



CITY OF STE. GENEVIEVE, MISSOURI

165 S. Fourth Street
Ste. Genevieve, MO 63670
Phone (573) 883-5400 Fax (573) 883-8105

Permit # _____

Residential Building Permit Application

PLEASE FILL OUT COMPLETELY

(03/2022)

CIRCLE ALL THAT APPLY: NEW ADDITION REMODEL REPAIR POOL
OUTBUILDING MOBILE HOME DECK OTHER

PROJECT INFORMATION PROJECT TITLE _____
(i.e. new home, garage, room addition, window replacement etc.)

ZONING: _____ ADDRESS: _____ SUBDIVISION: _____

PROJECT DESCRIPTION: _____

USE GROUP: _____ OCCUPANT LOAD: _____ TYPE OF CONSTRUCTION: _____
AREA UNDER CONSTRUCTION (S.F.): _____ TOTAL COST OF CONSTRUCTION: \$ _____

If new construction, please indicate the following utilities that are available at the property location:

Municipal Water Electricity Municipal Sewer Natural Gas

WATER TAP SIZE: _____

CONTACT INFORMATION

PROPERTY OWNER: _____

ADDRESS: _____

PHONE #: _____ EMAIL: _____

*** Email to be used for any communication by city staff. ***

CONTRACTOR: _____ PHONE #: _____

BUSINESS NAME (if applicable): _____ EMAIL: _____

ADDRESS: _____

FAX #: _____ EMAIL: _____

I CERTIFY that I am the owner in fee or agent authorized to apply for this building permit. I understand that the submittal of incomplete plans or failure to complete this application in its entirety may result in the delay of plan review and permit approval.

Signature: _____ Date: _____

Phone: _____

**This building permit application has been approved by _____
and issued Permit Number _____ on the _____ day of _____, 20__**

CITY OF STE. GENEVIEVE, MISSOURI

165 S. Fourth Street

Ste. Genevieve, MO 63670

Phone (573) 883-5400 Fax (573) 883-8105

Residential Building Permit Application

Submit the following items, when applicable, to the **Planning and Zoning Administrator or the Building Inspector** (573) 883-5400 for review:

1. **A completed permit application form.**
2. Flood plain development permit (if required).
3. Certificate of Appropriateness (if required).
4. **Two complete** sets of detailed plans including a **Site Plan** where new construction or additions are involved. **Complete plans** shall be comprised of, but not limited to, plan sheets for the following disciplines where applicable: **Elevations, Floorplan, Structural, Mechanical, Plumbing and Electrical.**

A **Site Plan** shall be drawn showing the location of all **existing structures, proposed structures, property lines, set back distances, easements, utilities**, adjacent streets, drainage facilities, proposed and existing grades, north arrow, the proposed driveway and sidewalks (where applicable);

The **Site Plan** shall also include all types of existing or proposed improvements on the property including signs, fences and walls.

5. List of building materials (i.e., wood, vinyl, brick, metal, concrete, etc.).

These plans shall completely detail compliance with the City of Ste. Genevieve Municipal Code adopting the following model codes: 2018 International Residential Building Code, 2018 International Existing Building Code & 2020 National Electrical Code in addition to other applicable ordinances adopted by the City of Ste. Genevieve.

The submittal is subject to a minimum of ten (10) business days for review. **Plan Review will not begin before the completed permit application form is submitted.**

Permitted work must begin within 6 months of issuance. Permitted work must be completed within 1 year of issuance. An extension of 6 months for completion may be granted by the Building Inspector upon written request.

I have read the application and I fully comprehend the information I am required to submit for plan review.

Signature: _____ Date: _____

CITY OF STE. GENEVIEVE, MISSOURI

165 S. Fourth Street

Ste. Genevieve, MO 63670

Phone (573) 883-5400 Fax (573) 883-8105

Residential Building Permit Application

ADDRESS: _____

ZONING: _____

Total Permit Fee = \$ _____

PLAN REVIEW CHECKLIST

<u>REQUIREMENT</u>	<u>COMMENTS</u>	<u>DATE</u>
Application		
Two (2) complete sets of detailed plans (including Site plan, Floorplan, Elevations, & Roof Layout)		
Flood plain development (if applicable)		
Grading permit application (if applicable)		
Certificate of Appropriateness (if applicable)		
Two (2) sets of Foundation Plans		
Two (2) sets of Electrical Plans		
Two (2) sets of Plumbing Plans		
Two (2) sets of Mech. Plans		
List of Building Materials		
Other comments:		

