



**TASK FORCE
AGENDA
CITY OF CREVE COEUR
BUILDING TASK FORCE
300 N NEW BALLAS ROAD
APRIL 20, 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, April 20, 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/87281485584?pwd=L3JNL2U3bk03czE2QUJPV3Z1QXFMZz09>
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 872 8148 5584

CALL TO ORDER

DISCUSSION ITEMS

1. **Approval of March 16, 2021 Building Permitting Process Review Task Force Task Force Minutes**
2. **Inspection Process Review**
Summary: Staff will review the inspection process, and discuss the common concerns and issues from both the contractor and inspector viewpoint, as well as process improvements to date and planned going forward.
3. **Public Forum - May 18, 2021 from 6:30 Pm to 8:00 Pm**
4. **Contractor Forum - May 25, 2021 from 4:00 Pm to 5:30 Pm**
5. **Public Comments**
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 610.021(3) RSMo. and/or real estate matters under Section 610.021(2) or other matters as permitted by Chapter 610.

Posted: _____ posted 04/16/2021
Deborah Ryan, MPCC
City Clerk



**TASK FORCE
MINUTES
CITY OF CREVE COEUR
BUILDING TASK FORCE
300 N NEW BALLAS ROAD
MARCH 16, 2021
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 Task Force of the City of Creve Coeur was called to order by Chair Dan Tierney at the Online Meeting, on Tuesday, March 16, 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: Mark Perkins, City Administrator, Steve Unser, Chief Building Official, Brad Holmes, Senior Plans Examiner and Jason Jaggi, Director of Community Development.

DISCUSSION ITEMS

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

Steve Unser requested the following amendments to the January 19, 2021 Task Force minutes:

- Roll is missing Steve Unser as being present
- Page 3, paragraph 3: "Steve Unser stated for a typical home improvement, there can be approximately 10 inspections. If St. Louis County is not involved with electrical or plumbing permits, there can be as few as 2 required inspections."
- Page 4, sentence 3: "The performance inspection standard has been in place for a long time and the turnaround is always within a day."



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RESULT:	ACCEPTED AS AMENDED [UNANIMOUS]
MOVER:	Victor Don Perrin, Board Member
SECONDER:	Heather Silverman, Council Member
AYES:	Tierney, Martinich, Myers, Silverman, Manlin, Maniscalco, Perrin, Bernstein

The vote on the motion being 8 ayes and 0 nays, motion carried.

2. Approval of February 9, 2021 Building Permitting Process Review Task Force Task Force Minutes

RESULT:	ACCEPTED [UNANIMOUS]
MOVER:	Victor Don Perrin, Board Member
SECONDER:	Heather Silverman, Council Member
AYES:	Tierney, Martinich, Myers, Silverman, Manlin, Maniscalco, Perrin, Bernstein

The vote on the motion being 8 ayes and 0 nays, motion carried.

3. Review of Projects Requiring a Building Permit

Steve Unser announced he would be retiring from the City on March 31, 2021 and introduced Brad Holmes as Senior Plans Examiner and would he will be interim Building Official.

Brad Holmes reviewed information in the packet regarding when permits are required and how the plan review process happens. Reviewed permit and inspection requirements comparison between St. Louis County and Creve Coeur.

Mark Perkins stated there are not a lot of areas of difference between the County and the city, but we have to remember the County's standards are lower than the cities. One example is how we handle permits for doors and windows and that was taken on when we adopted the energy codes and didn't realize it would be 10 to 12% of our permits. The county does not require permits for doors and windows. This is an area the Task Force may want to look into.

Steve Unser stated when the city adopted the energy codes in 2013, the only way to verify that the new doors and windows would meet the code, was to create a permit for them.. On the website, there is a detailed list of what the city is looking for.

Mark Perkins stated that inspections often move beyond minimum code enforcement but also expand to quality control of the housing market in the city. This expanded focus will please some and irritate others, it can be a double edge sword.

Council Member Tierney stated it feels as if the city has gone too far and there has to be some type of understanding or compromise.



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James Myers stated he has windows replaced several years ago and there were no issues and it was an easy process. But can understand where there would or could be issues with contractors charging for change orders and charges and blaming them on the city.

General discussion regarding inconsistency between inspectors and how to make that better through training. How to handle issues with contractors charging more to do business in Creve Coeur and extending the timeline of a project just to deal with the Creve Coeur permitting processes. Discussed that the Building Division is bound to enforce the codes or changes that the Council passes into law for the city.

