

This document is a guide for architects, engineers, builders, contractors, subcontractors, and owners on the requirements for submitting new commercial building construction plans and obtaining permits and inspections from the City of Wentzville Community Development Department.

The City of Wentzville wants to ensure that your construction plan review and permitting process is as smooth and efficient as possible. To achieve this goal, this guide was created to help architects, engineers, builders, contractors, subcontractors and owners understand the City of Wentzville's requirements for proper submission.

Please read the following pages thoroughly. If you still have questions after reading this document please contact the Building Division at (636) 327-5101.

Commercial Building permits are required for the following types of projects:

- 1. New Commercial Building** - This type of permit requires a Site Plan approval from the City's Planning and Zoning Commission. Please contact the Planning Manager, Charles Senzee, to schedule the initial consultation at (636) 639-2065 or charles.senzee@wentzvillemo.gov. In addition, the City's Engineering Department requires grading and construction permits separately to be reviewed for development. An application for a building permit may be submitted after Site Plan approval and congruently submitted with the Engineering Permits, however, the Building Permit will not be issued until full review approvals from all departments have been received. Please apply for a commercial building permit.
- 2. New Tenant Finished Space** - This allows new tenants the flexibility of finishing the interior floor plan to meet the needs of their business. Apply for a Tenant Finish permit along with a Business License and Commercial Occupancy to allow for review of the new tenant's use. Applications of this type will be processed internally by the Building Department and may include a preliminary review by the Planning and Water/Wastewater departments. Please apply for a commercial building permit.
- 3. Remodel of a Commercial Building** - Businesses desiring to make interior changes to floor plans/wall locations/fixtures to their facilities will be required to obtain a permit for remodeling if it involves a change in the path of egress (exiting the structure), changes to lighting, wall locations, electrical components, plumbing fixtures, etc. Please apply for a commercial building permit.
- 4. Addition to a Commercial Building** - This permit type may require the review and approval of the Planning and Engineering departments prior to submitting a building permit. The same process should be followed for New Commercial Buildings listed above. Please apply for a commercial building permit.
- 5. Change of Use or Tenancy** - When a building or tenant space is changing from its former use to a different use group, a permit to do so is required. This permit may involve one of the permit types listed above or simply require an occupancy permit. A consultation with the Building Official should help you determine which permit will be necessary.
- 6. Miscellaneous Permit** - These permits are for projects such as retaining walls, telephone towers, fences, dumpster enclosures, electric or plumbing changes, etc. They are reviewed individually for compliance with their specific elements.

The processes for the issuance of building permits in any of the categories listed above vary. It is necessary for you to understand what type of permit you will be requesting for submission of plan review and permit services. This list is not all-inclusive.

Adopted Code Standards - All amendments to the adopted codes can be found in the City's Municipal Code language.

- 2021 ICC International Building Code (IBC)
- 2021 ICC International Fuel Gas Code (IFGC)
- 2021 ICC International Mechanical Code (IMC)
- 2021 ICC International Plumbing Code (IPC)
- 2020 NEC National Electric Code (NEC)

Climatic and Geographic Design Criteria

The following values were adopted by the City of Wentzville to help in the design of commercial structures:

- Ground Snow Load - 20 psf
- Wind Speed - 115 mph
- Seismic Design Category - C
- Frost Line Depth - 30"
- Air Freezing index - 1000
- Mean Annual Temperature - 55.2 F

New Commercial Building Permit Submission

The following information is required for all submitted permits:

1. Completed permit application
2. One electronic set of plans bearing the signature and seal of the registered Missouri Design Professional, in PDF format (a hard copy may be requested upon review). Plans must include: Floor plan layouts, Reflective ceiling plans, Elevations, and Mechanical, Electrical, Plumbing (MEP), and Sprinkler plans (where required) all sealed by their respective Missouri registered design professional
3. Two copies of the specifications and finished material listing
4. Name and license number of design professional in responsible charge of the project, with a sealed statement of special inspections as listed in Chapter 17 of the 2021 IBC
5. License number of all St. Charles or St. Louis county sub-contractors for MEP
6. One copy of the soil analysis and remediation for the site
7. All Use Groups will require egress capacity details describing the route, construction, size, location, load, and character of all portions of the means of egress

