County does not.



City of Creve Coeur Building Division

When a Permit is Needed

The permit process is one of the most important parts of the building code and often the most misunderstood by homeowners, building owners and property managers. Requiring permits and inspections is the only way a building department can ensure alterations to a building, meet *minimum* requirements for safety, health and energy conservation. Performing work that does not meet these basic requirements could become an unfortunate and expensive disclosure issue for owners and can compromise needed coverage from their home and building insurance carrier. Ensuring the safety of our homes and businesses should be a priority for everyone.

The following projects require a city permit:

- Basement Finish
- Bathroom Remodel
- Carport Conversion
- Ceramic Or Quarry Tile Floors
- Commercial Alteration
- Commercial Building Door Hardware
- Commercial Signs
- Commercial Tenant Finish
- Deck/Balcony/Porch (Even If Only Decking or Guardrails Are Being Replaced)
- Driveway Apron Replacement
- Emergency Generators
- Exterior Door Replacements
- Fences
- Fire/Water Damage Repair
- Fireplaces (Indoor or Outdoor)
- Foundation Repair
- Furnace/Ac Equipment Replacement (Installed By A St. Louis County Licensed Mechanical Contractor)
- Garage Addition
- Gazebo/Pergola
- Grading, Filling Or Excavating An Area 2,000 Square Feet Or Greater
- Hot Tub
- House Demolition
- Interior Construction
- Kitchen Remodel
- New Commercial Building
- New Home
- New Stairs (Interior Or Exterior)
- Outdoor Fire pits
- Outdoor Sports Court
- Patios That Include Exterior Stairs Or Outdoor Fireplaces
- Pool House / Cabana
- Radon Mitigation
- Re-Roofing Commercial Buildings
- Retaining Walls over 2 ft
- Room Addition
- Skylights
- Solar Panel Systems
- Sump Pump Pit & Drain Tile
- Permanent Swimming Pool (New)
- Permanent Swimming Pool (Repairs)
- Swimming Pool Demolition
- On-ground Storable Swimming Pool(deeper than 24")
- Utility Shed
- Window Replacement

NOTE: All remodeling in multi-story, multi-family buildings (condominiums and apartment buildings) requires a Building Permit to be issued by the City. The City wants to ensure that this remodeling will not void the 1 hour fire resistance rating of floors, ceilings and walls that are required to separate one dwelling unit from another.

The following projects do *not* require a city permit:

- Children's play structures
- Flooring with exceptions (ceramic or quarry tile floors DO require a permit)
- Guttering & downspouts
- Install siding (unless wall studs or sheathing are damaged)
- Landscaping
- Minor repairs or drywall patching
- Paint house
- Political signs
- Re-roofing homes and townhomes (unless rafters or trusses are damaged)
- Tuck pointing exterior masonry veneers

NOTE: St. Louis County will need to issue an ELECTRICAL PERMIT or a PLUMBING PERMIT to a licensed electrician or licensed plumber for any new electrical or plumbing work, including but not limited to:

- | | | |
|------------------------------------|--|---|
| • New electrical service panel | • Resetting/relocating plumbing fixtures | • Replacement or rearrangement of supply pipes, waste pipes, soil pipes or vent pipes |
| • New electrical boxes and wiring | • Lawn Irrigation System | |
| • Replace water heater | | |
| • Low-voltage home security system | | |
| • Adding new circuits | | |

Important Note:

These lists are *not* all inclusive. For questions about when you may need a building permit: Please contact the Creve Coeur Building Division at (314) 872-2500

Please contact the St. Louis County Department of Public Works for any questions regarding:
Electrical Permit (314) 615-7082
Plumbing Permit (314) 615-7137

St. Louis County Department of Public Works
Division of Code Enforcement

When is a Building Permit Required for Residential Projects?

BUILDING CONSTRUCTION WORK

A Building Permit is required to construct, enlarge, alter, repair, move, demolish & replace, convert unfinished space to habitable rooms, or change the occupancy of a building or structure or to a portion of a building or structure

Some examples of typical residential construction projects that require a Building Permit are: new house construction, additions, fix-up/rehabilitation repair type projects, finishing basements, kitchen remodel, bath remodel, garages, carports, porches, decks, patio covers, barns, sheds, retaining walls, swimming pools, built-in backyard outdoor kitchens and fireplaces, antennas, flag poles, solar panel arrays, wind turbines, fire or storm damage repairs, etc. For additional information on permit requirements refer to the Residential Guides on our website at www.stlouiscountymo.gov

With respect to repairs, a Building Permit is required to repair a building or structure that has been damaged from termites, fire, wind, flood, or earthquake, regardless of the extent of the damage, as well as, to fix-up or rehabilitate a building that has not been maintained in good condition due to lack of on-going maintenance or neglect.

Residential building projects within unincorporated county & contracting municipalities that also include electrical, and/or plumbing, and/or mechanical work are issued as an Integrated Building Permit (one permit for the entire job). Electrical work must be done by a licensed Electrical Contractor or qualifying homeowner, plumbing work by a licensed Master Plumber or qualifying homeowner, and mechanical work by a licensed HVAC Servicer-Installer Contractor or qualifying homeowner.

The following types of work are considered ordinary repairs or minor work for which a Building Permit will not be required, provided such ordinary repairs are regularly performed as on-going continued maintenance for the purpose of maintaining the building in good condition:

1. **Accessory Buildings:** Small detached accessory buildings used as tool or storage sheds, cabanas, play houses, and similar uses which are 120 square feet or less in area and less than 10 feet in height (measured to the mid-point of a sloped roof) provided the structure maintains the front yard setback* requirements of the County Zoning Ordinance.
 Note: This does not include small accessory buildings or built-in structures having unique uses such as outdoor fireplaces, outdoor kitchens & BBQ's and/or smoke houses, storage of fuel or other hazardous materials above normal household quantities, the presence of fuel fired appliances or equipment, and other similar uses that if not properly located and/or installed may present an increased fire hazard. A building permit is required for all buildings/structures housing these types of uses regardless of size.
2. **Accessory Structures:** Residential detached accessory structures such as; clothes poles,

K/Permdata/Plan Review/Handouts restored/Handouts/When is building permit required for residential properties building construction work 10.14.20

small garden trellises or arbors, and other similar minor structures, provided such accessory structures maintain the front yard setback* required by the County Zoning Ordinance. A building permit is also required for the installation of ground or roof mounted solar panel arrays of any height/area.