Don Perrin stated the City of St. Charles has armed their inspectors with iPads and other electronic devices to take out in the field with them and when going on an inspection they can review the file and the comments from other inspectors and asked if the city has thought about similar tools to help.

Council Member Tierney stated that is going along with resources and those have been noted and have discussed with upgrading computers.

Jason Jaggi stated that is something staff is looking at and they currently have iPads in the field but have limited use, due to software issues.

RESULT:	ITEM DISCUSSED
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4. Permitting Process

Brad Holmes reviewed in depth the purpose of a plan review and the entire process and estimated timeline. Reviewed examples of good submitted plans and what plan generate a lot of questions or comments by staff.

Don Perrin suggested the city require architectural drawings for a project to be submitted.

Brad Holmes stated that would be requesting more than what state law requires.

Council Member Tierney stated that would be a reason to pass along the extra cost to the consumer/resident for a project. Again, driving up costs.

Steve Unser stated the city has a very detailed website, outlining everything that is required to submit information to the Building Division for review.

Joe Martinich suggested placing examples of what is considered a "good" submittal on the website so people can see what is expected.

Steve Unser stated that is a good idea.



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RESULT: ITEM DISCUSSED

5. Spring Public Zoom Forum

Council Member Tierney stated an open forum can be very helpful and asked for thoughts on what the members thought of holding a Town Hall to allow residents to come and discuss their experiences.

Joe Martinich stated it is a good idea and suggested wording on the advertisement/announcement so that residents don't think this is a time to come and point fingers but rather looking for how the interaction could have been different or suggestions on changing the process.

Council Member Tierney stated those are good suggestions and we are looking for constructive comments and ideas.

Jason Jaggi stated our IT Department has successfully facilitated larger Zoom meetings and feels a Zoom meeting could work.

Council Member Tierney stated April we can discuss further on the process and hold the Town Hall in May at our regular meeting date.

RESULT: ITEM DISCUSSED

6. Other Business

Council Member Tierney thanked Steve Unser for his 35 years of service and wished him luck on his new chapter and congratulated on his career. Brad Holmes will be serving as Acting Chief Building Official and will be a resource to the Task Force going forward. With the coming election in April and requested the Council to allow the members to stay on the Task Force even after the election. Mayor Glantz will stay on and the new Mayor will become a member as well.

RESULT: ITEM DISCUSSED

Adjourned at 6:49 pm



ing Permitting Process Review Task Force

300 N New Ballas Road
Creve Coeur, MO 63141

SCHEDULED

Meeting: 04/20/21 05:00 PM
Department: Legislative /City Clerk
Category: Report
Prepared By: Debbie Ryan
Department Head: Debbie Ryan

STAFF REPORT

Inspection Process Review

Staff will review the inspection process, and discuss the common concerns and issues from both the contractor and inspector viewpoint, as well as process improvements to date and planned going forward.

Field Inspection



City of Creve Coeur Building Division

After the permit is issued and picked up the work begins and inspections are called for in accordance with the Permit Card provided.



Permit Cards

Windows and Doors

AUTHORIZED

Code Enforcement & Inspections Creve Coeur Building Division
300 N. New Ballas Road Creve Coeur, Mo. 63141

To request an inspection call **872-2521**
All inspections requested prior to 4:00 p.m. on a weekday will be made the next weekday
A Building Permit has been issued for the installation of windows and doors in accordance with the approved plans filed.

1. Framing, Flashing and Installation Inspection (prior to covering)	2. Final Inspection
--	---------------------

PERMIT No. _____

INSPECTOR: _____

DATE ISSUED: _____

THIS NOTICE MUST BE POSTED AT ALL TIMES

CREVE COEUR
Department of Community Development

SWIMMING POOL PERMIT
APPLY TO CLEAN DRY SURFACE
AFFIX TO FRONT WINDOW TO ALLOW VISION FROM STREET
KEEP POSTED AT ALL TIMES
RECORD OF INSPECTIONS

NOTE: This building permit EXPIRES on _____ Failure to obtain final city approval by this date shall result in the forfeiture of the escrow to the city and/or penalties assessed by municipal court.