CITY OF STE. GENEVIEVE, MISSOURI

165 S. Fourth Street

Ste. Genevieve, MO 63670

Phone (573) 883-5400 Fax (573) 883-8105

Residential Building Permit Application

ADDRESS: _____

ZONING: _____

PLAN REVIEW NOTES

CITY OF STE. GENEVIEVE, MISSOURI

165 S. Fourth Street

Ste. Genevieve, MO 63670

Phone (573) 883-5400 Fax (573) 883-8105

Residential Building Permit Application

PLAN REQUIREMENTS FOR CONSTRUCTION PERMITS

Please provide two (2) sets of drawings for review. One set will be stamped approved and returned to you to be kept on the job site at all times. Plan submittal will be reviewed for compliance with the 2018 International Codes as adopted by the City of Ste. Genevieve.

1. **SITE PLAN**

- a. Property lines
- b. Existing and proposed buildings and additions
- c. Location of all utility connections and any utility easements
- d. Parking spaces; new and existing
- e. Sufficient dimensions (setbacks etc.)
- f. Streets and alleys
- g. Drainage ditches and locations of property

2. **FOUNDATION PLAN**

- a. Footing size
- b. Foundation size
- c. Pier sizes
- d. Beam size
- e. Utility lines (water, sewer, electrical)
- f. Vents and access points

3. **FLOOR PLAN**

- a. Room size and names
- b. Window sizes
- c. Door sizes
- d. Floor joist sizes
- e. Typical wall section
- f. Location and dimensions of all walls
- g. Door and window header size

4. **ELEVATION**

- a. Front elevation
- b. Side elevation
- c. Rear elevation
- d. Type of exterior wall coverings
- e. Overall dimensions

5. **ROOF LAYOUT**

- a. Rafter size
- b. Ridge beam size
- c. Truss construction drawings
- d. Indicate name and size of all hardware

6. **PLUMBING DRAWING SCHEDULE, SPECIFICATIONS and RISER**

- a. Pipe/line sizes and materials
- b. Connectors
- c. Location water and sewer entrances and tap sizes
- d. Locations of Waste, Vents, cleanouts, drains, hose bibs, etc.
- e. Plumbing fixture locations

7. **ELECTRICAL DRAWING, SCHEDULE and SPECIFICATIONS**

Electric plan reviewed under the 2020 NEC and should include:

- a. Size wire and conduit; voltage and phase
- b. Panel board: size and number of circuit breakers, to include Whole House Surge Protection
- c. Riser diagram
- d. Location of fixtures and receptacles to include location of GFCI protection
- e. Location of ground wire
- f. Type, size and location of all electrical equipment (i.e. furnace, water heaters, stove, etc.)

8. **MECHANICAL** System will be verified through field inspections and working in conjunction with licensed professionals.

- a. Type, size (BTU) and location of all mechanical equipment shall be included on floor plan.
- b. Location of gas line entrance to building
- c. Size and type of pipe lines,
- d. Location of exhaust and return air systems

