



City of Warrenton

200 West Booneslick

Warrenton, MO 63383

Phone: 636-456-3535 Fax: 636-456-1336

www.warrenton-mo.org

PERMIT# \_\_\_\_\_

**Application for Commercial Plan Review and Building Permit**

**Applicant Email:** \_\_\_\_\_

**Applicant Name:**

Address: \_\_\_\_\_ Sub: \_\_\_\_\_ Lot: \_\_\_\_\_

Applicant Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**Commercial:**

Name of Business: \_\_\_\_\_

Type of Business or Service: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Square Ft.: \_\_\_\_\_ Estimated Date of Occupancy: \_\_\_\_\_

Name of Shopping Center or Plaza: \_\_\_\_\_

Any signs proposed? \_\_\_\_\_ If yes, a Sign Permit Application must be submitted.

**General Contractor**

**An Occupational License for all contractors and/or subcontractors performing any work within the scope of the permit is required prior to the issuance of the permit.**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone: \_\_\_\_\_

**Engineer**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**Architect**

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

**Project**

Zoning: \_\_\_\_\_ Use Group \_\_\_\_\_ Type Construction: \_\_\_\_\_

Estimated Cost of Construction: \$ \_\_\_\_\_

Is building site in floodplain? Yes  No  If yes, Floodplain Development Permit is required.

Has property been surveyed? Yes  No  Surveyor: \_\_\_\_\_

**CONTACT PUBLIC WORKS DEPARTMENT FOR INFORMATION REGARDING WATER & SEWER CONNECTION FEES AND REQUIREMENTS**

**Notes:**

I hereby certify that the proposed work is authorized by the owner of record and that I have been authorized by the owner to make this application as his authorized agent and agree to conform to all applicable laws of this jurisdiction. The applicant further warrants the truthfulness of all information in the application and if any information provided is incorrect, or if the permit was issued wrongfully, the permit may be revoked. I understand that a commercial occupancy is required to file a business license application with the City Clerk's Office.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Applicant's Name (Printed)

\_\_\_\_\_  
Date

Approval: Public Works \_\_\_\_\_ Zoning Officer \_\_\_\_\_ Building Commissioner \_\_\_\_\_

**APPLICANT'S PLAN SUBMITTAL CHECKLIST**

- Meets zoning /set back requirements
- Building site in floodplain? If yes, Floodplain Development Permit required
- Site plan
- Geotechnical Report prepared by a Registered Design Professional
- Design drawings *[Includes all required elements.]*
- Subcontractor list *(See below)*

**GENERAL CONTRACTOR**

Name\_\_\_\_\_ Contact\_\_\_\_\_

Address\_\_\_\_\_ Phone\_\_\_\_\_

***Excavation:***

Name\_\_\_\_\_ Contact\_\_\_\_\_

Address\_\_\_\_\_ Phone\_\_\_\_\_

***Foundation:***

Name\_\_\_\_\_ Contact\_\_\_\_\_

Address\_\_\_\_\_ Phone\_\_\_\_\_

***Framing:***

Name\_\_\_\_\_ Contact\_\_\_\_\_

Address\_\_\_\_\_ Phone\_\_\_\_\_

***Plumbing:***

Name\_\_\_\_\_ Contact\_\_\_\_\_

Address\_\_\_\_\_ Phone\_\_\_\_\_

***Electrical:***

Name\_\_\_\_\_ Contact\_\_\_\_\_

Address\_\_\_\_\_ Phone\_\_\_\_\_

***HVAC:***

Name\_\_\_\_\_ Contact\_\_\_\_\_

Address\_\_\_\_\_ Phone\_\_\_\_\_

***Drywall:***

Name\_\_\_\_\_ Contact\_\_\_\_\_

Address\_\_\_\_\_ Phone\_\_\_\_\_

***Painting:***

Name\_\_\_\_\_ Contact\_\_\_\_\_

Address\_\_\_\_\_ Phone\_\_\_\_\_

***Siding:***

Name\_\_\_\_\_ Contact\_\_\_\_\_

Address\_\_\_\_\_ Phone\_\_\_\_\_

***Roofer:***

Name\_\_\_\_\_ Contact\_\_\_\_\_

Address\_\_\_\_\_ Phone\_\_\_\_\_

***Flatwork:***

Name\_\_\_\_\_ Contact\_\_\_\_\_

Address\_\_\_\_\_ Phone\_\_\_\_\_

***Landscaping/Irrigation:***

Name\_\_\_\_\_ Contact\_\_\_\_\_

Address\_\_\_\_\_ Phone\_\_\_\_\_

***Paving:***

Name\_\_\_\_\_ Contact\_\_\_\_\_

Address\_\_\_\_\_ Phone\_\_\_\_\_

***Other:***

Name\_\_\_\_\_ Contact\_\_\_\_\_

Address\_\_\_\_\_ Phone\_\_\_\_\_



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# *COMMERCIAL CONSTRUCTION GUIDELINES*

