

Building in Franklin County



Your Guide to the Permit Process

Franklin County Building Department
400 E. Locust St. Room 006
Union, MO 63084
(636) 583-6384
www.franklinmo.org
bldgdept@franklinmo.net

OFFICE HOURS: M-F
8:00 am - 4:30 pm

****INFORMATION IN THIS BOOKLET IS A GUIDELINE AND SUBJECT
TO CHANGE WITHOUT NOTICE.
Informational Booklet 02/2018**

PREMISE IDENTIFICATION

Prior to scheduling an "Occupancy Inspection" for a permit, you will be required to have an approved address number, Emergency Numbering System (ENS) or whatever locating system that is acceptable for your area. This number must be placed in a position that is plainly legible and visible from the street or road fronting the property.

In most rural areas, an Emergency Numbering System (ENS) meets the requirements of the code. However, if you are in a subdivision where homes are on smaller lots, usually within 100' of the road, then house numbers will meet the requirement. Those numbers must be in contrast with their background. They shall be Arabic numerals or alphabet letters, a minimum of 4" high with minimum stroke width of 0.5 inch.

PLEASE CHECK WITH YOUR INSPECTOR TO SEE WHICH PREMISE IDENTIFICATION IS MOST APPROPRIATE FOR THE LOCATION OF YOUR NEW BUILDING.

To obtain an address for your property, contact "Franklin County Addressing" at 636-583-6369.

For "Emergency Numbering System" (ENS), please call 573-459-2800 and leave your name and CURRENT mailing address. You will be sent an application.

If your property is located within the "Washington Fire Protection District", please call 636-390-1020.

BUILDING CODES IN EFFECT AS OF FEBRUARY 1, 2018

International Building Code / 2015

International Residential Code / 2015

International Mechanical Code / 2015

International Plumbing Code / 2015

International Fire Code / 2015

ICC Electric Code / 2015

National Electric Code /2014 as referenced in Section 1201.1.1

Swimming Pool & Spa Code "ISPSC" / 2015

The County of Franklin On-Site Sewage Disposal Systems Ordinance and Regulations (Adopted and Amended on November 27, 2007 and Effective Date January 1, 2008).

Planning & Zoning Department:

Franklin County Flood Damage Prevention Ordinance

Unified Land-Use Regulations of Franklin County

**WHAT TO DO AND WHAT TO EXPECT WHEN
APPLYING FOR A BUILDING PERMIT**

1. **Be prepared.** Have your information ready. It is the applicant's responsibility to submit all required paperwork. This includes all items listed in the appropriate informational section(s) of this booklet.

2. **Upon arrival at the Building Department,** we will verify the following information to begin your permit application process:
 - a. **Paperwork.** That you have a completed permit application(s) and all the required paperwork pertaining to your particular permit. The permit process may take up to two (2) weeks or longer from the date a *complete* application is filed. After a complete application is accepted, your application file will then be forwarded to the Planning & Zoning Department (see page 3, #3). When your file is returned to the Building Department, we will then notify you or your agent that your permit is ready to be issued. Follow the special instructions of the permit, if any. Make sure that no work is started before the permit is issued and paid in full.

 - b. **A \$25.00 [NON-REFUNDABLE] "Application & Processing Fee" for all structures must be paid at the time of application. *ALL PERMITS MUST BE PAID IN FULL PRIOR TO YOUR FIRST BUILDING INSPECTION.**

 - c. **Property ownership will be verified.** Only the owner or his agent may apply for the permit. An affidavit from the property owner will be required in a land/lease situation. This is to avoid individual(s) who do not own the property from building or placing a manufactured home (mobile home) on someone else's property. The owner is the individual(s) who holds the warranty/quit claim deed to the property that is recorded with the Franklin County Recorder of Deeds office.

3. **The Building Department will then forward your application to the Planning and Zoning Department.** The Planning and Zoning Department will review the building permit application under provisions of the *Unified Land Use Regulations*. They will verify that your proposed land use (what you are building) is a permitted use within its zoning district. The Planning and Zoning Department will outline requirements. Some of these requirements may include building setbacks, parking and driveway requirements, screening, etc. Off street parking is required for most development.

