

## Residential Building Permit Guidelines

<p><b>General Application Process</b></p>	<p>Applications for permits can be located at City Hall. Completed applications, with the required paperwork attached, should be submitted to the City Clerk at City Hall or faxed to 636-828-4050. If the Building Inspector approves the plans, the applicant will be notified that approval was given and may then pick up the permit at City Hall. The permit fee is due at the time the permit is picked up. All construction in the City must be accomplished in accordance with the 2009 International Residential Building Code, which dictates the design standards. It is the applicant's responsibility to ensure all construction is in compliance with the adopted code, as well as the standards set out below.</p> <p>City permit approval does not constitute subdivision approval. Please contact your Subdivision HOA or trustees for any subdivision requirements.</p>
<p><b>Required Attachments</b></p>	<p>Two sets of plans with the following is necessary for obtaining a building permit:</p> <ul style="list-style-type: none"> <li>• A legal description of the land on which you plan to build.</li> <li>• A platted survey of the parcel, drawn to scale if possible.</li> <li>• The size, location, and use any easements recorded on the property.</li> <li>• Use of adjacent land parcels and location of any buildings thereon.</li> <li>• Location of underground and overhead utilities. These would include sewer, water supply, electric, telephone, cable TV, etc.</li> <li>• Name or number of adjacent streets, roads, or highways, and location and size of their rights of way.</li> <li>• Zoning. Limitations on land use, allowable size and height of buildings, yards or separation requirements.</li> <li>• Natural features-trees, springs, sinkholes, rivers, creeks, rock outcroppings, abrupt changes in contours, and soil type.</li> <li>• Proposed location of new building on the property.</li> <li>• Existing and finished grade elevations.</li> <li>• Assigned number address.</li> <li>• 100-year floor boundary elevation.</li> </ul>
<p><b>Permit Fee</b></p>	<p>Permit Fee: Varies by size of project</p>
<p><b>Construction Requirements</b></p>	<ul style="list-style-type: none"> <li>▪ Draw plans to scale with finished dimensions.</li> <li>▪ Smoke detectors are required within 3 feet of the basement stairs, in all sleeping rooms and also in close proximity outside sleeping rooms. Smoke detectors shall be interconnected with all other smoke detectors in the house and shall have battery backup.</li> <li>▪ Carbon Monoxide detectors must be installed outside of each sleeping area, this includes existing sleeping areas on all floor levels</li> <li>▪ Outlets on counter tops within 6 feet of bar sink must be GFCI protected.</li> <li>▪ If plans propose concealment or enclosing a gas furnace and/or water heater, proper ventilation at the top and bottom of the room is required for combustion air. Each ventilation opening shall equal 1 square inch per every 1000 BTU's of input for the gas fired appliances. A louvered door or air grates through wall(s) to adjoining spaces can accomplish this. Remember to provide door opening(s) wide enough for repair or replacement of your mechanical equipment. Also, remember to maintain the manufacturer's clearance recommendations around all mechanical equipment.</li> <li>▪ Finished ceiling height shall be not less than 7 feet. Beams may project down an additional 6 inches to 6 feet and 6 inches respectively.</li> <li>▪ Hallways require a minimum 3 foot (36 inches) wide finished width. If using 1/2 inch drywall, the rough width should be at least 37 inches wide.</li> <li>▪ Arc fault circuit interrupter(s) is required to protect all outlets in sleeping rooms.</li> <li>▪ Receptacles shall be spaced within 6 feet of door openings then every 12 feet measured horizontally along the wall edge of the floor.</li> <li>▪ Bathrooms require exhaust fans that shall be vented to the exterior. Vent hoses are required to be fastened to the vent with a screw or clamp.</li> <li>▪ Receptacles within bathrooms and unfinished areas of the basement require a ground fault circuit interrupter (GFCI). Bathroom GFCI outlets must be on a dedicated 20 amp circuit and</li> </ul>

	<p>within 36" of sink bowl edge.</p> <ul style="list-style-type: none"> <li>▪ Concealed spaces of stud walls and partitions, including furred spaces and parallel rows of studs or staggered studs must be blocked at the ceiling and floor level and horizontally at intervals not to exceed 10 feet. Approved materials would include, but are not limited to: 1/2 inch drywall, 2 by lumber, metal flashing, rock wool (or paperless fiberglass) insulation, and/or fire caulk. All holes/gaps in top plate must be sealed.</li> <li>▪ If ACQ treated lumber bottom plates are required or if you choose to use them, approved fasteners are required. Hot-dipped galvanized or stainless steel fasteners are acceptable.</li> <li>▪ If the area beneath the stairs is utilized as enclosed storage, 1/2 drywall is required.</li> </ul>
<b>Required Inspections</b>	<p>1 The following inspections are required for basements:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Plumbing Ground Rough Is scheduled and required for new plumbing installed under the basement floor slab.</li> <li><input type="checkbox"/> Complete Rough Is scheduled and required after all framing, fire blocking, above ground plumbing, electrical, and mechanical work is completed. This inspection approval is required before insulating and/or drywall or paneling can be installed.</li> <li><input type="checkbox"/> Final inspection Is conducted upon completion of the project and before furniture is installed and/or the room(s) are used.</li> </ul> <p>For appointments call Robert Barclay City of New Melle Building Official 636-262-8317</p>

*Many types of professionals are available to assist with design/planning services. You may want help drafting the final working drawings or a professional critique of your own final plan before you begin construction. This brochure is not all inclusive of regulations, covenants, conditions or restrictions which may affect your project. To obtain further information, please contact the Building Inspector at 636-262-8317.*