*References:*

*“City of Warrenton Municipal Code”  
“2015 International Building Code (IBC)”  
“2014 National Electrical Code (NEC)”*

**These guidelines have been prepared to assist in planning and construction of commercial buildings, including residential buildings for three or more families which are in compliance with city codes. Nothing contained in these guidelines is intended to replace or supersede the regulations contained in the “City of Warrenton Municipal Code”.**

# COMMERCIAL GUIDELINES

The information contained herein is intended to be used as guidance only and does not cover every requirement governing commercial construction. These guidelines address everything except residential which includes one-family, and two-family dwellings, both detached and attached, and townhouses no more than three stories high, where each has an independent means of egress and are separated by two hour fire separation assemblies. Should questions arise please refer to the appropriate sections in “*City of Warrenton Municipal Code*” (hereafter referred to as the “*City Code*”) and the City Building Commissioner.

1. **Zoning Requirements** - Before submitting an application to build, you must determine the zoning requirements for the piece of property on which you plan to build. The Planning and Zoning Officer can help you with this and can guide you through the annexation, rezoning, site plan, and conditional use processes as appropriate. Specific zoning requirements are contained in **Title IV-Land Use**, of the *City Code* and are summarized below.

2. **Floodplain Requirements** - Some areas within the City limits of Warrenton fall within floodplains as defined by the Federal Emergency Management Agency (FEMA). If the proposed construction site falls in one of these areas a Floodplain Development Permit Application must be submitted with the application for a building permit. (See **Chapter 415 of the City Code.**) A FEMA Flood Insurance Rate Map (FIRM) for the City of Warrenton is available at Warrenton City Hall for use in determining if these requirements apply to your project. The Building Commissioner has been designated as the Floodplain Administrator for the City and is available to assist you in this process.

3. **Building Codes** - Commercial construction in the City of Warrenton is governed by the code requirements contained in the documents listed on the front cover of these guidelines. Commercial in this case includes everything except one and two family residential, which are covered in the Residential Guidelines, published separately. Please contact the Building Commissioner if you have questions.

4. **Building Permit Application** - Once all zoning issues have been addressed and the necessary approvals have been obtained from the Planning and Zoning Commission and the Board of Alderman and the design is complete, fill out and submit an application for plan review and building permit. Supporting documentation and information to be submitted with the application include the following:

**Site Plan** - This plan must show the metes and bounds (property lines), setback, and easement requirements for the property on which construction is to take place. The proposed location of the structure must be clearly shown and should consider potential drainage conditions, structure design, parking, and vehicle and accessibility requirements. Site plans should be drawn to scale, 1" = 20'-0" (min) and show the name, address and phone number of the person(s) who prepared the document. Please indicate the size and location of all structures to be located on the property. Great care should be taken with this step to avoid costly mistakes. A .DX file is required. For more information see the City of Warrenton Municipal Code Section 405.390.

## **Design Drawings**

### SECTION 500.110: AMENDMENTS TO INTERNATIONAL BUILDING CODE

**106.1 Submittal documents.** Construction documents, special inspection and structural observation programs and other data shall be submitted in one (1) or more sets with each application for a permit. **The construction documents shall be prepared, signed and sealed by a registered design professional licensed and registered in the State of Missouri.** Where special conditions exist, the Building Commissioner is authorized to require additional construction documents to be prepared by a registered design professional.

**Soils Report** - A soils report, prepared by a qualified geotechnical engineer, may be required.

**Utilities** - Plans must also clearly show the size electric service specified, water source, sewage disposal system, and gas service. Contact the Warrenton Public Works Department at 636-456-3535 for further details on requirements, tap fees, rates, and inspections.

**Subcontractor List** - A list containing the business name, address, phone number, and contact name for each subcontractor to be used to perform work on the project shall be submitted with the application. In cases where selections or changes are made after the application is submitted please provide the subcontractor information to the Building Commissioner as soon as possible. An Occupational License for all contractors and/or subcontractors performing any work within the scope of the permit is required prior to the issuance of the permit.

**Plan Review** - Upon receipt of the completed application and supporting documentation the Warrenton Building Department will review and evaluate the plans to determine if they are compliant with all City and Building Codes. Every effort will be made to complete this process in a timely manner. Incomplete submittals may delay the process and approval of a Building Permit.