Some Points to Consider:

- a. A permit may be delayed if an application is not complete, particularly a detailed site plan. **A good site plan will speed the process through zoning review.** The site plan should include an outline of your property showing all property lines and building setback lines as well as road right-of-way. Show the proposed location of your proposed new building in relation to any existing structures, well, septic tank and drainfield (if applicable) and show distance (footage) between each structure and estimate distance to property lines. If you have any ponds, creeks, lakes or ditches, show them on the plot plan. Show the direction the land slopes. ***See page 24 for example.*
- b. No manufactured homes that pre-date the June 14, 1976 HUD Code may be placed or relocated in unincorporated Franklin County.
- c. Areas identified as floodplain by FEMA are treated as an overlay zoning district. On occasion the property may actually be a high point and surrounded by floodplain, but if the map shows it to be floodplain, it must be treated as floodplain. The property owner may request through the county to FEMA a letter amending the map. This takes time but will minimize future flood insurance requirements.
- d. Development in the floodplain will incur an additional permit and fee. Floodplain is defined by the FEMA maps, not whether it flooded in 1982, 1993, etc.

4. **DRIVEWAYS – EXISTING OR NEW INSTALLATION**

- a. All applicants that will be modifying an existing or installing a new driveway off of a PUBLIC road must contact that entity for an “Entrance Permit”. A public road being a state highway, a county road or a road located within the jurisdiction of any of the four special road districts within Franklin County.
- b. If applicant is not modifying an existing driveway or installing a new driveway off of a public road, they will be required to sign an affidavit attesting to such.

- c. State Highway Department can be reached at 1-888-275-6636. Franklin County Highway Department is located in the Franklin County Government Center 400 E. Locust St., Room 003A, Union, MO 63084 or by calling 636-583-6361. Inquire at the Building Department if you are in one of the four special road districts in Franklin County.

5. **Escrow Amount:**

In January, 2002, Franklin County established an escrow account. At the time a permit is paid for, cash or a **SEPARATE CHECK** will be required by the department. This amount is not part of the permit fee but will be held until which time the Occupancy inspection has been completed and passed for that permit. The money will be returned to you within one month after the Occupancy inspection has been completed. The required amounts are as follows:

- a. **\$350** for One and Two Family Dwellings including any type of manufactured housing not located in a Mobile Home Park or a Manufactured Housing Park facility as defined in the Franklin County Unified Land Use Regulations. **\$500.00** escrow for permits with a permit fee cost of \$1500.00 and above.
- b. **\$1000.00** for all Commercial and Industrial structures.
- c. **\$200.00** for **ALL** other structures.
- d. **\$200.00** for Sewer Permits.

The permit **MUST REMAIN ACTIVE AT ALL TIMES** to enable you to receive the escrow amount back. ***We will discuss the escrow amount with you at the time of application.

PERMIT FEES

1. The Permit Fee is determined by the number of square feet in the structure. There is a calculated fee schedule programmed in the computer. The total amount is not known until after the plans have been reviewed and the final processing is completed.
 2. A Flat Rate Fee has been established for some types of permits, Electric Permits, Sewer Permits, etc.
 3. When the final processor notifies you that your permit is ready to be picked up, the final processor will advise you of the balance due and also remind you of the amount of escrow that is required.
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****PERMIT EXPIRATION DATES****

1. **BUILDING CONSTRUCTION PERMITS FEES THAT ARE LESS THAN \$1500.00 EXPIRE 1 YEAR AFTER ISSUE DATE.**
2. **BUILDING CONSTRUCTION PERMIT FEES THAT EXCEED \$1500.00 EXPIRE 1 ½ YEARS AFTER ISSUE DATE.**
3. **ELECTRIC PERMITS & ON-SITE SEWER PERMITS EXPIRE SIX MONTHS AFTER ISSUE DATE.**

****PERMIT RENEWAL PROCESS****

Permits applied for prior to 2012 are renewable for ½ the original permit fee and given a new expiration date based on the original term of the permit.

Permits applied for AFTER JANUARY 1, 2012 may be renewed as follows:

1/8 of the permit fee for 3 month extension

¼ of the permit fee for 6 month extension

3/8 of the permit fee for 9 month extension

½ of the permit fee for additional original permit term

ELECTRIC AND SEWER PERMITS ARE RENEWABLE FOR ½ OF THE PERMIT FEE FOR ADDITIONAL 6 MONTHS.