Note: A building permit is required for any detached trellis or arbor that exceeds 120 square feet in area or 10 feet or more in height.

3. **Antennas/Flagpoles:** Flag poles, radio or television antennas, weather vanes with small decorative ornaments, and similar structures 12 feet or less in height, mounted on the ground, attached to or on the roof of a building. Dish antennas 2 feet in diameter or less installed on grade, to the house wall or on the roof. All flag poles, antennas, weather vanes, and similar structures must maintain the front yard setback* required by the County Zoning Ordinance.
Note: A building permit is required to install a wind turbine or similar energy generating device of any height.
4. **Awnings:** Fixed or retractable awnings installed on windows & doors which do not project more than 54" from the exterior wall and do not project into the front yard setback* as required by the County Zoning Ordinance.
5. **Basketball Goals:** Basketball goals and standards.
6. **Cabinets/Countertops:** Replacing cabinet units and/or countertops or a vanity of the same general size in the same location.
Note: A plumbing permit is required to replace/reset sinks & water closets and to install dishwashers associated with replacing countertops and/or cabinets or vanities. Reconfiguring kitchen cabinet & bathroom layouts will likely trigger changes to the plumbing piping and code required electrical receptacle locations, as well as, plumbing & electrical permits for the required installations.
7. **Ceiling Tile:** Ceiling tile of any type, other than foam plastic, when applied to existing residential ceiling surfaces. Replacement of damaged lay-in ceiling panels of like materials up to 25% of a room/space and a maximum of 500 square feet.
8. **Cladding/Wrapping:** Application of pre-finished aluminum or steel (or other like materials) on existing soffits, fascia boards, overhangs, porch columns & beams, etc.
9. **Cosmetic Repairs:** Minor cosmetic repairs (including minor smoke/fire damage, termite, wind, etc.) to a building when the building official verifies that the work is of a minor cosmetic nature and there is no structural damage or change to any part of the building structure. A field inspection is required in advance to determine the nature of the repair and if a permit is required.
10. **Deck/Porch/Stair – Repairs:** On existing exterior decks, porches, and/or stairs: Repairing or replacing up to 50% of the existing finish decking material with like material; repairing or replacing up to 50% of the components (balusters, rails, or support posts) that comprise the guard and/or replacing up to 50% of the entire linear length of the guard with like materials, and/or repairing or replacing stair handrails, tread, and/or riser finish boards with like materials. Note: a building permit is required to replace a deck or porch; to replace deck/porch joists, beams, headers, ledger boards, and/or columns; to replace the finish decking, guard, and/or stair treads with a different material such as replacing wood with plastic or composite products; to repair or replace more than 50% of the finish decking with like material; to repair or replace more than 50% of the components (balusters, rails, or support posts) that comprise the guard, or to replace more than 50% of the entire linear length of the guard with like materials**; and/or to replace an entire exterior stair or stair run.

** When replacing more than 50% of the length of the guard, or when replacing a substantial

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percentage of the components that comprise the guard, the entire guard shall be made to comply with current code requirements which may require a different guardrail design and/or materials.

11. **Doors:** Replacement of exterior doors within existing rough openings provided the new exterior doors have a maximum U-Factor of 0.34; replacement of interior doors and/or door frames within existing rough openings provided the replacement of any door from the house to a garage is at least a 1 3/8" solid wood door, 1 3/8" solid or honeycomb core steel door, or 20 minute fire rated door; repair of exterior and/or interior doors and/or door frames;
Note: a building permit is required to enlarge or modify existing rough openings.
12. **Downspouts/Gutters:** Repair or replacement of existing gutters and above-grade portions of downspouts.
13. **Driveway Resealing:** Resealing existing driveways and paved parking areas.
14. **Driveways:** On-grade driveways & parking area within the property lines not more than 12 inches above grade.
Note: A Special Use Permit is required from County Highways & Traffic for any driveway work beyond the curb and within their right-of-way.
15. **Fencing:** New fencing or replacement of existing fencing (except when enclosing swimming pools, spas, or hot tubs) in the rear or side yards provided the fence is no more than 6 feet in height. Fencing on a corner cannot be located within the County Zoning Ordinance site distance triangle.
Note: A building permit is required for fences around swimming pools, spas, or hot tubs and for all fences more than 6 feet in height.
16. **Finish repairs to Walls/Ceilings:** Tuckpointing, patching holes in plaster and drywall, replacing a cut-out section of drywall associated with a repair or replacement of a plumbing pipe or other utility located within the concealed area, painting (interior and exterior).
Note: Replacing/installing drywall on new or existing room walls, bulkheads, soffits, or ceilings requires a building permit.
17. **Floor Slabs and Foundations:** Foundation and floor slab repair such as patching/filling of cracks (up to 1/4 inch in walls and 3/8 inch in slabs), waterproofing basements, etc., including underpinning of slabs and foundation wall, provided the existing building is otherwise structurally sound.
Note: Removing and replacing a segment of the footing and/or foundation wall requires a building permit.
18. **Flooring:** Floor sanding and refinishing, installing floor tile and/or carpeting, replacing finish flooring with like material.
19. **Hardware:** Repairing or replacing door or window hardware including springs, locks and latches.
20. **Insulation:** Increasing attic insulation or installing exterior wall insulation under new/replacement siding.
Note: a building permit is required to install insulation, furring strips, & drywall on the room side or interior basement side of exterior walls.
21. **Landscaping Pools/Ponds:** Goldfish pools, lily pad pools and other similar residential water landscaping type features not intended for bathing purposes, provided such features maintain the front yard setback* required by the County Zoning Ordinance and the associated grading, etc. to create the pool does not create a change in property elevation along property lines, block drainage or create erosion or damage to adjacent properties (see document titled "When is a Land Disturbance Permit required for Residential Projects").
Note: Some retaining walls require a building permit, see Item 25 below.