Building Permit No. _____ Inspector _____
Elec. Permit No. _____ Address _____

Inspections shall be recorded on this sign AND are required to be made in the sequence listed below. ADDITIONAL INSPECTIONS MAY BE REQUIRED BY CITY.
All inspections requested prior to 4:00 p.m. on a weekday will be made the next weekday.
Telephone requests will be required and the permittee shall assume all responsibility for assuring that such requests are made to Telephone **872-2521**.
The permittee shall be responsible for the maintenance of this sign until final inspections are completed.

IMPORTANT NOTICE
A \$40 Penalty Fee shall be paid to the City for any DISAPPROVED City Inspections PRIOR to any more City Inspections being made.

THIS NOTICE IS NOT TO BE REMOVED EXCEPT BY INSPECTOR
KEEP POSTED AT ALL TIMES

1. Electrical Rough-in (St. Louis County)	5. Rough Grading (REQUIRED Prior to ground cover)
2. Excavation (verify location, soil conditions, re-bar, piping)	6. Electrical Final (St. Louis County)
3. Pool Deck (prior to pouring concrete)	7. Final Grading (after ground cover established)
4. Pool Heater (verify type and depth of buried gas piping)	8. Bulking Final

Project specific permit cards with all required inspections listed in the order that they need to be requested.

Number of Inspections

- Combine inspections when possible
- 10 shown -----> 6 actual
- Allow photos to be submitted in lieu of inspection

KITCHEN **BATH**

APPLY TO CLEAN DRY SURFACE
AFFIX TO FRONT WINDOW TO ALLOW VISION FROM STREET
RESIDENTIAL IMPROVEMENT PERMIT
KEEP POSTED AT ALL TIMES
RECORD OF INSPECTIONS

NOTE: This building permit EXPIRES on _____. Failure to obtain final city approval by this date shall result in the forfeiture of the escrow to the city and/or penalties assessed by municipal court.

Building Permit No. _____ Inspector _____
Mech Permit No. _____ Pltg Permit No. _____ Elec Permit No. _____
Address _____

Inspections shall be recorded on this sign AND are required to be made in the sequence listed below.
All inspections requested prior to 4:00 p.m. on a weekday will be made the next weekday.
Telephone requests will be required and the permittee shall assume all responsibility for assuring that such requests are made to Telephone: 872-2521.

The permittee shall be responsible for the maintenance of this sign until final inspections are completed.

IMPORTANT NOTICE
A \$40 Penalty Fee shall be paid to the City for any DISAPPROVED City Inspections PRIOR to any more City inspections being made.

KEEP POSTED AT ALL TIMES
THIS NOTICE IS NOT TO BE REMOVED EXCEPT BY INSPECTOR

1. Plumbing Rough - In (county)	7. Plumbing Final (county)
2. Electrical Rough - In (county)	8. Electrical Final (county)
3. Mechanical Rough - In (city)	9. Mechanical Final (city)
4. Framing (city)	10. Building Final (city)
5. Insulation (city, PRIOR to covering)	
6. Building Drywall (city, PRIOR to taping)	

NOTE: Other inspections may be required by the city inspector upon field inspection.

Building Inspector ONLY shall remove this sign

4 city 2 county → 6 TOTAL

Procedure

1. Call the inspection hotline phone number the day before you want the inspection. Leave your name, permit number, address and inspection type.
2. If called in before 4pm we will do the inspection the next day.
3. Responsible party needs to be on site to allow entry to job site and receive inspection report.
4. Available to answer questions and provide pointers about upcoming inspections.

CITY OF CREVE COEUR, MO. 1965
BUILDING DIVISION
Inspection Request

Permit # 41192
 Inspection Request Line 314-872-2521 Cancel Inspection 314-872-2500

Contact Name & Phone # [REDACTED]
 Inspection Address 578 Sarah Ln #408
 Notes: Kraft 10-2

Taken by JS
 Date 5/29/21
AM PM

Ready for Inspection: Monday [] Tuesday 131 Wednesday [] Thursday [] Friday []

☐ Mechanical (residential)
☐ Framing
☐ Drywall / Screw
☐ Footing / Piers / Foundation
☐ Final
☐ Bus License/ Occ.
☐ Furniture Only
☐ Alarm
☐ Rough grading

☐ rough full full full full
☐ final partial partial partial partial
☐ full
☐ Temp Occ.
☐ Stocking Only
☐ Fire Proof
☐ Final grading

☐ OTHER
 Ceiling cover * Concrete/slab * Deck * Pre Demo / Final *
 Drain Tie * Fence * Garage * Generator * Groul * Insulation *
 Masonry Block * Meeting/Progress * Pre-inspect/Pre-pour *
 Swimming Pool * Fange hood suppression * Rebar * Sign *
 Thermal envelope * Shear Wall * emp Use * Tent *
 *Wall Sheathing * Windows/doors * S.F.R.M
 Excavation Elevator Exterior Retaining wall

☐ Approved ☐ Disapproved ☐ Other

Inspector Signature _____ Arrival Time _____ Departure Time _____
 Date _____

@@ IF THIS INSPECTION IS DISAPPROVED A \$40.00 RE - INSPECTION FEE SHALL BE PAID TO THE CITY PRIOR TO A RE-INSPECTION BEING MADE.

