

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 the City Building Commissioner’s Office, with all required documents attached for approval.

Required documents and how to obtain them are listed below:

1. **FIRE PERMITS:** The City of Winchester is protected by two fire districts. Both districts require permits for all new construction, remodeling, additions and all fireplaces (including wood burning stoves). If you live in the Parkway School District, you are in the West County EMS & Fire Protection District. If you live in the Rockwood School District, you are in the Metro West Fire District.

- a. **METRO WEST FIRE PROTECTION DISTRICT**
Manchester Road & Highway 109
Phone # (636)458-2100

Two (2) sets of plans (may be hand-drawn) are required. One set will be returned with comments, suggestions, etc.

An application must be filled out at the Fire District Office.

A fee is charged which includes all needed inspections.

- b. **WEST COUNTY EMS & FIRE PROTECTION DISTRICT**
223 Henry Ave.
Phone #(636)227-3030

Two (2) sets of plans (may be hand-drawn) are required.

An application must be filled out at the Fire District Office.

A fee is charged for their permit.

An inspection is required after framing is completed, prior to drywall, and upon completion of the building. The applicant is responsible for notifying the Fire Marshall for inspections.

2. **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.
3. **WATER PERMITS:** St. Louis County Water Company requires a permit for structures being built on vacant lots.

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.
4. 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 the Lot or Block number of your property, look on your Deed or call the lending institution holding your deed.

The Building Commissioner will check “Approved” or “Disapproved” and fill in “Remarks” under the Approved or Disapproved.

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 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:

Revised: March, 2009

- A. The following Codes must be followed:
1. BOCA 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 after all work is complete and after any St. Louis County or Fire Marshall 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 will 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.
- F. The Permit Plans Examiner is Mike Roberts. He may be reached at 636-207-2312 or by email at mroberts@ballwin.mo.us.