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22. **Paved Areas:** On-grade paved areas for activities related to single-family residential usage (such as a concrete patio, shooting area for a basketball goal, etc.), not more than 12 inches above grade, on the same lot as the primary structure, and without roofs, covers or enclosures.
23. **Playground Equipment:** Standard size manufactured backyard playground equipment for residential property provided such equipment maintains the front yard setback* required by the County Zoning Ordinance.
Note: This does not include large unique or unusual structures such as playhouses exceeding 120 square feet in area or 10 feet in height, skateboard ramps, batting cages, etc. A permit is required for these types of structures.
24. **Ramps/Sidewalks/Stairs:** On-grade exterior sidewalks, ramps, stairs and/or steps that meet all of the following:
- a. supported on-grade for their entire area, and
 - b. are not more than 12 inches above grade, and
 - c. are not structurally attached to the house or another structure, and
 - d. are within the property lines.
- Note: A Special Use Permit is required from County Highways & Traffic for any sidewalks, ramps, or steps located within their right-of-way.
25. **Retaining Walls:** Some retaining walls up to 3 feet in height that do not support a surcharge load and are not located in close proximity to a property line (see Residential Retaining Wall Handout for specifics on when a permit is required). Small walls exempted from permit and associated grading shall not create a change in property elevation along property lines, block drainage or create erosion or damage to adjacent properties (see document titled "When is a Land Disturbance Permit required for Residential Projects").
26. **Roofing:** Roof covering replacement for roof slopes of 4:12 or more when done with a like material. Replacement of 25% or less of the roof sheathing with like material. (Note: A building permit is required to shingle or install other roof coverings on roof slopes less than 4:12 and on roof slopes of 4:12 or more when re-roofing with different materials).
27. **Siding:** New or replaced exterior siding (vinyl, metal, wood, hardboard, etc.) including replacing with a different type of siding.
28. **Smoke/Carbon Monoxide Detectors:** Installation of battery-operated smoke/carbon monoxide detectors within existing dwellings/dwelling units.
29. **Stairs/Landings/Elevated Floors – Interior:** On existing interior stairs, landings, and/or elevated floors: Repairing or replacing handrails, tread, and/or riser finish boards, and/or up to 50% of the components (balusters or rails) that comprise the guard with like materials. (Note: a building permit is required to repair or replace more than 50% of the guard components (balusters or rails), to replace the guard along an existing interior stair, stair run, or elevated floor, and/or to replace an entire interior stair or stair run).
30. **Statues:** Statues up to 6 feet in height that can be placed on grade without needing a foundation support, and not attached to or part of a building or structure, provided such statues maintain the front yard setback* required by the County Zoning Ordinance.
31. **Swimming Pool Repair:** Relining, repairing, patching and/or shotcreting existing swimming pool walls/floors, provided required minimum water depths under diving boards (if present) are maintained.
32. **Swimming Pools:** Swimming pools having a wall height less than 26 inches & a water depth less
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than 24 inches that are installed entirely above ground and hot tubs & spas placed on a slab-on-grade, provided such structures maintain the front yard setback* required by the County Zoning Ordinance.

Note: All other swimming pools including inflatable pools, hot tubs, & spas require a building permit.

33. **Tents:** Temporary tents used exclusively for recreational camping purposes such as a homeowner's children's weekend campout in the backyard.
34. **Wall Coverings:** Wall paneling & wallpaper of any type when applied to existing residential room wall surfaces.
35. **Wheelchair Ramps:** Wheelchair ramps (including landings) constructed of wood or similar materials providing access to a private residence that meet all of the following:
 - a. footprint area does not exceed 120 square feet and the ramp and landing floor surfaces do not exceed 30 inches above adjacent grade, and
 - b. rest directly on and/or are supported by the existing grade, sidewalk, patio, porch steps and/or porch, with no separate foundations, and
 - c. are not structurally attached to the house, and
 - d. any portion of the ramp or landing that is more than 12 inches above grade is located behind the front and side yard setback* required by the County Zoning Ordinance.

It is intended that these ramps could and would be easily removed when they are no longer needed. A building permit is required for wheelchair ramps and landings that, regardless of size, are structurally attached to and supported by the house on one or more sides (similar to typical deck construction) and/or are erected on a foundation system.

36. **Windows:** Repair of existing windows sash and frames within existing rough openings; installation of storm windows and storm doors; glazing and glass replacement within existing frames provided the installation of replacement glass meets the safety glazing requirements for new installations when applicable. Replacement of existing windows within existing rough openings provided the new windows:
 - a. are the manufacturer's largest standard size window that will fit within the existing opening and are of the same operating style as the existing window or of a style that provides for an equal or greater window opening area than the existing window, and
 - b. have a maximum U-Factor of 0.34, and
 - c. meets safety glazing requirements when applicable.

Note: A building permit is required to enlarge or modify existing rough openings or to replace a window with a style that provides a smaller opening area than the existing window.

37. **Wood Patios/Platforms:** Wood patios/platforms which rest directly on the ground or a rock base, provided they are not covered by a roof or canopy, are not supported by any type of permanent foundation, and are a maximum of 12 inches above the finished grade.

*Caution: Usually homes in Unincorporated St. Louis County are constructed on or close to the front yard setback line, thus there are very few lots where there would be sufficient space available to place a structure between the minimum front yard setback line and the house itself. Except for large wide lots a similar situation occurs with respect to the side yard setback. If located in a municipality that contracts with the County for code enforcement contract the Municipal Zoning Official regarding setback requirements.