**Storm Water Review** - Each building site will be evaluated by city officials for proper storm water drainage during the site plan review and approval process. This review may result in a requirement for erosion control provisions during construction and final grading requirements prior to project completion. Please be advised that work on the building site may not commence until an approved Building Permit is issued.

**Design Review** - All drawings and other design information provided will be examined with respect to current building codes and city ordinances for compliance and completeness. If design information is incomplete or missing it will be requested as soon as

discovered and could delay the approval of the Building Permit.

**Issue Permit** - Once the review process is complete an approved Building Permit will be issued and may be picked up from the cashier at Warrenton City Hall. Construction must begin within 180 days of the permit issue date or the Building Permit becomes void.

**Fees** – See Warrenton Municipal Code Section 405.400 and Section 500.040 [www.warrenton-mo.org](http://www.warrenton-mo.org)

**Permit Fee: Estimated Cost X .0040**

**Plan Review Fee: Estimated Cost X .0015**

**Minimum Fee: \$25.00**

**Inspections** - Planned inspections are as follows: (additional inspections may be required)

■ **Excavation** - A soils report, prepared by a geotechnical engineer, is required for each new or modified structure. Submittal of this report may be delayed until after the geotechnical engineer has inspected the site soil conditions and submitted the soils report. A copy of the soils report must be forwarded to the Building Department prior to the placement of any concrete. Per section 500.320, 20., R401.4.3 you have the option of over excavate approximately two (2) feet below sub grade elevations and backfill and compact the area with 1-inch clean, crushed limestone. In addition provisions must be made to collect and remove water entering the clean, crushed limestone. If you choose to over excavate, a permanent site bench mark set equal to proposed top of foundation elevation must be set prior to the start of excavation and maintained throughout the project. Erosion control (silt fence or straw bales) needs to be in place prior to excavation and through the entire project.

■ **Footing** - This inspection will be made when the footings have been formed and the reinforcing steel has been laid out and ready for placement to verify compliance with the approved blue-print. Plumbing sleeves and sump pit must be in place if soil conditions have been mitigated with rock fill.

■ **Plumbing Ground Rough** - This inspection will be made prior to placing the concrete floor in a basement or grade level floor. Sanitary sewer lines, water lines, drain lines, sump pits, and any other below floor facilities will be inspected.

■ **Open Wall** - This inspection will be made prior to insulating and closing up walls and ceilings. Plumbing, electrical, HVAC, exhaust venting (dryers, vent fans, etc.) to the outside, fire blocking, framing, attic ventilation, and any other special provisions will be inspected at this time. Note: Truss plans not submitted with the application documents are to be submitted prior to this inspection.

■ **Electrical Meter Base** - This inspection is required before Ameren UE will connect active service to a building. A disconnect at the meter base is required for installations where the inside circuit breaker panel is located more than fifteen (15) feet from the meter base.

■ **Entrance approaches and Sidewalks**—Entrance Approaches shall be built in accordance with WMC410.130, **Sidewalks** must be built in accordance with WMC 410.140. An inspection by City Staff is required prior to placing material for the entrance or sidewalk.

■ **Final**—A final inspection is required before Certificate of Occupancy will be issued. Prior to a final inspection the ‘Record’ or ‘As Built’ digital plan file must be submitted and approved prior to a Certificate of Occupancy being issued. All electrical, plumbing, smoke detection, exhaust vent, and HVAC systems will be inspected for proper operation. Gutters, down spouts, sump drains, and lot grading and exterior elements will be inspected for proper drainage and compliance with the approved site plan. Exterior finish, including siding, windows, doors, masonry, roofs, soffits, sidewalks, driveways, painting, electrical fixtures and outlets, plumbing fixtures, decks, steps, porches, etc. will be inspected. The Public Works Department will also do a final inspection at this time to insure that all water shut off valves, sewer lines and clean outs, and manholes (if applicable) are in proper working order. Finally, each dwelling must have the correct address displayed clearly on the front of the building.

**Certificate of Occupancy** - Once the final inspection has been completed the Building Department will issue either a “Temporary Certificate Occupancy” or a final “Certificate Occupancy”. A “Temporary Certificate Occupancy” can be issued if there is no structural, health or safety related conditions existing and the owners wish to occupy the dwelling before all open items, such as incomplete grading due to weather conditions, have been completed. The person(s) to whom the permit is issued is responsible for arranging access to the building and scheduling the specific time for a re-inspection upon full completion of the Permit requirements. A final Certificate of Occupancy is required by the City of Warrenton to complete the Building permit.

**Stop Work Order**- A stop work order may be issued when unsafe conditions are discovered, unauthorized work is being performed, or work is being performed by contractors or subcontractors that are not registered with the City of Warrenton.