****BUILDING INSPECTION INFORMATION****

1. You will have several inspections to complete depending upon the purpose of the building permit. Make sure your entire building site (driveway, property lines, well, sewage system area) are **staked** at the time of your footing inspection, as we do the location inspection at the same time. It is not a simple matter to correct an encroachment on a lot line or setback, and it may be costly. **You must schedule inspections by 3:00 p.m. the day before you need them.** At times due to circumstances beyond our control, your inspection may be delayed an additional business day. Our office opens at 8:00 a.m. and closes at 4:30 pm.

2. Inspection Guideline Booklets may be purchased for \$4.00.

INSPECTION PHONE # 636-583-6384

<u>New construction, additions, alterations</u>	<u>Other inspections</u>
Location	Manufactured Homes
Footing	Pole Buildings
Foundation Wall	Swimming Pools
Suspended Concrete Floor (where applicable)	Mechanical
Under Floor Plumbing	Electrical
Framing	Plumbing
Rough-in Electric	Site Inspections
Rough-in Plumbing	Communication Towers
Electric Service	Billboards/Signs
Drywall Inspection	Demolition
Septic System Inspection	Fireworks
Copper waterline service	Accessory Buildings
Temporary Inspection	
Occupancy Inspection	

****ON-SITE SEPTIC SYSTEM INFORMATION****

1. As of January 1, 1998, individual on-site sewage disposal systems are regulated by **“The County of Franklin’s On-Site Sewage Disposal Systems Ordinance and Regulations”**. Permit applications for new construction accepted as of January 1, 1998 will require the property to have a percolation test and/or soil morphology evaluation by a ***certified and registered Percolation Tester or Soil Scientist*** to determine type of on-site sewage system to be installed. The installation of an on-site sewage system ***must*** be performed by a ***certified and registered Sewer Installer***. **NOTE: If a lagoon is considered, a soil evaluation is required (Ordinance 8.5.1).**

2. **Upgrades, modifications or repairs** to pre-existing on-site sewage disposal systems on properties require a percolation test and/or soil morphology evaluation by a ***certified and registered Percolation Tester or Soil Scientist*** to determine type of upgrade, modification or repair. The installation of the upgrade, modification or repair system ***must*** be performed by a ***certified and registered Sewer Installer***.

3. **For all other types of on-site sewage disposal system construction**, contact the Franklin County Building Department for the procedure to follow for your specific situation.

4. **Homeowners** may install, modify or repair their own on-site sewage disposal system as long as they comply with all provisions of this Ordinance (See Sections 11.1, 11.1.1, 11.1.2, 11.2) of the ***“On-Site Sewage Disposal Systems Ordinance & Regulations”***. ***Homeowners installing their own systems must sign an affidavit at the Building Department at time of application. The homeowner installing their own system is required to stake out and mark entire system for a meeting with a building inspector to go over proposed installation prior to permit being approved and issued. This Homeowners as Installer meeting will be set up by the Building Department staff at time of application.**

Manufactured Homes

1. **Paperwork** – Complete the application form with the following information:
 - a. **Information on Property Owner**
 - (1) Owner's name;
 - (2) Current mailing address;
 - (3) Phone number.
 - b. **Information on Building Site**
 - (1) Public/private road name-directions and map to property;
 - (2) Subdivision name and lot number;
 - (3) Copy of plat *showing road right-of-way*;
 - (4) Tax parcel identification number – (16 digits located in boxes on the upper left hand corner of your real estate tax bill);
 - (5) ENS# - numbers staked at driveways.
 - c. **Structure Type and Structure Information**
 - (1) Year of manufactured home;
 - (2) Size of manufactured home;
 - (3) Make of manufactured home.
 - d. **Private Subdivision Restrictions Form**
 - (1) Self-explanatory form. Current property owner's signature *is required* on this form regardless of whether your property is in a subdivision or not.
 - e. **Entrance Permit** – *See pages 3 & 4*
 - f. **Escrow** – *See page 4*
2. **PERMIT FEES vary according to structure use and size. A \$25.00 “NON-REFUNDABLE” APPLICATION AND PROCESSING FEE IS REQUIRED AT TIME OF APPLICATION. *PERMITS MUST BE PAID IN FULL PRIOR TO YOUR FIRST BUILDING INSPECTION.**
3. **Site Plan-** An outline of your property showing all property lines and building setback lines as well as road right-of-way. Show the proposed location of your manufactured home, well, septic tank and drainfield in relation to one another and show distances (footage) between each structure and estimate distance to property lines. Also locate any ponds, creeks, lakes or ditches; and show the direction the land slopes. ***See page 24 for example.*