*St. Louis County Department of Public Works
Division of Code Enforcement*

When is a Mechanical Permit required for Residential Projects?

MECHANICAL WORK

A Mechanical Permit is required to install, enlarge, alter, repair, remove, convert, or replace appliances, equipment, ductwork, or any other component of a mechanical system.

Some examples of typical residential mechanical projects that require a Mechanical Permit are: new house construction, fix-up/rehabilitation repair type projects, installing/replacing heating & air conditioning equipment associated with enlarging or renovating a house or finishing basements, replacing existing furnaces and/or air conditioning units, adding new ductwork, replacing or rerouting ductwork, installing kitchen hoods &/or fans associated with remodeling kitchens, installing pre-fab fireplaces, gas logs &/or gas log lighters, installing wood burning stoves, installing outdoor gas grills or outdoor gas kitchen appliances, gas lights, installing/replacing gas piping, etc. For additional information on permit requirements refer to the Residential Guides on our website at www.stlouisco.com/YourGovernment/CountyDepartments/PublicWorks.

With respect to repairs, a Mechanical Permit is required to repair mechanical equipment & components of a HVAC system in a building or structure that has been damaged from fire, flood, or severe wind; and as part of a fix-up/rehabilitation building project, to repair or replace mechanical equipment and/or components of a HVAC system that have not been maintained in good condition due to lack of on-going maintenance or neglect.

Residential building projects within unincorporated county & contracting municipalities that include mechanical work are issued as an Integrated Building Permit (one permit for the entire job). Mechanical work must be done by a licensed HVAC Servicer-Installer Contractor or qualifying homeowner.

The following types of work shall be considered as ordinary repairs or minor work for which a Mechanical Permit will not be required, provided such ordinary repairs are regularly performed as on-going continued maintenance for the purpose of maintaining the building's mechanical equipment and HVAC system in good condition:

1. Installing, replacing, or repairing portable heating appliances, portable ventilation appliances and equipment, portable cooling units, portable evaporative coolers, and portable fuel cell appliances that are not connected to a fixed piping system and are not interconnected to a power grid;
2. Installing, replacing, or repairing self-contained refrigeration systems that contain 10 pound (4.5 kg) or less of refrigerant, or that are actuated by motors of 1 horsepower (0.75 kw) or less.

3. Ordinary repairs for the purpose of maintenance and service such as the repair or replacement of any minor part of a piece of equipment that does not alter the approval of the equipment, the replacement of piping within heating or cooling equipment, replacement of leaking or defective valves, fittings or connections of system components, changing of belts, parts, filters and lubrication of equipment, recharging, testing and balancing of equipment and similar service work. This includes the replacement of the compressor or compressor motor, evaporator coil, refrigerant line dryer/accumulator, fan/blower motor or housing, and heat exchanger; repair or replacement of 10 feet or less of gas line or ductwork, gas shut-off valve, parts internal to the condensing unit or furnace, and controls such as the thermostat; and recharging refrigerant . (Note: All other repairs and replacements to mechanical systems and equipment requires a permit including, but not limited to, replacement of the condensing or heat pump unit, furnace, boiler, flue pipe or liner, radiant heating system, and ground source heat pump unit and/or piping.);
4. Replacing existing residential kitchen hoods, kitchen & bathroom exhaust fans and associated ductwork provided they are of the same nominal capacity, same type and in same location. (Note: A permit is required for new installations of residential kitchen hoods and kitchen & bath exhaust fans including associated ductwork.);
5. Replacing like-for-like gas stoves, gas dryers, decorative gas log appliances (within existing masonry fireplaces or pre-fab fireplaces listed for gas log inserts), gas-fired lighters, and permanent residential outside gas grills, outdoor gaslights, and similar gas appliances. (Note: A permit is required for new installation of these kind of gas appliances and associated gas supply lines);
6. Replacing floor, wall & ceiling registers, grills, and diffuser covers;
7. Replacing vent connectors. (Note: A permit is required to replace the flue or chimney or to install a liner system to resize an existing flue or chimney);
8. Replacing dryer exhaust duct/pipe in the same location. Installing or replacing the transition duct connector between the dryer and the exhaust duct system.
9. Adding an air cleaner or humidifier to an existing furnace.

City of Creve Coeur
Building Division
**Summary of Building Permits Issued for Replacement Windows and
 Exterior Doors**
For FY2014 – FY2020

	Number of Replacement Window & Exterior Door Permits Issued.	The Building Permit Fees They Generated	Their Estimated Construction Value
FY 2020	161	\$14,885	\$1,345,950
FY 2019	160	\$16,416	\$1,748,436
FY 2018	123	\$10,028	\$817,767
FY 2017	132	\$12,059	\$1,300,773
FY 2016	100	\$8,225	\$791,327
FY 2015	100	\$10,073	\$961,607
FY 2014	67	\$5,252	\$460,253



ing Permitting Process Review Task Force

300 N New Ballas Road
Creve Coeur, MO 63141

SCHEDULED

STAFF REPORT

Meeting: 03/16/21 05:00 PM
Department: Legislative /City Clerk
Category: Discussion
Prepared By: Debbie Ryan
Department Head: Debbie Ryan

Permitting Process

Staff will review the permit process from application to permit issuance, and discuss with the Task Force the issues which cause delays.



Plan Review Process

City of Creve Coeur Building Department



Executive Summary / Purpose

The purpose of performing plan review is two-fold;

1. To provide a specialized level of oversight in addition to that of the architect and contractor. In theory, all parties involved are working together to deliver a safe and code compliant final product to the consumer / property owner.
2. To resolve code or construction issues (on paper) where it is very easy and inexpensive to make changes as opposed to discovering these same issues in the field after it is installed and having to make expensive changes.

Review Process

A plans examiner will first open the plans and review the application to get an **overall understanding** of the scope of the project and **what has been submitted** for review. The first and primary concern is related to how the contractor and field inspector will be able to use the plans in an efficient and clear manner.