DO NOT REMOVE / ALTER THIS NOTICE
CONTRACTOR IS RESPONSIBLE TO MAINTAIN THIS FORM AS PART OF PERMIT DOCUMENTS

WHITE - Contractor Copy YELLOW - Inspector Copy

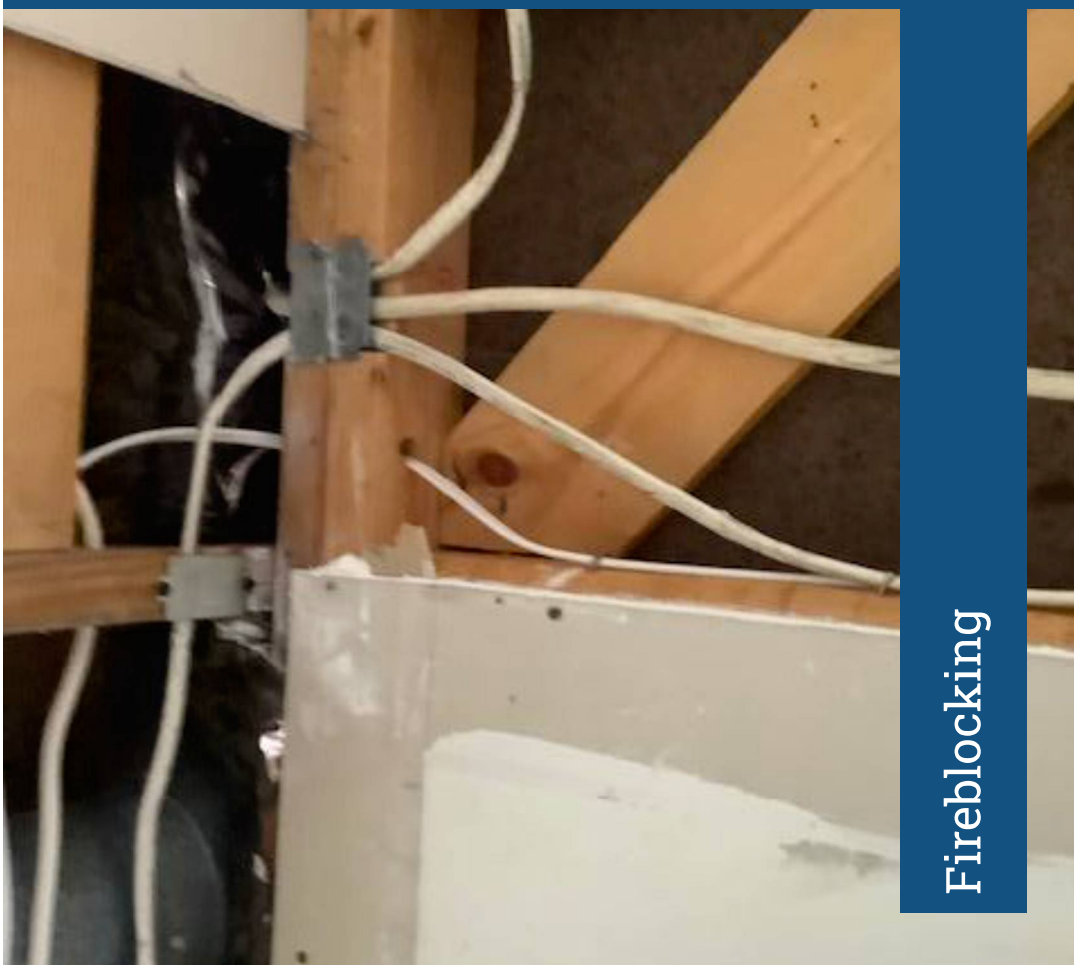
Top 5 Reasons why an inspection could not be approved





7 foot wide door was approved.
Customer wanted to change that to a
9 foot wide door.
Significant structural problem.
Framing Inspection disapproved.