4. **On-Site Sewer Requirements** – Replacement of an existing manufactured home may require an upgrade or modification of the existing on-site sewage disposal system. When there is an increase in the number of bedrooms, the disposal system must be brought up to current standards (Ordinance 8.6). When the new manufactured home has the same number of bedrooms, a site inspection is required to determine if the current system is adequate (Ordinance 8.6.1). **NOTE: If a lagoon system is considered, a soil evaluation is required (Ordinance 8.5.1).**
 - a. **Soil Evaluation** – Evaluation results accompanied by a detailed site plan, complete sewer design data and choice of installer are mandatory at the time of application – regardless of acreage size. Any soil evaluation not meeting acceptable permeability rates being described as (*requiring an alternative system*) will require an engineered sewer design or possibly a lagoon. **The person you hire to perform a soil evaluation AND install your septic system must be certified and registered with the Franklin County Building Department. Or**
 - b. **Percolation Test** – Percolation test results accompanied by a detailed site plan, complete sewer design data, and choice of installer are mandatory at the time of application – regardless of acreage size. A percolation test failing to meet an acceptable perc rate will require an engineered sewer design. **The person you hire to perform a percolation test AND install your septic system must be certified and registered with the Franklin County Building Department.**
5. **Setup Instructions** – Submit a plan on how you intend to setup the manufactured home, whether new or used. **NOTE: NEW MANUFACTURED HOMES MUST SUBMIT THE SETUP INSTRUCTIONS AND/OR PIER PLAN FROM THE MANUFACTURER.**
 - a. **Floor plan** – A floor plan must be submitted for Double-Wides and Modulares.
 - b. **Piers** – You must locate piers no more than 2 ft. from either end and not more than 8 ft. center-to-center under the main rails (See Figure 4.1, 4.2, & 4.3 NCSBCS/ANSI) or per manufacturer’s manual. Submit a pier plan from the manufacturer for your specific home for **ALL NEW** homes. Piers to be 24” x 24” minimum.

- c. **Tiedowns** – Draw a plan showing how many and their spacing. They can be 8-9 ft. apart, but no more than 10 ft. apart, with one (1) within 2 ft. of each end or per Manufacturer's Manual.
 - a. **Slabs** – Must be minimum 6 inches deep with 6 inch wire mesh or #4 rebar 2 foot on center each way; or 4 inches deep with a frostwall.
 - b. **Runners** – Must be 6 inches deep x 24 inches wide the length of the home with a minimum of 2 #4 rebar.
 - c. **Cross Runners** – 24" deep and 24" wide the width of the home.
 - d. **Footing & Foundation Plan** – Show footings and foundation wall with dimensions and placement of steel. Show frostwalls where applicable.
 - e. **Basement Floor Plan** – Show overview of basement showing location of posts, beam size & pound, basement stairs, windows, doors, label any finished areas and show fixtures where applicable.
6. **Electric** – Provide the size of electric service to be installed and the name of the electric company. If location is in an *Ameren MO* service area, please contact them at 1-800-552-7583 for a nine digit *premise number* and inform this department of that number at the time of application.
- a. Electric service for manufactured homes placed on piers, pads, or runners will not be approved until all phases of installation are complete. The home must be blocked, anchored or tied down, and connected to an approved sewer or septic system. A landing or deck must be in place, and electric wiring and panels installed.
 - b. On manufactured homes on full basements or on crawlspace, electric will not be approved until the home is tied down and has been hooked up to an approved sewer system. Remaining items are to be completed prior to occupancy and final inspection of the home.

7. **INSPECTIONS** – All inspections must be called in by 3:00 p.m. the day before you need them. Piers or foundations cannot be poured nor sewage systems covered until they are inspected and approved. If there are any questions, please call 636-583-6384.