- Are the construction documents complete.
- Are the drawings clear and dimensioned.
- Are the materials and connections defined.
- Are the minimum code requirements met / noted.



Plan Review Comments

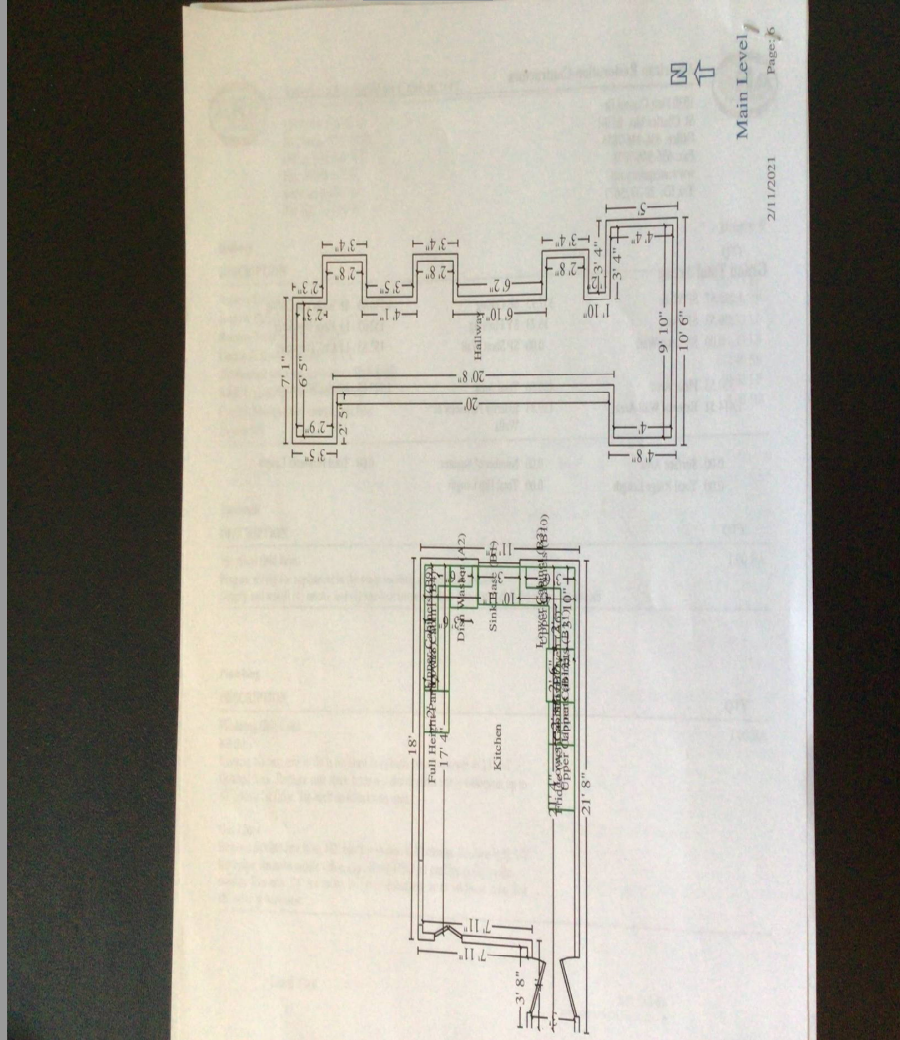
All City plans examiners utilize standardized comments for consistency in content and format.

- 1
 - Basic Zoning Code requirements :
 - Setbacks
 - Site Coverage
 - Accessory Structures
 - Occupant safety :
 - Door sizes
 - Tempered Glazing
 - Stair Geometry / Railings
 - Clearance to combustibles
 - Smoke Detection / CO detection
- 2
 - Structural requirements:
 - Concrete / Rebar
 - Wind resistance
 - Load Transfer path
 - Connections
 - Support documents:
 - Roof truss drawings
 - Mechanical plans
 - Manufacturers installation instructions
 - Window specifications
- 3
- 4

Example 1 - Kitchen Remodel

Mystery Submittals.