9. **CONTRACTOR'S LICENSE (Business License)**

CITY OF STE. GENEVIEVE, MISSOURI

165 S. Fourth Street

Ste. Genevieve, MO 63670

Phone (573) 883-5400 Fax (573) 883-8105

Residential Building Permit Application

BASED ON 2018 INTERNATIONAL BUILDING CODES

1. Lead free solder must be used on copper tubing installed for potable water. EPA _-509.5.
2. All Stud framing must be 16" o.c. R-602.3(5) revised.
3. Fire blocks are required at all dropped ceilings, walls between house and garage, bearing walls and wood framed foundations. R-602.8
4. Double studs required on both sides of all openings. Fig. R-602.3(2).
5. Double joists under all parallel bearing walls and around all openings. Figure R-502.2
6. Install continuous 2x4 on top of beam or 1x4 under joists each side of beam. Reference AISC ASD 9th edition for lateral support of beams.
7. Diagonal bracing required in gable ends of structure. Refer to truss specs.
8. Foam plastics shall not be used in attics and crawl spaces unless protected as required. R-316.4.
9. Install 2x4 on top of bottom chord full length of building. Refer to truss specifications.
10. Bedrooms shall have one window 44" or less from finished floor. R-310.2.3.
11. All egress windows from sleeping rooms shall have a minimum clear opening of 5 sq. ft. for grade floors and 5.7 sq. ft. for above grade (over 6 feet), and a clear opening height minimum of 24". The minimum clear opening width shall be 20". The 24" requirement applies to double and single hung windows. The 20" requirement to casement and slider windows. R-310.2.1
12. 6'8" minimum headroom required on stairs. R-311.7.2. Handrails are to be 34" to 38" above tread nosing. R-311.7.8.1.
13. Maximum opening between balusters (vertical guards) is 4". R-312.1.3.
14. Base material for concrete basement floors shall be 4" of clean gravel or crushed stone. R-506.2.2.
15. A 6 mil vapor barrier is required between base and floor of all basement slabs. R-506.2.3.
16. Slope garage floor 1" in 12'0" back to front if no floor drains. Or toward floor drain. R-309.1
17. Minimum rebars; 2 half inch in footing and 2 half inch in wall 8" from top. Reference ACI-318.
18. All electric wires smaller than #4 shall be copper. NFPA 70 revised.
19. All wiring shall be installed per adopted National Electrical Code. NFPA 70.
20. Type 1 or Type 2 Whole-House Surge Protection required. NEC 230.67
21. All smoke detectors shall be energized by the 120 volt primary power source and interconnected, with battery backup. R-314.4. Where more than one CO alarm is present, they must be interconnected. R315.5
22. All outlets installed to serve kitchen countertops must be GFCI. N.E.C. 210-8a(6).
23. All plumbing shall be installed per adopted International Plumbing Code.
24. Moisture resistant paper required on absorbent wall sheathing where veneers are used. Table R-703.2.
25. Weep holes and flashing required at base of masonry. R-703.7.2.1. through 703.7.3.
26. Single layer 15# felt is required under asphalt shingles on all roof slopes. Double felt on all slopes below 4:12. Asphalt shingles not allowed on slopes 2:12 and less. Table R-905.2.7.
27. Sleepers and sill plates on a concrete floor in direct contact with earth shall be pressure treated if wood is used. R317.1.
28. Return air system required for all bedrooms. International Mechanical Code. M 403.1a.
29. No structural change is allowed without PRIOR approval of revised plans by the Building Department. R106.4
- 30. PLANS TO BE ON JOBSITE AND IN READABLE FORM UNTIL FINAL INSPECTION IS COMPLETE!!! R-103.6.1**