8. **NOTE:** No manufactured homes that pre-date the JUNE 14, 1976 HUD CODE may be placed or relocated in unincorporated Franklin County – whether in a MH Park or on Private Property –*Per Planning & Zoning Regulations – For More Information Call: 636-583-6369.*

Conventional Houses

1. **Paperwork** – Complete the application form(s) with the following information:
 - a. **Information on Property Owner**
 - (1) Owner's name;
 - (2) Current mailing address;
 - (3) Phone number.
 - b. **Information on Building Site**
 - (1) Public/private road name-directions and map to property;
 - (2) Subdivision name and lot number;
 - (3) Copy of plat *showing road right-of-way*;
 - (4) Tax parcel identification number – (16 digits located in boxes on the upper left hand corner of your real estate tax bill);
 - (5) ENS# - numbers staked at driveways.
 - c. **Structure Type and Structure Information**
 - (1) See permit application.
 - d. **Electrical/Mechanical Spec Sheet**
 - (1) Fireplace/flue type and size;
 - (2) Furnace/A.C. type and size;
 - (3) Water heater type and size;
 - (4) All electrical and gas appliances;
 - (5) Electric service and utility company.
 - e. **Private Subdivision Restrictions Form**
 - (1) Self-explanatory form. Current property owner's signature *is required* on this form regardless of whether your property is in a subdivision or not.
 - f. **Entrance Permit** – *See pages 3 & 4*
 - g. **Escrow** – *See page 4*
2. **PERMIT FEES vary according to structure use and size. A \$25.00 "NON-REFUNDABLE" APPLICATION AND PROCESSING FEE IS REQUIRED AT TIME OF APPLICATION. *PERMITS MUST BE PAID IN FULL PRIOR TO YOUR FIRST BUILDING INSPECTION.**

- 3a. Soil Evaluation** – Evaluation results accompanied by a detailed site plan, complete sewer design data and choice of installer are mandatory at the time of application – regardless of acreage size. Any soil evaluation not meeting acceptable permeability rates being described as (*requiring an alternative system*) will require an engineered sewer design or possibly a lagoon. **The person you hire to perform a soil evaluation AND install your septic system must be certified and registered with the Franklin County Building Department. Or**
- 3b. Percolation Test** – Percolation test results accompanied by a detailed site plan, complete sewer design data, and choice of installer are mandatory at the time of application – regardless of acreage size. A percolation test failing to meet an acceptable perc rate will require an engineered sewer design. **The person you hire to perform a percolation test AND install your septic system must be certified and registered with the Franklin County Building Department.**
- 4. Site Plan** - An outline of your property showing all property lines and building setback lines as well as road right-of-way. Show the proposed location of your home, well, septic tank and drainfield in relation to one another and show distances (footage) between each structure and estimate distance to property lines. Also locate any ponds, creeks, lakes or ditches; and show the direction the land slopes. ***See page 24 for example.*
- 5. Building Plans** – Submit two sets of prints of the building plans drawn $\frac{1}{4}$ to 1 foot scale. No plans will be accepted on cardboard or letter size paper. Incomplete plans are not acceptable. The following items are to be shown on your plans:
- a. Footing & Foundation Plan.** Show footings and foundation wall with dimensions and placement of steel. Show frostwalls and crawlspaces where applicable.
 - b. Basement Floor Plan.** Show overview of basement; placement of posts, beam size & pound, basement stairs, windows, doors, furnace and hot water heater, label any finished areas and show fixtures where applicable.

- c. **Floor Plan.** Show dimensions for all rooms, identify all rooms, show bedroom window sizes and manufacturer's name, and show all fixtures in kitchen and bathroom.
- a. **Wall Section.** Show typical wall section; footing and foundation with steel and foundation drain system, floor joists, stud walls, insulation factor and roof specifications.
- b. **TRUSS PLAN.** **If trusses are used, you must submit the truss detail provided by the truss manufacturer. These are obtained from wherever you are ordering your trusses.**
- c. **Stair Section.** Show head room, rise and tread on steps.
- d. **Four Exterior Wall Elevations.** Show elevation of each side of house.
- e. **Fireplace Plan and Section.** Flue Type; if prefab must have specifications.
- f. **Miscellaneous Information.** Show location of attic access, smoke detectors, vent fans, electrical outlets, furnace, water heater, and kitchen, bathroom, and laundry fixtures.
- g. **Electric Service.** Size of service and utility company. If location is in an *Ameren MO* service area, please contact them at 1-800-552-7583 for a nine digit *premise number* and inform this department of that number at the time of application. ***SHOW LOCATION OF ELECTRIC METER AND SERVICE PANEL ON BUILDING PLANS.**
- h. **NOTE:**
 - Suspended Floor(s)** – requires a Missouri Registered Design Professional's seal on the building plans; or Franklin County Typical Suspended Concrete Porch Slab Design if qualifies.
 - Steel Frame Construction** – requires a Missouri Registered Design Professional's seal on the building plans.
 - Log Homes** – requires a B.O.C.A. Approval # *or* a Missouri Registered Design Professional's seal on the building plans.