Deviation from approved plans



Fireblocking



Compromised structural members



Smoke Detection / Carbon Monoxide Detection Systems

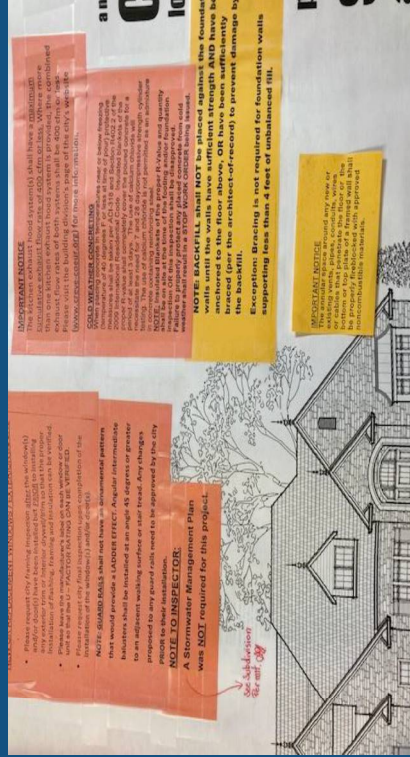




Mechanical System Defects

Proactive Measures

- We bring these issues up during plan review and ask that notes be added to the plans.
 1. Demonstrate compliance with code section R314.2 and R315.2 as it relates to the required whole house upgrade of the smoke detection and carbon monoxide detection systems. Smoke detectors are required inside each bedroom, on each level of the house and in the bedroom hallway. Smoke detectors are required to be AC/DC powered and interconnected. A carbon monoxide detector is required in the immediate vicinity of the sleeping areas. Specify what upgrades will be included in this project and add notes to show how the devices are powered and interconnected.
 2. Please add a fire blocking note to seal any hole or gap in and through all top and bottom plates.
- We attach reminder stick-on's.



Estimated Approval Rate by Inspection Type (first time)

Footing / Foundation	87%
Framing (first time)	30%
Mechanical	70%
Insulation	90%
Drywall	90%
Grading / Stormwater	72%
Final	50%

Code Compliance VS Quality Control

Project Type	Code Compliance	Quality Control
Windows / Doors	Shims, insulation, flashing, type and spacing of fasteners and efficiency rating of new windows.	Neat installation, accurate cuts on trim, quality of window frame, paint touch up, caulk color, square and level installation.
Deck	Size of structural members, connections, guardrail height, flashing and stairs.	Straight accurate cuts, blemishes and imperfections in the materials, sealing / stain, gaps
Kitchen / Bath Remodel	Fireblocking, exhaust fan installation, cement board behind tile	Quality / design of fixtures, wall finishes, grouting and caulking, cabinet installations, countertops.



city of CREVE COEUR

300 North New Ballas Road • Creve Coeur, Missouri 63141
 (314) 432-6000 • Fax (314) 872-2539 • Relay MO 1-800-735-2966
www.creve-coeur.org

DEPARTMENT OF COMMUNITY DEVELOPMENT

MEMORANDUM

To: Mark Perkins, City Administrator
 Building Permit Task Force

Meeting Date: April 20, 2021

Subject: Updated Building Division Procedures

Memo Prepared by: Jason W. Jaggi, AICP, Director of Community Development

Copy: Brad Holmes, Acting Chief Building Official

Attachments: Field Correction Notice/Stop Work Order Forms

Over the past couple of weeks, the Building Division staff has undertaken a review of current procedures and several changes have been implemented. Participating in this review were the Acting Chief Building Official, all inspectors and the department director. This review has been conducted based on recent changes in staffing, common areas of concern provided from surveys, as well as, comments that have been made over the past couple of months with the Task Force. This review is on-going and the staff is open to further suggestions based on continued review by the Task Force, comments received at the upcoming forums, as well as, any further direction from the City Council.

To provide an update to the Task Force, the following procedural changes have been discussed and are being implemented:

- **Use of field correction notices/stop work orders**

We will be utilizing a progressive form of enforcement for building permit-related issues in the field. The first step is for the inspector to contact the contractor first (preferably by phone) to notify them of the issue with the expectation that the contractor will remedy the situation in a timely manner. Contractors have suggested to staff that they would prefer a phone call with the opportunity to correct an issue. If the matter is not addressed sufficiently or in a timely manner and the contractor is unresponsive, the inspector will issue a written Field Correction Notice with the authorization of the Chief Building Official. As a third and final step, if the matter remains unresolved, a Stop Work Order will be issued by the Chief Building Official.

