



City of Warrenton

200 West Booneslick

Warrenton, MO 63383

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

www.warrenton-mo.org

Guide to Commercial Construction

Commercial Construction Permit Information

All new commercial construction requires a permit from the City of Warrenton. There is a minimum of seven planned inspections made during construction. Inspection requests require a twenty-four (24) hour advance notice. A City of Warrenton Occupational License is required for all contractors. Contact Brandi Walters at (636)-456-3535 to obtain an Occupational License.

Commercial Construction Regulations

Commercial Construction regulations as contained in Chapter 500 of the *Municipal Code – City of Warrenton*, 2009 International Building Code(IBC), and the 2008 National Electrical Code(NEC).

General Regulations

This brochure will help you for building your new construction. The planned inspections are as follows:

- **Excavation** - When the excavation is complete an inspection will be made to examine soil conditions and plans for abating the effects of plastic clay or any other condition that can affect the stability of a foundation. This inspection will be conducted prior to placement of material required to mitigate the effects of local soil conditions, even when a soils report has been prepared for the property by a design professional. Please submit a copy of such reports to the Building Department for filing with permit and inspection records. If base rock is to be placed additional inspections will be required.
- **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 AmerenUE 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 and As Built must be submitted and approved before a Certificate of Occupancy will be 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 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 their final inspection at this time to insure that all water shut offs, sewer lines and sewer 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 Commissioner will issue a “Certificate of Occupancy” A “Temporary Certificate of Occupancy” may 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 any work regulated by these codes is being performed in a manner contrary to the provisions of these codes or in a dangerous or unsafe manner. (WMC 500.060)

Permit Process

To obtain a permit for a fence, please submit the following items to the Building Department. (It is recommended that you call ahead if you wish to meet personally with the Building Commissioner during your visit):

1. A completed Fence Permit application. Applications are available at the Building Department located at 200 W. Booneslick and or online at the City's website at www.warrenton-mo.org.
2. A plot plan of the property with the location of the proposed fence or privacy screen must accompany the application.
3. Provide the Type and height of the fence or privacy screen you are installing.
4. A tenant must have an approval letter from the property owner.

Once the permit has been approved, you will be notified to pick up the permit at City Hall. The permit fee is to be paid at the time of pick-up.

Fees

Permit Fees for a Commercial Construction are:

Permit Fee = (Estimated Cost) X (0.0040)

Plan Review Fee = (Estimated Cost) X (0.0015)

Minimum Fee: \$25.00

Commercial Construction Completed

Once the Commercial Construction is complete, a final inspection will need to be completed to close out the permit. Please call the Building Department at (636)-456-3535 to arrange an inspection. All inspections require a 24 hour notice to schedule.

Appeals and Variances

Please refer to **Section 500.070 of the Municipal Code-City of Warrenton** for the process for filing an appeal of a decision of the Building Board.

Additional Information

For additional information, or if you have any questions please call the Building Department at (636)-456-3535. The entire City Codes can be found on the City's website at www.warrenton-mo.org.

This guide was prepared by the City of Warrenton Building Department. For more information please call the Building department at 636-456-3535 or visit our website at www.warrenton-mo.org.