

# Wentzville Missouri<sup>®</sup>

*The Crossroads of the Nation*

## 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:

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(636) 639-2043

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## **Permits Required**

Building permits are required for the following commercial projects:

- A new Commercial Structure
- A new Tenant Finished Space
- The remodel 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 such as: Fence, Retaining Wall, Electric Service

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 Departments for this initial consultation. Once in the Planning and Engineering processes, an application for a building permit may be submitted for review; however will not be issued until full approvals from all departments to release the permit has been received.

### **New Tennant Finish**

Permits of this type are for internal finish construction of existing tenant spaces. 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 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.

### **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
- Two sets of plans bearing the signature and seal of the registered Missouri Design Professional. One sealed electronic copy, in PDF format, and two paper copies, one will 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
- Two copies of the specifications and finish material listing
- Name and license number of design professional in responsible charge of the project, with a sealed special inspection form – see attached example
- 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
- All new construction projects will require a statement of special inspections as listed in Chapter 17 of the 2015 IBC

### **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 if provided
- Indicate fire resistance rating of fire areas where necessary
- Indicate elevator locations and capacity

## Processing:

When all of the above information is collected you may bring your submitted documents to the City Hall Building located at 1001 Schroeder Creek Blvd. The process for review of your project can be found on the next page. Expedited service can be obtained by contacting the Building Official.

# 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  
3- sets of plans-1 PDF, and 2 paper copies (signed and sealed)  
2- sets of specifications  
2- sets of calculations  
1- Soils analysis  
1-Special Inspection Program

**\*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	115 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 to Heavy
Winter Design Temperature	6
Air Freezing index	1500
Mean Annual Temperature	55.2
Soil	(CH) Inorganic Clays of high plasticity, fat clays
Climate Zone	4A

### 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, expe-

### Fees

Per City ordinance 500.350, the building permit 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 0.0045. Notice: The connection and supply fees for new utilities are added to the building permit fee in addition to water and sewer line fees and applicable water deposit and backflow fees. Please contact the Engineering Division for current fees and required supplies for a cost estimate.

### 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](http://www.wentzvillemo.org)

## Adopted Code Standards

### The City of Wentzville has adopted the following codes:

2015 ICC International Building Code (IBC)  
2015 ICC International Fuel Gas Code (IFGC)  
2015 ICC International Mechanical Code (IMC)  
2015 ICC International Plumbing Code (IPC)  
2009 ICC International Energy Conservation Code (IECC)  
2014 NEC National Electric Code (NEC)

## Cooperating Divisions

In addition to an internal multi-division review of your project, the Wentzville Fire Protection District also requires 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 Districts 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 2015 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.

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 prior to the final occupancy inspection.

**Statement of Special Inspection** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

Submitted by (Circle one)    **OWNER**            **REGISTERED DESIGN PROFESSIONAL**

The following information is required per Chapter 17 of the 2015 International Building Code. Additional or separate sheets may be added to complete the necessary questions.

**Project:** \_\_\_\_\_

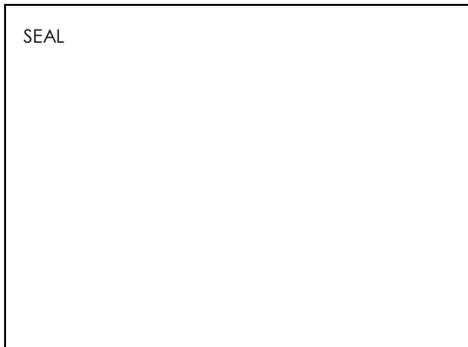
**Address:** \_\_\_\_\_

**Permit Number:** \_\_\_\_\_

**Owner's Name:** \_\_\_\_\_

**Design/Engineering Firm in responsible charge per section 1704.3 (2015 IBC):**

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



\_\_\_\_\_  
**Signature**

**1. Check applicable boxes for all work re-inspection**

**requiring special**

**IBC Chapter 17, Special Inspections and Tests:**

- Steel Construction (1705.2 & Table 1705.2.3)**
- Concrete Construction (1705.3 & Table 1705.3)**
- Masonry Construction (1705.4)**
- Wood Construction (1705.5)**
- Soils (1705.6 & Table 1705.6)**
- Driven Deep Foundations (1705.7 & Table 1705.7)**
- Cast-in-Place Deep Foundations (1705.8 & Table 1705.8)**
- Helical Pile Foundations (1705.9)**
- Fabricated Items (1705.10)**
- Wind Resistance (1705.11)**
- Seismic Resistance (1705.12, 1705.13)**
- Sprayed Fire Resistant Materials (1705.14)**
- Mastic & intumescent fire-resistant coatings (1705.15)**
- Exterior Insulation and finish Systems (EIFS) (1705.16)**

Fire-resistant Penetrations & Joints (1707.17)

Testing for Smoke Control (1705.18)

2. Describe, per IBC Chapter 17, the statement of special inspections for each discipline checked on this list. 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.

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2.2 The type and extent of each special inspection:

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2.3 The type and extent of each test:

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2.4 Additional requirements for special inspection or testing for seismic or wind resistance as specified in Section 1705.11, 1705.12, & 1705.13:

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

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3. IBC Section 1705.12 Special Inspections for Seismic Resistance-check if applicable:

Structural Steel (1705.12.1)

Structural Wood (1705.12.2)

IBC Section 1705 Structural Testing for Seismic Resistance-check if applicable:

Cold-formed Steel & Light-frame Construction (1705.12.3)

Architectural Components (1705.12.5)

Plumbing, Mechanical, & Electrical Components (1705.12.6)

Storage Racks (1705.12.7)

Seismic Isolation Systems (1705.12.8)

Cold-formed Steel Special Bolted Moment Frames (1705.12.9)

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

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

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