- **Work without permits**

The inspectors will no longer be expected to proactively patrol and investigate construction activities throughout the City to determine if the work requires a permit. We will largely be using

a complaint-driven protocol similar to our property maintenance program. With that being said, if the inspector sees active construction activity on his route to an inspection, he is required to check to see if a permit has been issued utilizing his iPad which has access to the permitting tracking software. If no permit has been issued, the inspector will make contact with the contractor to determine if the work requires a permit. City inspectors will not enter private homes in the course of their determination as to whether a permit is required and will rely on responses from the contractor.

- **Identification of potential code violations while performing inspections**

Inspectors are to focus on the area of work associated with the permit that has been issued. Other building code violations that may exist that do not involve the permitted work for which the inspection is being performed will not be documented or receive follow up from the City inspector. In the unusual event of a significant life-safety issue that is observed that the inspector feels is a critical matter, authorization by the Chief Building Official must be given prior to any action being taken to remedy these issues.

- **Handling of site issues on properties with permitted construction work**

City inspectors will follow the same protocol as outlined in the use of field correction notices/stop work orders section.

- **Assigning multiple inspections to the same inspector for consistency**

In an effort to promote consistency throughout construction, we are prioritizing scheduling our daily inspections in a manner where the inspectors are assigned to the same permit as much as possible.

In addition to the above procedural changes, Building Division staff has begun a review of our permitting and inspection requirements for certain types of permits. These include scaling back the requirement for residential drywall/insulation inspections, reducing the required window/door inspections for all permit-holders from two to one, eliminating the need for permits and inspections for retaining walls under 48-inches in height, reducing fence permit inspections from two to one, and eliminating the need to access attic spaces beyond the scuttle and performing roof inspections. We are also reviewing our protocols for accompanying the Fire District for hood and fire alarm inspections that do not involve active city permits.

The Acting Chief Building Official and I will be available at the meeting to discuss any further questions and suggestions by the Task Force at the meeting.

DO NOT REMOVE COMMUNITY DEVELOPMENT LEGAL NOTICE

Date _____

WHEREAS, VIOLATIONS OF { Chapter _____, Section _____ of the Zoning Ordinance
Chapter _____, Section _____ of the Building Code
Chapter _____, Section _____ of the _____ Code } have been found on

these premises, IT IS HEREBY ORDERED in accordance with the above code that all persons cease, desist from, and

STOP WORK

at once pertaining to construction, alterations or repairs on these
premises known as _____

NOTES: _____

All persons acting contrary to this order or removing or mutilating this notice are liable to arrest unless such action is authorized by the department.



CODE OFFICIAL/PHONE NUMBER



**City of Creve Coeur
Building Department
*FIELD CORRECTION NOTICE***

ADDRESS _____

ISSUED TO _____
(CONTRACTOR OR HOMEOWNER)

UPON INSPECTION OF THIS SITE, THERE MAY BE VIOLATIONS OF THE CITY'S BUILDING CODE, SPECIFICALLY SECTION 107.1 (PERMIT APPLICATION).

NOTE: A BUILDING PERMIT FOR THIS WORK MAY BE REQUIRED PRIOR TO ANY FURTHER WORK OCCURRING.

PLEASE CALL FOR AN INSPECTION TO DETERMINE THE SCOPE OF WORK FOR THIS PROJECT BY NO LATER THAN:

(DATE)

