

City of Winchester BUILDING PERMIT PROCEDURES

- ▶ An “Application for Building Permit” form can be obtained from the City Administrator’s office.
- ▶ It must be completely filled out and submitted to City Hall to be forwarded to the Building Commissioner with all required documents attached for approval.

Required documents and how to obtain them are listed below:

1. The City requires three (3) copies of the plot plan showing property dimensions and locations of the proposed addition and the existing structures on the lot. All zoning requirements must be maintained. A partial list follows:
 - a. All detached (i.e., accessory building) structures must be ten (10) feet from any existing structures, and a width of 10% of the total distance along the building line, but not less than five feet (5) from side property lines and ten (10) feet from the rear property line.
 - b. All attached (i.e., additions) structures must be a width of 10% of the total distance along the building line, but not less than five (5) feet from side property line and (25) feet from the rear property line.
 - c. All fences and additions must be built within the property lines and must NOT be built in front of the established front building lines.

(New structures must have Metropolitan Sewer District Approval for storm water drainage plans.)

It is very important that you fill in all spaces on the Application. Check whether it is to be “Commercial” or “Residential” building; the use of the building and estimated cost of the construction. “Lot NO.” and “Block NO.” are very important. If you do not know your lot or block number you, you can look at www.stlouisco.com on real estate under the online services tab.

The Building Commissioner will check “Approved” or “Disapproved” and fill in “Remarks” under the Approved or Disapproved. *Plans for any structure may require design by licensed architects or engineers unless modular or pre-designed.*

After you have completed your application, attach the three sets of plot plans and drawings, and bring them to City Hall. When the Building Commissioner has approved your plans, you will be notified. You may pick up the permit at the City Hall upon payment of fee.

A Bond is required for all work over \$2,000. Bonds can be acquired from most insurance companies and the cost runs about \$15.00 for every \$1,000 bonded. This Bond provides insurance that you will

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not destroy City property, streets or neighbor's property. This Bond will be returned to you upon final approval by the Building Inspector. The amount of your Bond is determined as 5% of the construction cost plus \$500.00 for coverage of any damage to the City streets.

HELPFUL NOTES:

- A. The following Codes must be followed:
 - 1. 2009 International Building Code
 - 2. St. Louis County Electrical Code
 - 3. St. Louis County Plumbing Code
 - 4. Winchester Zoning Ordinance
 - 5. Winchester Housing Code
- B. City streets are to be kept clear of mud, rock, concrete or any other materials related to the proposed construction.
- C. The "Authorized Sheet" is to be posted in a conspicuous place at the street side of the building. A suggested place is a front window.
- D. The City of Winchester requires inspections to be performed as described below:
 - 1. Foundation inspection after footings have been dug and formed, steel reinforcing placed; but, prior to placing the concrete.
 - 2. Rough-in after all framing, roofing; electrical, heating/ventilation and plumbing rough-in; but, prior to drywall and other interior finish material.
 - 3. Final should be requested after all work is completed and St. Louis County inspections have been made.
Applicant is responsible for notifying the appropriate officials for timely inspections. Failure to do so will result in work being stopped and a court summons being issued.
- E. Building permits are issued for one (1) year only. If the work is not be completed within one (1) year, the Owner may ask for an extension. To obtain this extension, the request must be made in writing three (3) months prior to the end of the permit.

ELECTRICAL, PLUMBING, HEATING/VENTILATION PERMITS: Electrical and Plumbing Permits must be obtained from the St. Louis County Department of Public Works. Heating/Ventilation Permits are issued under electrical. To obtain such a permit, you must have a Licensed Electrical Contractor, Master Plumber or Master Drain Layer obtain the permit for you. These contractors understand the requirements and are best suited to advise you.

WATER PERMITS: St. Louis County Water Company requires a permit for structures being built on vacant lots.