CITY OF STE. GENEVIEVE, MISSOURI

165 S. Fourth Street

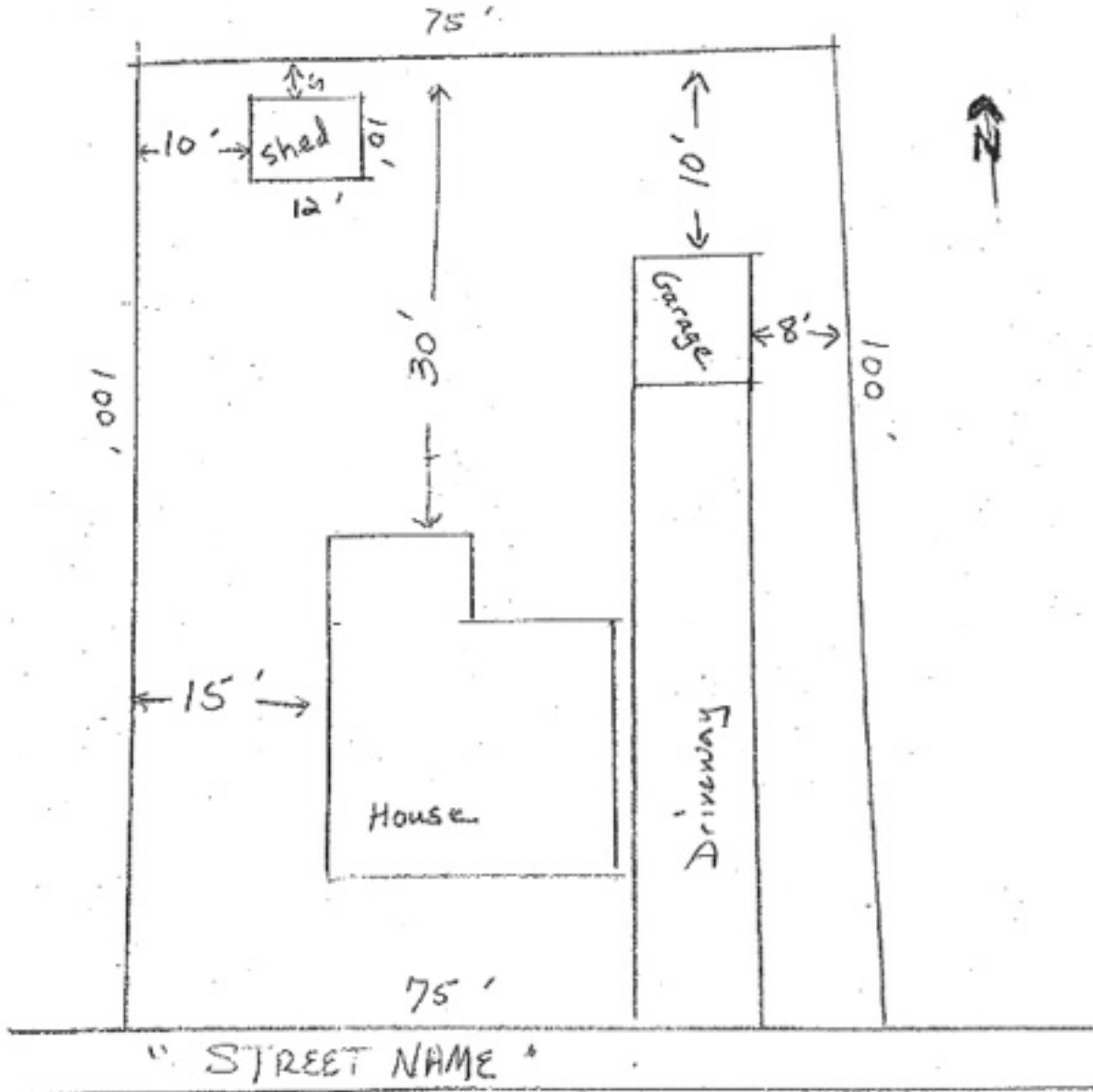
Ste. Genevieve, MO 63670

Phone (573) 883-5400 Fax (573) 883-8105

Residential Building Permit Application

SAMPLE SITE PLAN

NAME: John Doe
PROJECT ADDRESS: 1 Main Street
TYPE OF PROJECT: Shed



NOT TO SCALE

CITY OF STE. GENEVIEVE, MISSOURI

165 S. Fourth Street

Ste. Genevieve, MO 63670

Phone (573) 883-5400 Fax (573) 883-8105

Residential Building Permit Application

CHECKLIST FOR DECKS

- Two (2) inch by ten (10) inch ledger anchored to the existing structure.
- Ten (10) inch concrete piers with four (4) inch by four (4) inch wood column posts spacing not to exceed eight (8) to ten (10) feet.
- Two (2) inch by ten (10) inch floor joists, sixteen (16) inches on center.
- Two (2) inch by six (6) inch deck floor.
- Two (2) inch by twelve (12) inch beams tied together.
- Two (2) inch by twelve (12) inch stringers.
- Stair treads and risers are regulated.
- Concrete slab for on ground stairs is optional.
- Thirty-six (36) inch high guard rails; with gap not exceeding four (4) inches is required for deck and stairs.
- Treated wood is desired.
- A hand drawn sketch should accompany the building showing construction and dimensions.

**Decks are regulated by the City Building Code Ordinance primarily for collapse from overloading. The above items are a list of basic requirements for constructing a deck.

CHECKLIST FOR SHEDS

- Distance from property lines and main structure.
- Foundation details and anchoring for wind blow over 70 mpg requirements.
- A snow load of 20 psf is required.
- Shed door should have a locking device.
- Wiring should be ground fault interrupted.

CITY OF STE. GENEVIEVE, MISSOURI

165 S. Fourth Street

Ste. Genevieve, MO 63670

Phone (573) 883-5400 Fax (573) 883-8105

Residential Building Permit Application

INSPECTION PROCEDURES FOR RESIDENTIAL CONSTRUCTION

- Inspect the building setbacks after the lot has been staked out and before excavation.
- Footings: After the reinforcement has been placed and before the placement of concrete.
- Foundations & Retaining walls: After forms and reinforcement steel has been placed and before placement of concrete.
- Framing inspection.
- Rough in Electrical, Plumbing and Mechanical
- Drywall: Correct type used and placement of nails and screws.
- Final Inspection.
- After twenty-four (24) hours' prior written notice to or with consent of the owner, the building inspector is authorized and directed to make inspections to determine whether buildings located within the city conform to the requirements of this article. For purposes of making inspections, the building inspector is authorized to enter, examine and survey at all reasonable time all buildings. The owner of every building shall give the building inspector free access thereto at all reasonable times for the purpose of inspections, examinations and survey.