- What is this
- No notes
- No context
- Unclear
- Difficult to interpret

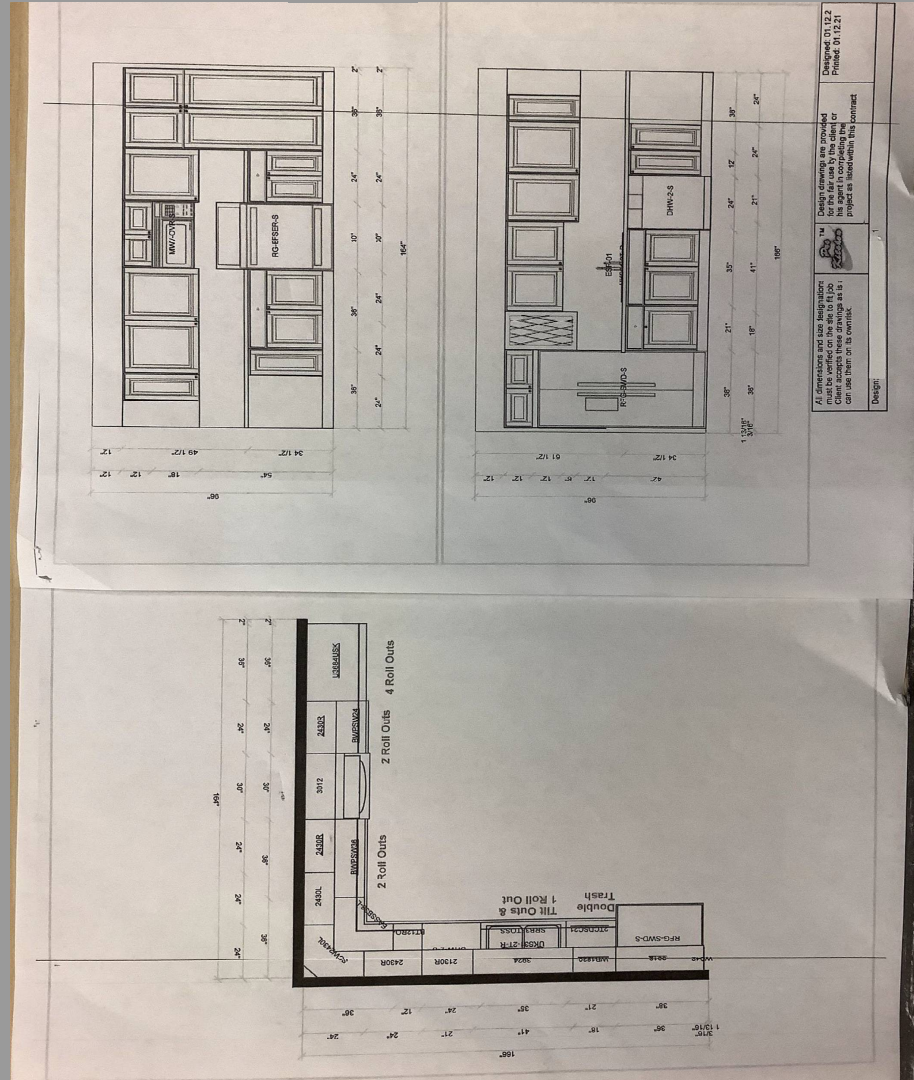


Many comments,
many questions

Example 2 - Kitchen Remodel

Marketing plans generated by big box stores:

- No code information
- No notes
- No context
- Looks nice.

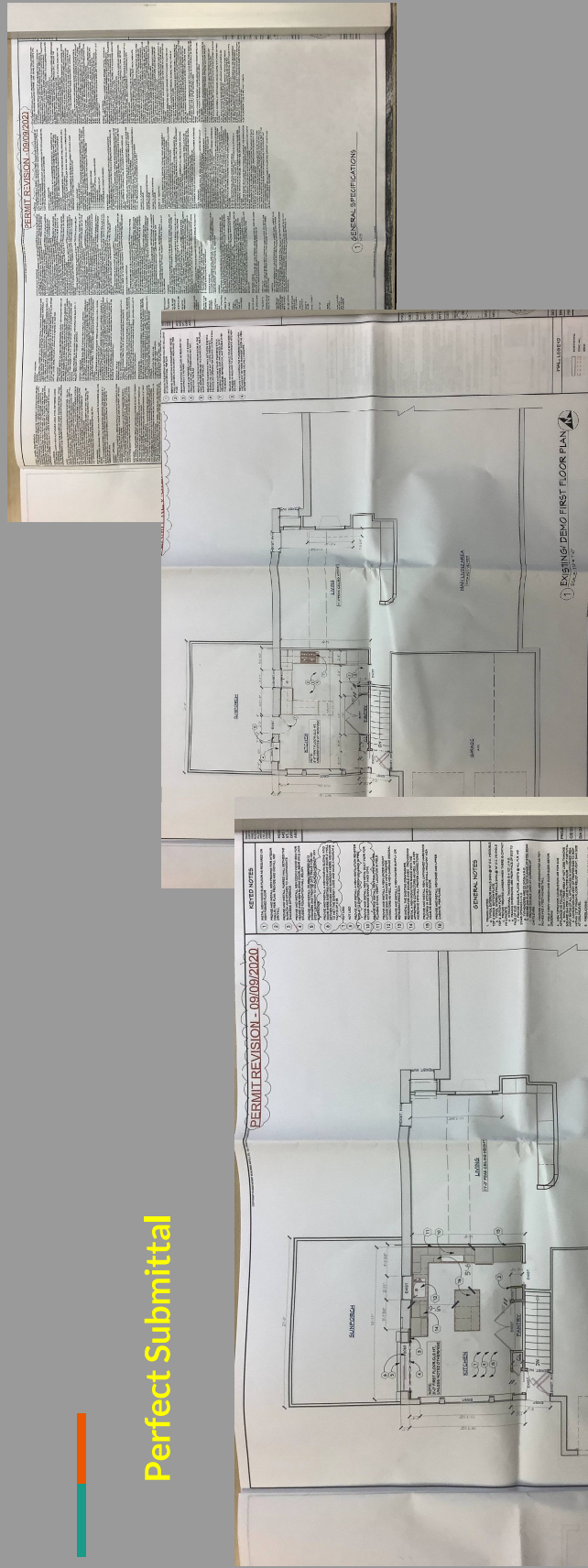


A few comments / clarifications

Example 3 - Kitchen Remodel



Perfect Submittal



Zero Plan Review
Comments



Plan Review Timing (residential)

- Time to start review depends upon workload: 1 to 10 working days
- Project with MANY comments: 2 hours
- Project with just a FEW COMMENTS / CLARIFICATIONS: 1 hour
- Project with ZERO comments: 15 minutes

