



Commercial Plan Review



Submission Guide

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 one of the following:

- Diane Bolderson– Building Commissioner
636-639-2040
- Bart Alspaugh– Plans Examiner
636-639-2049
- Neil Fick– Plans Examiner
636-639-2041

Permits Required

Building permits are required for the following commercial projects:

- A new Commercial Structure
- A new Tenant Finished Space
- The remodelling of a Commercial Structure
- Interior changes to floor plans/wall locations/fixtures
- The addition to a building or expansion of services
- Change of Use or Tenancy
- Miscellaneous Applications

The processes for the issuance of 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.

New Commercial Structure

Just like the title states this permit type covers all new commercial structures in Wentzville including schools, hospitals, retaining walls, kiosks, etc.

This type of permit will require a preliminary meeting/conference and approval from the City Planning and Zoning Commission. In addition to this requirement, civil engineering plans will also require a separate review and approval. Please contact the planning and engineering department for this initial consultation. Once in the planning and engineering process, an application for a building permit may be submitted for review however will not be issued until full approval to release the permit has been received.

New Tenant Finish

Permits of this type are for internal finish construction of existing tenant space. Often, strip stores are constructed to a "white box" finish. This allows new tenants the flexibility of finishing the interior floor plan to meet the needs of their business.

Applications of this type will be processed internally with a preliminary review by the Planning and Water departments.

Commercial Remodel

Business's desiring to upgrade their facilities will be required to obtain a permit for remodeling if it involves a change in the path of egress (exiting the structure), involves changes to lighting, wall locations, electrical components, plumbing fixtures, etc.

Commercial Building Addition or Expansion of Service

This permit type will require the review and approval of the Planning and Engineering department prior to the approval of your plan review for construction. The same process should be followed for New Commercial Structures listed above.

Change of Use or Tenancy

When a building or tenant space is changing from it's former use to a different use group, a permit to do so is required. This permit may involve one of the permits types listed above or simply an occupancy permit. A consultation with the Building Commissioner should help you determine which permit will be necessary.

Miscellaneous

These projects may include retaining walls, telephone towers, etc. and are reviewed individually for compliance within their specific elements.

Submittal

The following information is required for all submitted permits:

- ☐ Completed permit application
- ☐ 2 sets of plans bearing the signature and seal of the registered Missouri Design Professional. One plan must be in PDF format and one paper copy to be returned. Plans must include: Floor plan layouts, Reflective ceiling plan, Elevations and Mechanical, Electrical, Plumbing (MEP) and Sprinkler plans (where required) all sealed by their respective design professional
- ☐ 2 copies of the specifications and finish material listing
- ☐ Name and license number of design professional in responsible charge of the project (special inspection form– attached)
- ☐ License number of all St. Charles or St. Louis county sub-contractors for MEP.
- ☐ One copy of the soils analysis and remediation for the site if any.

Additional considerations:

- ☐ 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:

- ☐ Building Codes and Standards Utilized in the design of the structure
- ☐ Code Use Group and any specifics regarding a mixed use group category
- ☐ Type of construction proposed
- ☐ Occupancy load (see additional considerations above)
- ☐ Indicate number of bathrooms for both male and female and any family bathrooms proposed
- ☐ Type and means of egress should include number and capacity of exits
- ☐ Building area and height measured in feet and stories
- ☐ Indicate suppression as fully suppressed or specific to each space utilized
- ☐ Indicate fire wall locations and type
- ☐ Indicate fire resistance rating of fire areas

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 2006 IBC section 1704, statements must contain information regarding the performance of inspectors in responsible charge for monitoring the construction through all phases as required. The Special Inspection Form for this purpose is provided as an addendum to this guide and must be completed and turned in with the application.

Processing:

When all of the above information is collected you may bring your submitted documents to the Public Works Building located at 200 Fourth St. The process for review of your project can be found on the next page.

Building Department Internal Permit Review Process

New Structure clients have either received approval from Planning and Zoning or are in the process for approval prior to submission

Submit :
1- permit application
2- sets of plans-1, PDF and 1, paper copy (signed and sealed)
2- sets of specifications
2- sets of calculations
1- Soils analysis

***Plans Reviewed in 10 to 15 Business Days**

If necessary, supply more information

Comments sent to owner and Architect

Building Plans Approved

If necessary, supply more information

**Pre-permit check:
Planning and Engineering processes complete**

Building Permit Approval

***Note:** Plans are reviewed as first come, first served and are queued by date received. We will make every effort to review your project within the 15 day window however, dependent upon volume, time frames may be greater. You may request an expedited review of your project which will be conducted by a third party at your expense.

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	90 mph
Seismic Design Category	See ASCE 7– per site, per occupancy category
Damage From Weathering	Severe
Frost Line Depth	30 inches
Damage From Termites	Moderate
Winter Design Temperature	8
Air Freezing index	900
Mean Annual Temperature	50
Soil	(CH) Inorganic Clays of high plasticity, fat clays
Climate Zone	4

Plan Review Options

If your project will require a faster turn-around than the typical 10-15 business day rate, the City will forward your plan to a third party for review.

The third party rate for expedited service will be charged in addition to the plan review fees for this service. The building permit rates will not be reduced for third party, expedited plan review.

Fees

Integrated building permit fees will be charged in accordance with the most recent building valuation data published by the ICC. Once the estimated cost of construction is determined, the total will be multiplied times .0039. A plan review fee for all commercial plans will be charged a total of \$50.00 for each project in addition to the building permit fees.