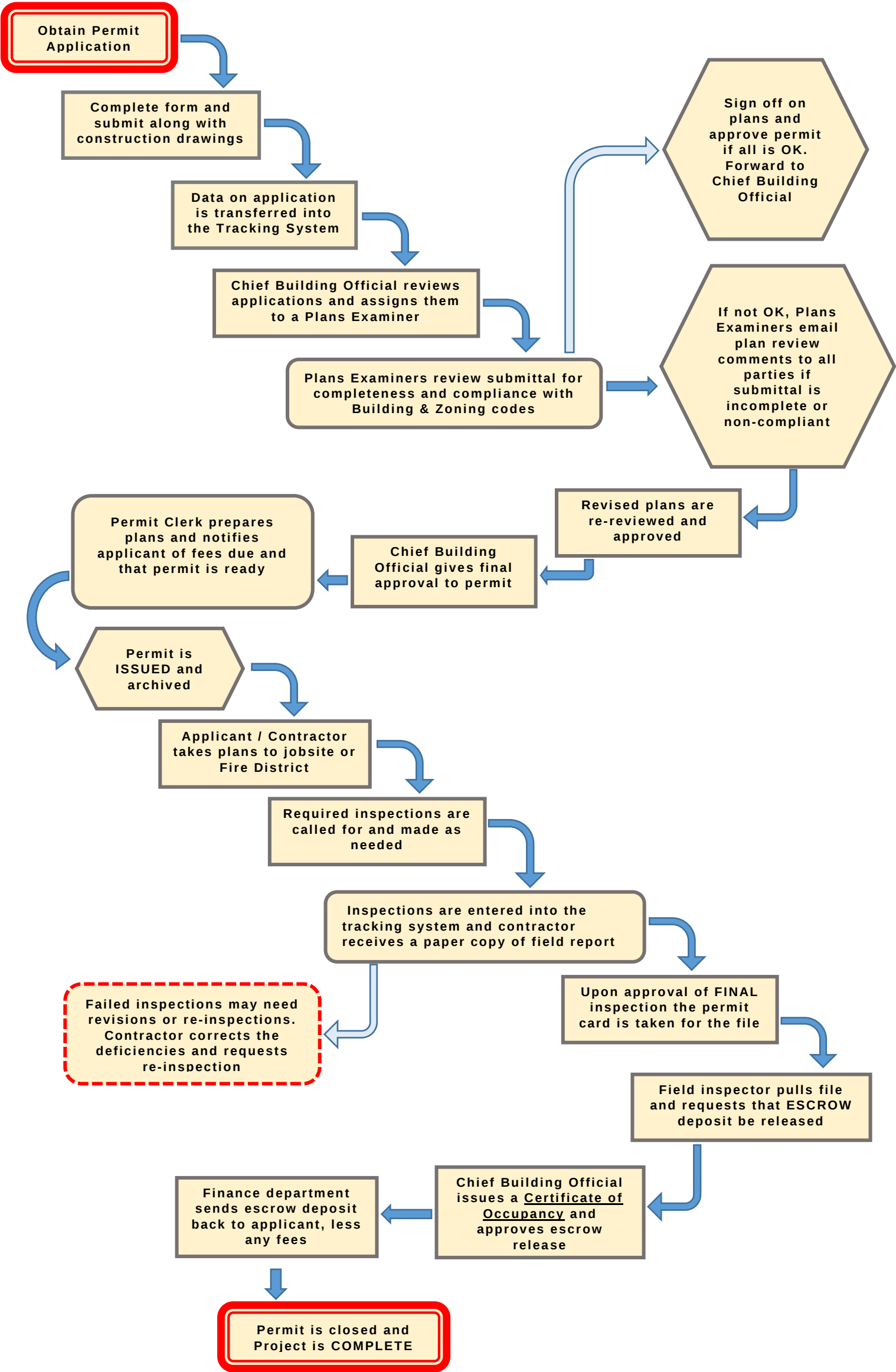
ADDITIONAL NOTES:

DATE _____ BY _____
INSPECTOR NAME/PHONE NUMBER

White – Office Copy

Yellow – Field Copy

Building Permit and Inspection Process





ing Permitting Process Review Task Force

300 N New Ballas Road
Creve Coeur, MO 63141

SCHEDULED

STAFF REPORT

Meeting: 04/20/21 05:00 PM
Department: Legislative /City Clerk
Category: Report
Prepared By: Debbie Ryan
Department Head: Debbie Ryan

Public Forum - May 18, 2021 from 6:30 Pm to 8:00 Pm



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Creve Coeur, MO 63141

SCHEDULED

STAFF REPORT

Meeting: 04/20/21 05:00 PM
Department: Legislative /City Clerk
Category: Report
Prepared By: Debbie Ryan
Department Head: Debbie Ryan

Contractor Forum - May 25, 2021 from 4:00 Pm to 5:30 Pm



ing Permitting Process Review Task Force

300 N New Ballas Road
Creve Coeur, MO 63141

SCHEDULED

STAFF REPORT

Meeting: 04/20/21 05:00 PM
Department: Legislative /City Clerk
Category: Report
Prepared By: Debbie Ryan
Department Head: Debbie Ryan

Public Comments