Additions, Modifications and Remodeling to Existing Structures

1. **Paperwork** – Complete the application form(s) with the following information:
 - a. **Information on Property Owner**
 - (1) Owner's name;
 - (2) Current mailing address;
 - (3) Phone number.
 - b. **Information on Building Site**
 - (1) Public/private road name-directions and map to property;
 - (2) Subdivision name and lot number;
 - (3) Copy of plat *showing road right-of-way*;
 - (4) Tax parcel identification number – (16 digits located in boxes on the upper left hand corner of your real estate tax bill);
 - (5) ENS# - numbers staked at driveways.
 - c. **Structure Type and Structure Information**
 - (1) See permit application.
 - d. **Electrical/Mechanical Spec Sheet**
 - (1) Fireplace/flue type and size;
 - (2) Furnace/A.C. type and size;
 - (3) Water heater type and size;
 - (4) All electrical and gas appliances;
 - (5) Electric service and utility company.
 - f. **Private Subdivision Restrictions Form**
 - (1) Self-explanatory form. Current property owner's signature *is required* on this form regardless of whether your property is in a subdivision or not.
 - f. **Entrance Permit** – *See pages 3 & 4*
 - g. **Escrow** – *See page 4*

2. **PERMIT FEES vary according to structure use and size. A \$25.00 “NON-REFUNDABLE” APPLICATION AND PROCESSING FEE IS REQUIRED AT TIME OF APPLICATION. *PERMITS MUST BE PAID IN FULL PRIOR TO YOUR FIRST BUILDING INSPECTION.**

3. **On-Site Sewage Disposal System Information:**

f. Permit applications for this type of construction, which *may* require the existing on-site sewage disposal system to be upgraded, modified or repaired, shall be subject to specific Ordinances including, but not limited to, Ordinance #'s 8.6, 8.6.2, 8.6.3, 8.6.4 and 8.7. For more information, contact the Building Department at 636-583-6384.

g. **Soil Evaluation – (when applicable)** Evaluation results accompanied by a detailed site plan, complete sewer design data and choice of installer are mandatory at the time of application – regardless of acreage size. Any soil evaluation not meeting acceptable permeability rates being described as (*requiring an alternative system*) will require an engineered sewer design. **The person you hire to perform a soil evaluation AND install your septic system must be certified and registered with the Franklin County Building Department. Or**

h. **Percolation Test – (when applicable)** Percolation test results accompanied by a detailed site plan, complete sewer design data, and choice of installer are mandatory at the time of application – regardless of acreage size. A percolation test failing to meet an acceptable perc rate will require an engineered sewer design. **The person you hire to perform a percolation test AND install your septic system must be certified and registered with the Franklin County Building Department.** For more information, contact the Building Department at 636-583-6384.

4. **Site Plan-** An outline of your property showing all property lines and building setback lines as well as road right-of-way. Show the proposed location of your house/building, well, septic tank and drainfield, **and** the addition you are proposing in relation to one another and show distances (footage) between each structure and estimate distance to property lines. Also locate any ponds, creeks, lakes or ditches; and show the direction the land slopes. ***See page 24 for example.*
5. **Building Plans -** Submit two sets of prints of the building plans drawn ¼" to 1 foot scale. No plans will be accepted on cardboard or letter size paper. Incomplete plans are not acceptable. The following items are to be shown on your plans when applicable:
 - a. **Footing and Foundation Plan.** Showing footings and foundation wall with dimensions and placement of steel. Show frostwalls and crawlspaces where applicable.
 - b. **Basement Floor Plan.** Show overview of basement; placement of posts, beam size & pound, basement stairs, windows, doors, furnace & hot water heater, and label any finished areas and show fixtures where applicable.
 - c. **Floor Plan.** Show dimensions for all rooms, identify all rooms, show bedroom window sizes and manufacturer's name, and show all fixtures in kitchen and bathroom.
 - d. **Wall Section.** Show typical wall section; footing and foundation with steel and foundation drain system, floor joists, stud walls, insulation factor and roof specifications.
 - e. **TRUSS PLAN.** **If trusses are used, you must submit the truss detail provided by the truss manufacturer. These are obtained from wherever you are ordering your trusses.**

