



November 16, 2006

**Re:** Construction Documents

To Whom It May Concern:

The purpose of this letter is to inform all Builders and Developers building within the St. Robert City Limit that a change of policy concerning permit applications for **one- and two-family dwellings and townhouses** will take effect December 1<sup>st</sup> 2006 in accordance with sections 106.1 through 106.5 of the 2006 International Residential Code.

Construction documents shall be submitted in 2 sets of complete documents and of sufficient clarity to indicate the location, nature of the work proposed and show in detail that it will conform to the provisions of the International Residential Code and relevant laws, ordinances, rules and regulations of the City of St. Robert. When the building official issues a permit, the construction documents shall be approved in writing or by stamp. One set of construction documents so reviewed shall be retained by the building official. The other set shall be returned to the applicant, shall be kept at the site of work and shall be open to inspection by the building official or his authorized representative. All specifications and manufacturer's installation instructions for equipment and materials shall be available on the job site for viewing at the time of inspection. The issuance or granting of a permit shall not be construed to be a permit for, or an approval of, any violation of any of the provisions of the adopted codes or of any ordinance of the City of St. Robert.

Work shall be installed in accordance with the approved construction documents, and any changes made during construction that are not in compliance with the approved construction documents shall be resubmitted for approval as an amended set of construction documents.

**Required Construction Documents or Project Specifications:**

**Site Plan** – Site plans shall show the dimensions, the square footage and location of new construction and existing structures on the site and distances from lot lines. In the case of demolition, the site plan shall show construction to be demolished and the location and size of existing structures and construction that are to remain on the site or plot.

**Electrical** – Electrical plans and specifications shall show the placement of all electrical outlets and panels and the size and type wire or cable to be used for each circuit, feeder, or service.

**Mechanical** – Mechanical plans and specifications shall show the size of all ductwork, to include return and supply air ducts as well as the placement of return air grills, supply registers,

**Building & Land Use Dept.  
194 Eastlawn Ave Ste A  
St. Robert, Mo 65584  
Phone: (573) 451-2000 ext 1120  
Fax: (573) 451-2013**

# CITY OF ST. ROBERT

M I S S O U R I

BUILDING DEPARTMENT

combustion air openings and the location of all mechanical equipment. Location, type and size of material, length and termination points of fuel burning appliance vents and all other exhaust ductwork shall also be indicated on plans.

**Plumbing** – Plumbing plans or specifications shall sufficiently indicate the location and size of all building sewers, drains, waste stacks, cleanouts and vents. Sump and Grinder Pumps water heaters, all plumbing fixtures and waste receptors shall have their location indicated on plans.

**Structural** – Structural plans and building specifications shall adequately show or describe in detail all structural elements to include but not limited to; footings, foundations, slabs, framing, sheathing, roof covering, and exterior covering (type, size, spacing, grade of all that apply). Also window and door sizes, egress, ventilation (attic and crawlspace) access (attic and crawlspace) and insulation R-values must be indicated on plans or in specifications.

Sincerely,



Charles H. Misenheimer  
Building Inspector  
Building Dept.  
City of St. Robert

Building & Land Use Dept.  
194 Eastlawn Ave Ste A  
St. Robert, Mo 65584  
Phone: (573) 451-2000 ext 1120  
Fax: (573) 451-2013

**1 & 2 FAMILY DWELLINGS  
APPLICATION FOR PLAN EXAMINATION  
AND BUILDING PERMIT  
Building Department, City of St. Robert**



**SITE/PROPERTY INFORMATION**

App. Date \_\_\_\_\_ Street Address \_\_\_\_\_ Subdivision \_\_\_\_\_  
 Lot # \_\_\_\_\_ Zoning \_\_\_\_\_ Total Est. Cost \_\_\_\_\_

**OWNER(S) INFORMATION**

Name \_\_\_\_\_ Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

Is Owner Applicant?
---------------------

**CONTRACTOR INFORMATION**

Name \_\_\_\_\_ Company Name \_\_\_\_\_

Contractor's License # \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_

**REQUIRED INFORMATION**

<u>Residential Use</u>	<u>Utilities</u>	
<input type="checkbox"/> IRC Two Family	Public Water (Y/N) _____	Water Meter Size _____
<input type="checkbox"/> IRC Single Family	Public Sewer (Y/N) _____	Type of Heating Fuel _____
<input type="checkbox"/> IRC Townhouse	Water Service Size _____	Total Ele. Service _____ AMPS

Street Frontage (Feet)	Stories (#)	Lot Area (Sq. ft)
Front Setback (Feet)	Bed Rooms (#)	Total Building Area (Sq. ft)
Rear Setback (Feet)	Full Baths (#)	Living Area (Sq. ft)
Left Setback (Feet)	Partial Baths (#)	Basement Area (Sq. ft)
Right Setback (Feet)	Fireplaces (#)	Garage Area (Sq. ft)
Height Above Grade (Feet)	Outside Parking (#)	Enclosed Parking (#)
Fnd/Slab Height above Street Gutter(In.)	Existing Structures (Sq ft.)	Exterior Dimensions of Footprint

I hereby certify that I am the owner of record of the named property, or 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 I agree to conform to all applicable laws of this jurisdiction. In addition, if a permit for work described in this application is issued, I certify that the code official or the code official's authorized representative shall have the authority to enter areas covered by such permit at any reasonable hour to enforce the provisions of the code(s) applicable to such permit. I also understand that I, along with all parties involved, are responsible for assuring that inspections are scheduled as necessary, and a representative must be present at all scheduled inspections. Failure to meet these requirements may result in a stop work order and assessment of rescheduling fees as outlined in the regulations and ordinances of the City of St. Robert. I further affirm that all necessary inspections shall be scheduled in accordance with the building code requirements of the City of St. Robert.

Signature of Applicant \_\_\_\_\_ Address \_\_\_\_\_ Phone Number \_\_\_\_\_

Responsible Person in Charge of Work, Title \_\_\_\_\_ Phone Number \_\_\_\_\_