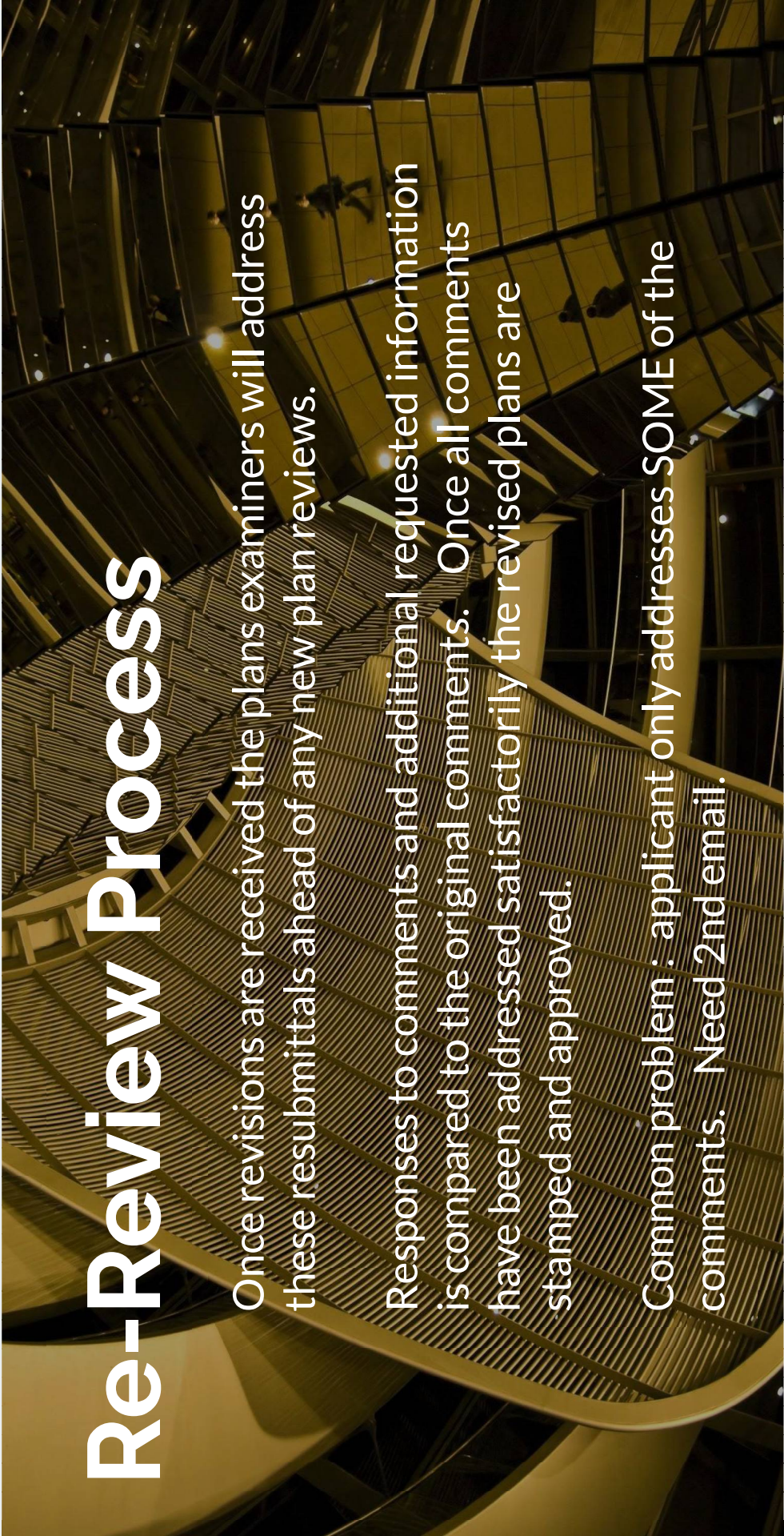


Response to Plan Review

Once plan review comments are emailed to the applicant, homeowner and architect the City no longer has any control over the timing of the project.

It could be anywhere from 1 day to 3 months for the City to receive revised plans and responses to the comments.

Common problem : Applicant / Contractor will only address SOME of the comments, leaving some unaddressed.