- f. **Stair Section.** Show head room, rise & tread on steps.
- g. **Exterior Wall Elevations.** Show elevations of each side of new construction in relation to the existing building.
- h. **Fireplace Plan and Section.** Flue Type; if prefab, must have specifications.
- i. **Miscellaneous Information.** Show location of attic access, smoke detectors, vent fans, electrical outlets, furnace, water heater, kitchen, bathroom & laundry fixtures.
- j. **Electric Service.** Size of service and utility company. If location is in an *Ameren MO* service area, please contact them at 1-800-552-7583 for a nine digit *premise number* and inform this department of that number.
- k. **NOTE:**

Suspended Floor(s) – requires a Missouri Registered Design Professional’s seal on the building plans; or Franklin County Typical Suspended Concrete Porch Slab Design if qualifies;

Steel Frame Construction – requires a Missouri Registered Design Professional’s seal on the building plans;

Log Homes – requires a B.O.C.A. Approval # **or** a Missouri Registered Design Professional’s seal on the building plans.

**Accessory Buildings
(Pole Buildings, Personal Storage Buildings & Garages)**

1. **Paperwork** – Complete the application form(s) with the following information:
 - a. **Information on Property Owner**
 - (1) Owner's name;
 - (2) Current mailing address;
 - (3) Phone number.
 - b. **Information on Building Site**
 - (1) Public/private road name-directions and map to property;
 - (2) Subdivision name and lot number;
 - (3) Copy of plat *showing road right-of-way*;
 - (4) Tax parcel identification number –
(16 digits located in boxes on the upper left hand corner of your real estate tax bill);
 - (5) ENS# - numbers staked at driveways.
 - c. **Structure Type and Structure Information**
 - (1) See permit application.
 - d. **Electrical/Mechanical Spec Sheet**
 - (1) Fireplace/flue type and size;
 - (2) Furnace/A.C. type and size;
 - (3) Water heater type and size;
 - (4) All electrical and gas appliances;
 - (5) Electric service and utility company.
 - e. **Private Subdivision Restrictions Form**
 - (1) Self-explanatory form. Current property owner's signature *is required* on this form regardless of whether your property is in a subdivision or not.
 - f. **Entrance Permit** – See pages 3 & 4
 - g. **Escrow** – See page 4

2. **PERMIT FEES vary according to structure use and size. A \$25.00 “NON-REFUNDABLE” APPLICATION AND PROCESSING FEE IS REQUIRED AT TIME OF APPLICATION. *PERMITS MUST BE PAID IN FULL PRIOR TO YOUR FIRST BUILDING INSPECTION.**
3. **On-Site Sewage Disposal System (only for buildings with plumbing) –** Accessory buildings with plumbing *may* require an individual on-site sewage disposal system. To determine whether you will need a percolation test and/or soil evaluation, please contact the Building Dept. at 636-583-6384 *before* you have any testing performed.
4. **Site Plan –** An outline of your property showing all property lines and building setback lines as well as road right-of-way. Show the proposed location of your accessory building in relation to your existing residence, well, septic tank and drainfield (if applicable) and show distance (footage) between each structure and estimate distance to property lines. If you have any ponds, creeks, lakes or ditches, show them on the plot plan. Show the direction the land slopes. ***See page 24 for example.*
5. **Building Plans –** Submit two sets of prints of the building plans drawn ¼” to 1 foot scale. No plans will be accepted on cardboard or letter size paper. Incomplete plans are not acceptable. The following items are to be shown on your plans when applicable:
 - i. **Footing and Foundation Plan.** Showing footings and foundation wall with dimensions and placement of steel. Show frostwalls and crawlspaces where applicable.
 - j. **Post Hole Plan.** Show how many posts to be used, how far apart, depth of each post hole, size of each post (EX. 6 x 6).
 - k. **Floor Plan.** Show dimensions for all rooms, identify all rooms, show door & window locations, show plumbing and electrical fixtures if applicable.

