

GENERAL INFORMATION

The following information was compiled as a guide for residents who wish to construct a room addition. A building permit is required to insure that your addition is structurally sound and safe.

To acquire the permit for your room addition, please bring the following information to the Department of Community Development in City Hall, 200 North Second Street, Suite 303, (636) 949-3227:

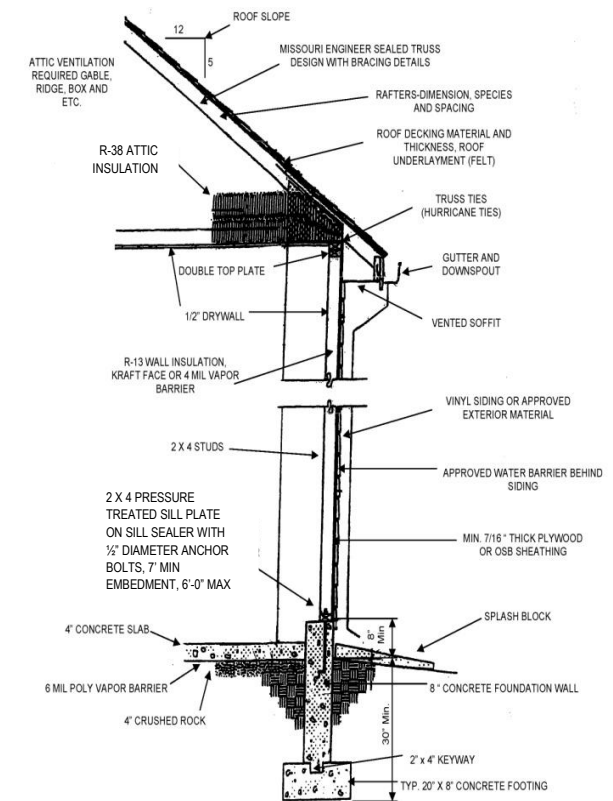
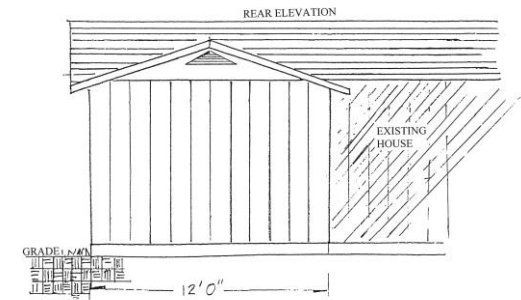
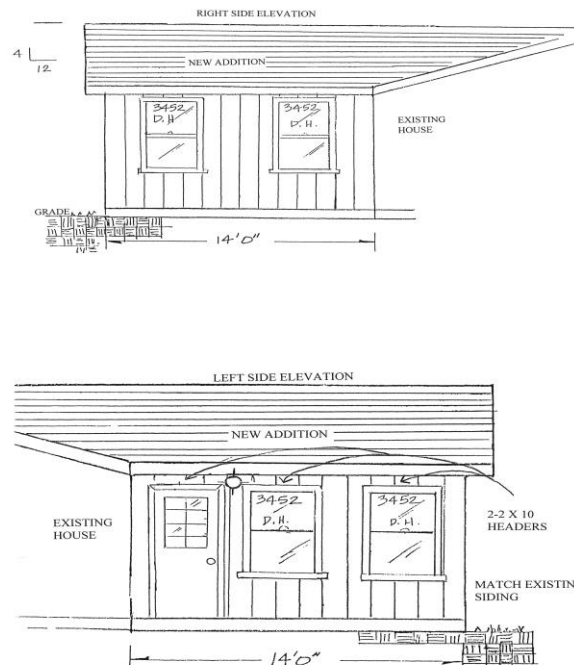
- A copy of your site plan showing the location of your home and proposed room addition on the lot showing distances to property lines.
- Provide two copies of the building plans drawn to scale showing footing/foundation detail, wall bracing detail, framing member sizes, headers sizes, door and window location and sizes, truss or rafter design, flooring detail, and any electrical or plumbing. Also, include floor plan, wall cut detail, elevations and any applicable stair detail. If trusses are used, a drawing certified by a registered Missouri Engineer with truss layout and truss bracing layout is required.
- The plans are left for plan review, which normally takes about five working days. When the permit is ready, you will be notified and told the amount of the permit fee.

INSPECTIONS

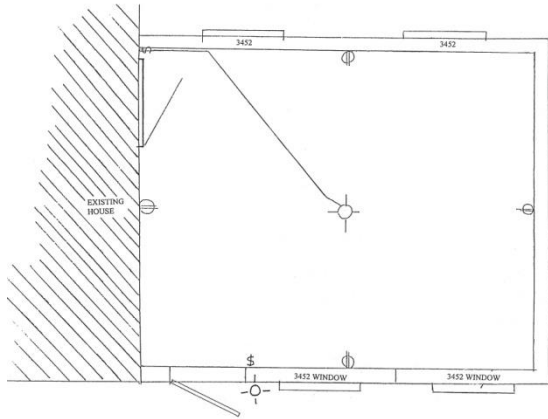
- Inspections must be called into the office 24 hours in advance. To schedule your inspection, please call (636) 949-3227 between 8:00 AM and 5:00 PM, Monday through Friday. If it is necessary to cancel or change your inspection, please call as soon as possible. Remember to

post your permit so that it is visible from the street. PM, Monday through Friday. If it is necessary to cancel or change your inspection, please call as soon as possible. Remember to post your permit so that it is visible from the street.

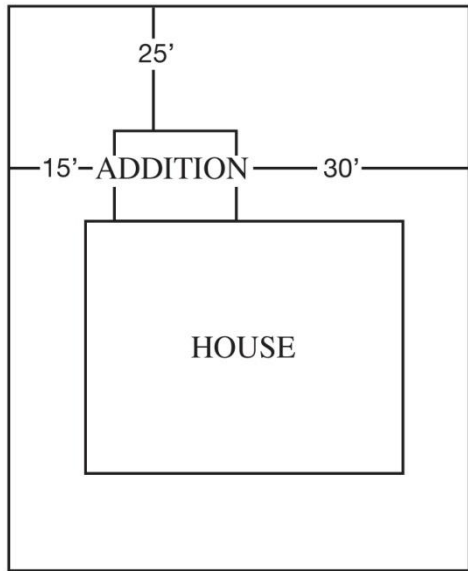
- The first inspection will be performed when the footing has been excavated. The Building Inspector will measure for proper depth, size, soil conditions, and location on the lot.
- The second inspection will be the ground rough plumbing (if applicable) and/or the complete rough. The complete rough inspection includes, framing, electrical, plumbing, and mechanical.
- The last inspection will be performed when the structure is complete, at which time you will be issued a Certificate of Occupancy, if all requirements have been met.



TYPICAL WALL SECTION



SAMPLE FLOOR PLAN



TYPICAL SITE PLAN



Department of Community
Development
200 N. Second St., Suite 303
St. Charles, Missouri 63303



CITIZEN
INFORMATION
SERIES

Room Additions



DEPARTMENT OF
COMMUNITY DEVELOPMENT