Tap-ons

Fees to tap on to the municipal water and sewer system vary depending upon the size of the pipe and it's use (water, sewer, irrigation, fire sprinkler, etc). A complete schedule of the tap-on charges can be found by visiting www.wentzvillemo.org

Adopted Code Standards

The City of Wentzville has adopted the following codes:

- 2006 ICC International Building Code (IBC)
- 2006 ICC Energy Conservation Code (IECC)
- 2006 ICC International Fuel Gas Code (IFGC)
- 2006 ICC International Mechanical Code (IMC)
- 2006 ICC International Plumbing Code (IPC)
- 2005 NEC National Electric Code (NEC)

Amendments to codes adopted

Minor administrative amendments and some technical amendments were made when adopting the City's Building Code Ordinances. Changes that may effect your project:

International Building Code Technical Amendments

Table 508.3.3 (F) Required separation: The minimum fire separation between all tenants and occupants shall be one hour. Exception: Incidental use areas shall be separated per table 508.2.

910.1.1 Smoke and heat vents, Where required: Smoke and heat vents shall be installed in the roofs of all one story buildings of unlimited area in type II, III or IV construction and as required in section 910.2.

910.2.4 Group M or B. Buildings and portions thereof used as a Group M or B occupancy. Exception: Buildings that are subdivided to 5,000 square feet or less with walls containing a fire separation of 1 hour or more that are extended to the underside of the roof deck.

1612.3 Establishment of Flood Hazard areas: Delete in entirety. Insert text: Established flood hazard areas shall be designated per Planning and Zoning regulations and shall be shown on all site plans submitted for permit.

2901.1 Scope: Delete last sentence and insert: Private sewage and disposal systems shall conform to the laws and ordinances established by St. Charles County and the State of Missouri.

2902.2 (2) Separate Facilities: Delete "15 or less" and insert: "35 or less".

International Plumbing Code (IPC)

403.2 Separate Facilities. Delete: "15 or less" and insert: "25 or less".

917.3 Air Admittance Valves. Where permitted: insert: All air admittance valves shall be installed at the discretion of the building code official where unusual structural conditions exist.

No other technical amendments relating to commercial construction were made to the IFGC, IMC or NEC codes. Copies of the administrative amendments may be forwarded upon request.

Special Inspection Program

Statement of Special Inspection

Date Submitted: _____

Submitted by (Circle one) **OWNER**

REGISTERED DESIGN PROFESSIONAL

The following information is required per section (2006 International Building Code Section 1704 – 1709) Additional sheets may be added to complete the necessary questions.

Project: _____

Address: _____

Permit Number: _____

Owner's Name: _____

Design/Engineering Firm in responsible charge per section 1704.1 (2006 IBC):

**Document Prepared by:
(REGISTERED DESIGN PROFESSIONAL)**

SEAL

Signature

**1. Check applicable boxes for all work requiring special inspection
IBC Section 1704 special inspections:**

- Inspection of Fabricators (1704.2)**
- Steel Construction (1704.3 & Table 1704.3) (welding, high strength bolts)**
- Concrete Construction (1704.4 & Table 1704.4)**
- Masonry Construction (1704.5 & Tables 1704.5.1 & 1704.5.3)**
- Wood Construction (1704.6 & Table 2306.3.2)**
- Soils (1704.7 & 1802.2)**
- Pile Foundations (1704.8 & Table 1704.8)**
- Pier Foundations (1704.9 & Table 1704.9)**
- Sprayed Fire Resistant Materials (1704.10)**
- Mastic & intumescent fire-resistant coatings (1704.11)**
- Exterior Insulation and finish Systems (EIFS) (1704.12)**
- Smoke Control (1704.14)**
- Structural Wood (1707.3)**
- Cold Form Steel Framing (1707.4)**

- ☐ **Pier Foundations (1707.5)**
- ☐ **Storage Racks and Access Floors (1707.6)**
- ☐ **Architectural Components (1707.7)**
- ☐ **Mechanical and Electrical Components (1707.8)**
- ☐ **Designated Seismic System Verifications (1707.4)**
- ☐ **Seismic Isolation System (1707.10)**

2. Describe per IBC Section 1705 the statement of special inspections for each discipline checked on the previous page. Attach additional pages if necessary.

2.1 The materials, systems, components and work required to have special inspection or testing by the registered design professional responsible for each portion of the work.

2.2 The type and extent of each special inspection

2.3 The type and extent of each test

2.4 Additional requirements for special inspection or testing for seismic or wind resistance as specified in Section 1705.2, 1705.4, 1707, or 1708

2.5 For each type of inspection identify as to whether it will be continuous or periodic special inspection.

3. IBC Section 1707 Special Inspections for Seismic Resistance-check if applicable:

- ☐ **Structural Steel (1707.2)**

IBC Section 1708 Structural Testing for Seismic Resistance-check if applicable:

- ☐ **Masonry (1708.1)**
- ☐ **Testing for Seismic Resistance (1708.2)**
- ☐ **Reinforcing and pre-stressing steel (1708.3)**
- ☐ **Structural Steel (1708.4)**
- ☐ **Seismic Qualification of Mechanical and Electrical Components (1708.5)**
- ☐ **Seismically Isolated Structures (1708.6)**

Names of individuals or firms intended to be retained for the special inspections listed above:

Identify process for delivery of special inspection reports to the building department (how Submitted): _____