- d. **Wall Section.** Typical wall section showing side view of footing, foundation, floor joists, stud walls, insulation factor and roof specifications.
- e. **Stair Section.** Show head room, rise & tread on steps.
- f. **Four Exterior Wall Elevations.** Show elevation of each side of building.
- g. **TRUSS PLAN.** If trusses are used, you must submit the truss detail provided by the truss manufacturer. These are obtained from wherever you are ordering your trusses.
- h. **Miscellaneous Information.** You must show location of furnace, hot water heater, attic access, smoke detectors, vent fans and electrical outlets, if applicable.
- i. **Electric Service (new).** Size of service and utility company. If location is in an *Ameren MO* service area, please contact them at 1-800-552-7583 for a nine digit *premise number* and inform this department of that number.
- j. **NOTE: Commercial Buildings -**
See pages 22 and 23 for permit application requirements.

Non-Residential Buildings
(Commercial Buildings, Schools, Churches, Organizations, etc.)

1. **Paperwork** – Complete the application form(s) with the following information:

a. Information on Property Owner

- (1) Owner's name;
- (2) Current mailing address;
- (3) Phone number.

b. Information on Building Site

- (1) Public/private road name-directions and map to property;
- (2) Subdivision name and lot number;
- (3) Copy of plat *showing road right-of-way*;
- (4) Tax parcel identification number –
(16 digits located in boxes on the upper left
hand corner of your real estate tax bill);
- (5) ENS# - numbers staked at driveways.

c. Structure Type and Structure Information

- (1) See permit application.

d. Electrical/Mechanical Spec Sheet

- (1) Fireplace/flue type and size;
- (2) Furnace/A.C. type and size;
- (3) Water heater type and size;
- (4) All electrical and gas appliances;
- (5) Electric service and utility company.

m. Private Subdivision Restrictions Form

- (1) Self-explanatory form. Current property owner's signature *is required* on this form regardless of whether your property is in a subdivision or not.

f. Entrance Permit – See pages 3 & 4

g. Escrow – See page 4

2. **PERMIT FEES vary according to structure use and size. A \$25.00 “NON-REFUNDABLE” APPLICATION AND PROCESSING FEE IS REQUIRED AT TIME OF APPLICATION. *PERMITS MUST BE PAID IN FULL PRIOR TO YOUR FIRST BUILDING INSPECTION.**

3. **On-Site Sewage Disposal System (for buildings with plumbing)-**
Commercial buildings with plumbing will require an individual on-site sewage disposal system. To determine whether you will need to have a percolation test and/or soil morphology evaluation **or** a permit from DNR, contact the Building Department at 636-583-6384 **before** you have any testing done. **NOTE: All non-residential sewer systems are required to be designed and sealed by a Missouri Registered Engineer.**

4. **Site Plan** – A detailed drawing of the property showing all property lines and building setback lines as well as road right-of-way. Show the proposed location of the building in relation to installation of new well and septic system; and to any pre-existing buildings, well and septic system (if applicable) and show distances (footage) between each structure and distance to property lines. Also locate any ponds, creeks, lake or ditches; and show the direction the land slopes. ****See Page 24 for example.*

5. **Building Plans** – Submit two sets of prints of the building plans, drawn ¼” to 1’ scale. No plans will be accepted on cardboard or letter size paper. Incomplete plans are not acceptable. **All non-residential building plans must be sealed by a Missouri Registered Design Professional. ***See Important Note Below*****

The following items are to be shown in *full detail* on all non-residential building plans:

- a. **Footing and Foundation Plans;**
- b. **Post Hole Plan;**
- c. **Floor Plans;**
- d. **Complete Structural Plans per Code;**
- e. **Complete Electrical, Mechanical and Plumbing Plans per Code;**
- f. **Engineered Truss Plans;**
- g. **Exterior Elevation Plans.**

*****IMPORTANT NOTE*****

All pages of building plans must be signed and sealed by the appropriate design professional.

NOW AVAILABLE
INSPECTION GUIDELINES

COST \$4.00

For Residential 1 & 2 family dwellings:

Booklet containing useful information regarding inspections during the construction process. Includes diagrams as well as a copy of the inspection checklists used by our inspectors at the site. These checklists are a guideline for inspection purposes.

For Manufactured Homes

Booklet containing useful information regarding inspections during the construction process. Includes diagrams as well as copy of the inspection checklists used by our inspectors at the site. These checklists are a guideline for inspection purposes. A detailed drawing of a typical footing and foundation is shown as well as information on the installation of the electric service, drain pipe support methods and landing and stair detail for decks on manufactured homes.