Code Block Requirements

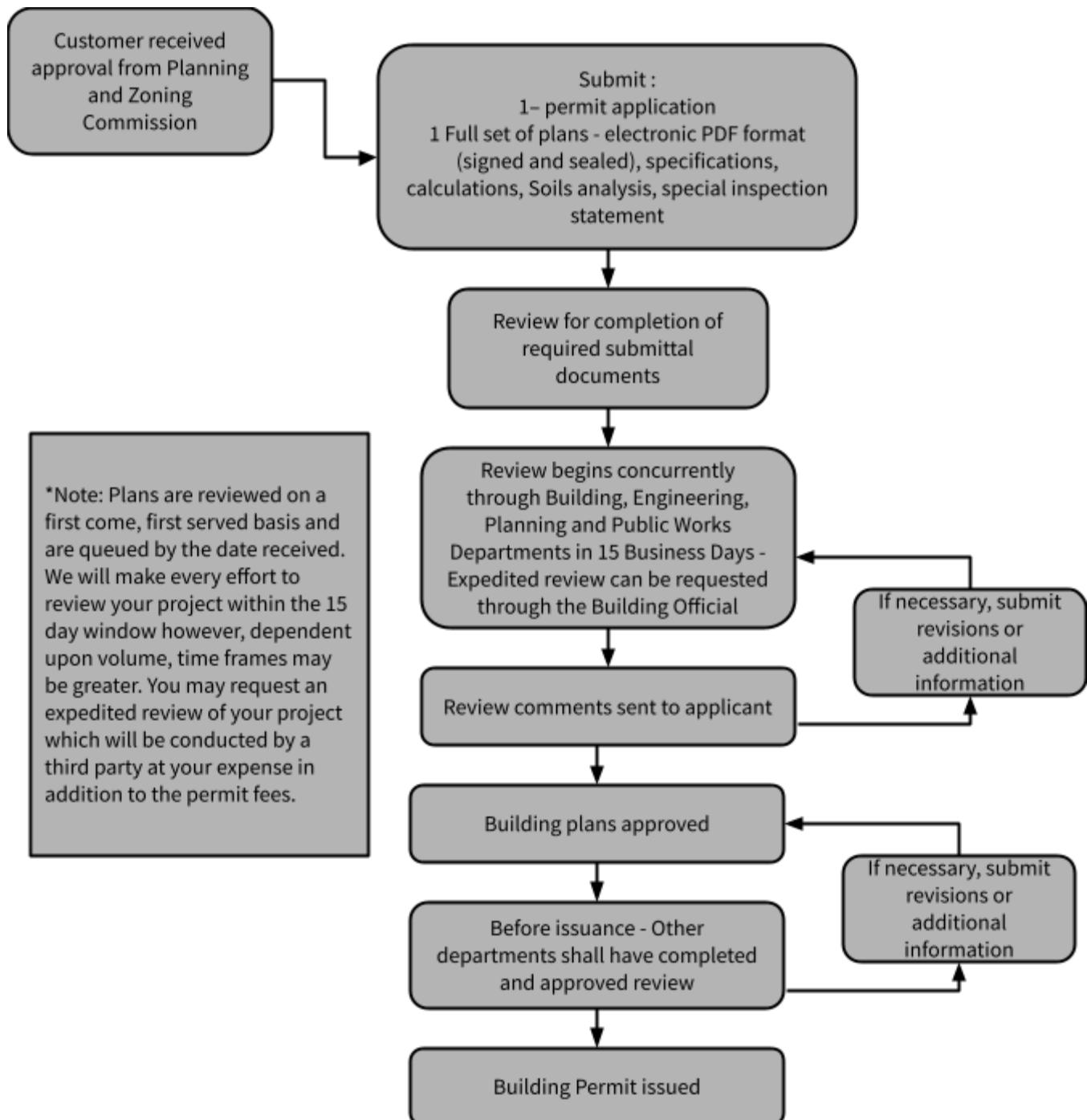
The Building Code informational block will be required on all plans submitted for review. Code block information shall contain the following details at a minimum:

1. Building Codes and Standards Utilized in the design of the structure
2. Code Use Group and any specifics regarding a mixed-use group category
3. Type of construction proposed
4. Occupancy load (see additional considerations above)
5. Indicate the number of bathrooms proposed
6. Type and means of egress should include the number and capacity of exits
7. Building area and height measured in feet and stories
8. Indicate suppression as fully suppressed or specific to each space utilized
9. Indicate firewall locations and type if provided
10. Indicate fire resistance rating of fire areas where necessary
11. Indicate elevator locations and capacity

Processing

When all of the above information is collected you may submit the documents along with the application online at www.wentzvillemo.gov on the electronic application on the Building Permits tab. There is also the option to submit hard copies to the Building Division at the City Hall Building located at 1001 Schroeder Creek Blvd. The process for review of your project can be found on the next page.

Internal Permit Review Process



Fees

Per City ordinance 500.350, the building permit and plan review fees shall be calculated using the most current estimated square footage construction costs listed in the Building Valuation Data, as published by the International Code Council. However, if the known estimated construction cost, as listed on the permit application, exceeds the Building Valuation Data calculated amount, the known estimated construction cost will be used to determine the permit fee. The building permit fee multiplier shall be applied at a rate of 0.0050 and the building plan review fee multiplier shall be applied at a rate of 0.0020, with a minimum of \$50.

Tap-ons

The connection and supply fees for new utilities are added to the building permit fees in addition to water and sewer line fees and applicable water deposit and backflow fees. Section 700.090 of the Municipal Code reflects the current fees and required supplies for a cost estimate. Fees to tap-on to the municipal water and sewer system vary depending on the size of the pipe and its use (water, sewer, irrigation, fire sprinkler, etc). A complete schedule of the tap-on charges can be found by visiting www.wentzvillemo.gov.

Cooperating Divisions

In addition to an internal multi-division review of your project, the Wentzville Fire Protection District also may require plan submittal for all commercial projects. The Fire Department will review plans and inspections very similar to the City however all sprinkler plans are reviewed and approved solely by the Fire District. Specifics related to the Fire District's requirements can be obtained by contacting the Fire Marshall at (636) 327-6239.

Special Inspections

Projects requiring a change in the footprint, addition to an existing structure or structural work outlined in the code will require a "statement of special inspections". Per Chapter 17 of the 2021 IBC section 1704, statements must contain information regarding the performance of inspectors in responsible charge for monitoring the construction through all phases as required. Either the plans set or a separate Statement of Special Inspections shall be submitted with the plan review, sealed by the Engineer or Architect of record. Special inspection reports shall be turned in periodically throughout pertinent phases of construction to the plans examiner's office. All documents (including plan addendums) must be submitted before the final occupancy inspection.

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