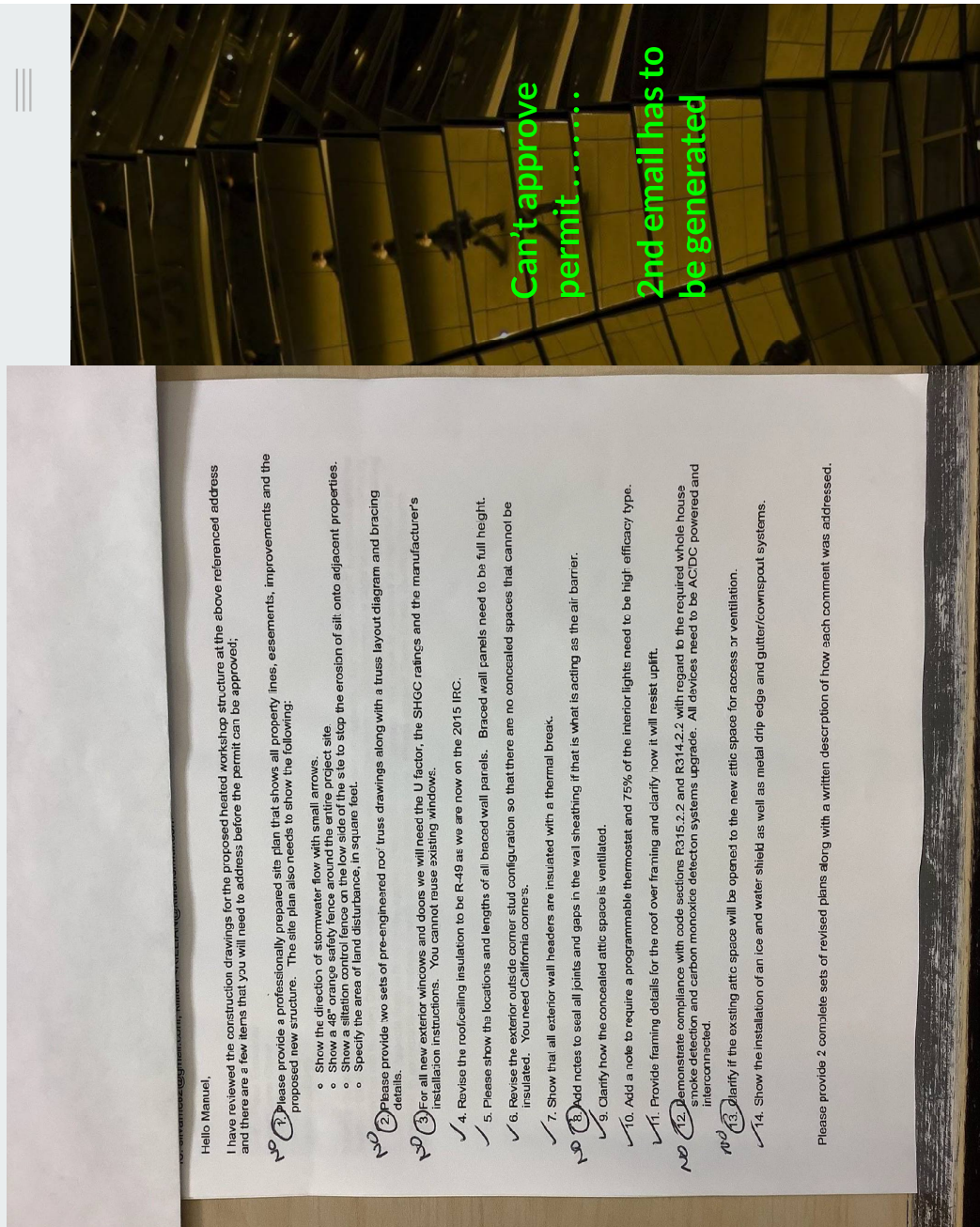
Re-Review Process

Once revisions are received the plans examiners will address these resubmittals ahead of any new plan reviews.

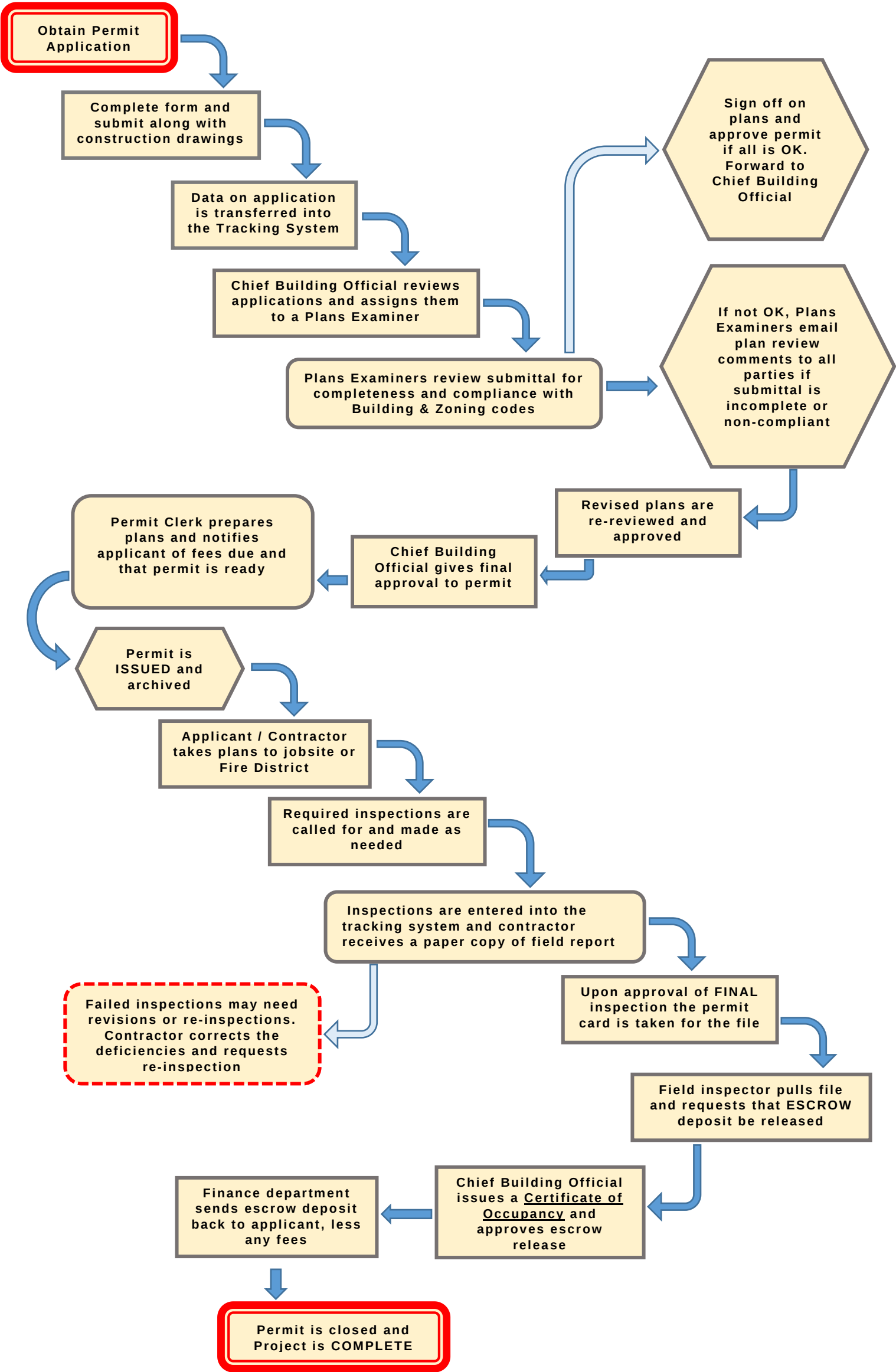
Responses to comments and additional requested information is compared to the original comments. Once all comments have been addressed satisfactorily the revised plans are stamped and approved.

Common problem : applicant only addresses SOME of the comments. Need 2nd email.

Example of a plan review comment list that has gone through the RE-REVIEW process and it appears that only some of the comments were addressed satisfactorily.



Building Permit and Inspection Process





ing Permitting Process Review Task Force

300 N New Ballas Road
Creve Coeur, MO 63141

SCHEDULED

STAFF REPORT

Meeting: 03/16/21 05:00 PM
Department: Legislative /City Clerk
Category: Discussion
Prepared By: Debbie Ryan
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Spring Public Zoom Forum

Setting a date for a Spring Public Zoom Forum including contractors and citizens.



ing Permitting Process Review Task Force

300 N New Ballas Road
Creve Coeur, MO 63141

SCHEDULED

STAFF REPORT

Meeting: 03/16/21 05:00 PM
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Other Business