

## **HOUSE REPAIRS & RENOVATIONS** **BUILDING PERMIT REQUIREMENTS**

This guide is intended to provide the homeowner or contractor with the basic information needed to apply for a permit to repair a house, particularly a house that has been damaged by fire, wind, flood or earthquake or a house that requires repair because it has not been maintained in good condition due to lack of on-going regular maintenance and neglect. Many ordinary repairs do not require a permit when done as routine maintenance on an on-going regular/periodic basis as the need arises. However, a permit is required to repair a house when damaged by a disaster or when multiple repairs are required because of neglected maintenance, even when such repairs would normally otherwise be exempt from a permit when done on a regular/periodic basis. Refer to our publication "When is a Building Permit required for Residential Projects" on our web site for more detailed information. Similar publications are also available indicating when electrical, plumbing, and mechanical repair work requires a permit. This guide also includes a recommended "Scope of Work Form" that may be used when filing for your application for a permit to repair a damaged house.

The repairs on these types of projects can range the entire spectrum from a few to many. Repair work is defined as the patching, restoration or minor replacement of materials, elements, components, kitchen cabinets/countertops, bathroom vanities, fixtures or equipment with the same basic size, type, and location of materials, fixtures, cabinet/vanity units, or equipment.

Often when there are many repairs required throughout much of the entire house, the owner, as part of the proposed scope of work, will include renovation, alteration, or reconstruction type work in conjunction with the required repairs in order to rehabilitate the house to a particular desired state for re-occupancy or re-sale. Renovation, alteration, and reconstruction work involves, but is not limited to, the reconfiguration of space or rooms; the addition of any door or window; the reconfiguration of kitchen countertops and cabinets and/or appliance locations; the reconfiguration of bathroom layouts; the reconfiguration or extension of any system; the addition of any new equipment or fixtures; or the removal, change, strengthening or addition of load-bearing (structural) elements. Renovation, alteration, and reconstruction work always requires a permit.

These types of repair and/or rehabilitation type projects usually include electrical, plumbing and/or mechanical work. All residential construction projects within the unincorporated county and municipalities that contract fully (building, mechanical, electrical, and plumbing) with St. Louis County are issued as an integrated permit (one permit for all disciplines and the entire job). The cost of an integrated permit is less than the total costs of separate permits for each discipline.

All plumbing and electrical work must be performed in accordance with St. Louis County Codes and Ordinances by licensed master plumbers, licensed electrical contractors, or a pre-authorized homeowner who by examination has demonstrated the knowledge and ability to perform the work. All

mechanical work must be performed by a licensed contractor authorized to do residential mechanical work. Homeowners may perform their own mechanical work within their own dwelling with no requirement to be registered or licensed. All sub-contractors will be required to sign onto the permit after it is issued.

This guide and the attached "Scope of Work Form" is intended to be applicable to houses where the repair and renovation work is less than fifty percent of the pre-damage structure market value. Generally there are various zoning, flood plain management, and building construction code regulations that can affect one's ability to repair, renovate, rehabilitate, and reconstruct a substantially damaged structure (one that has been damaged fifty percent or more). Applicants are advised to contact our office to determine the feasibility of repairing and rehabilitating a substantially damaged structure. If it is feasible to repair and rehabilitate, complete sets of plans sealed and signed by a Missouri Registered Design Professional are generally required.

The following basic information is needed in order to apply for an integrated building permit to repair and renovate a house:

1. Fill out and sign an application for a building permit. When you file the application you will also need to complete the applicant's portion of a "Preliminary Damages Inspection Report" form.
2. Obtain zoning approval from the Department of Public Works, if an unincorporated area, or from the municipality where the project is located. If located in a municipality, the Municipal Approval Form must be submitted with the application, and if plans are required by the scope of work requested, the plans must also be marked "Approved" by the Municipal Zoning Official.
3. Depending on the magnitude of the scope of the required repair work, and proposed renovation work, submit the following:

a. If the scope of work is limited to repair work only, submit four (4) copies of a detailed room-by-room listing of the work required in each room, as well as for the exterior of the structure; or submit copies of a detailed claim evaluation for the repairs from the insurance company or a contractor's detailed itemized bid estimate. As a recommended and preferred option on projects that include many repairs throughout much of the entire house, complete the comprehensive "Scope of Work Form" included with this guide.

b. If the proposed work includes both repair and renovation, alteration, or reconstruction type work as part of the work scope required to rehabilitate the house, submit four (4) separate complete sets of detailed building construction plans drawn to scale and containing the following:

Floor plans @ 1/4" = 1'-0"

Wall Sections(s) @ 3/4" = 1'-0" (if any new walls are proposed)

Other Sections & Details @ 3/4" = 1'-0" (if applicable)

The plans should include a comprehensive list of required repairs along with showing any proposed renovation, alteration, or reconstruction work. In lieu of including the list of required repairs directly on the plans, the applicant may submit one of the documents noted in 3.a. above together with the plans.

Visit our website to view the following homeowner guides which provide general plan preparation information and a listing of common code requirements that need to be included on the building construction plans for the following and similar renovation projects:

Kitchen and Bath Remodeling  
Finished Basements  
Room Additions

- c. If there was structural damage or if you are proposing changing, strengthening, removing or adding load-bearing (structural) elements, depending on the nature and extent of the required repairs to the damaged elements or the proposed structural work, you may be required to submit an engineering report and/or plans for the structural work that are prepared and sealed by a Missouri Licensed Professional Engineer or Architect.
4. After the application is filed, an Inspector may schedule an inspection of the damages and review the scope of work submitted with the application to ensure that the scope of work adequately covers all the work required to repair the damages. In that case, the Inspector will complete a "Preliminary Damages Inspection Report" indicating his findings along with a recommendation to either issue the repair permit or require additional information which, if applicable, may include requiring an engineering report or plans as described in 3.c. above.
5. Issuance of a building permit for the project does not authorize construction access to the work site. If the existing driveway entrance to the site is unavailable for construction access, the owner/contractor shall apply for a permit to construct a temporary entrance from the owner of the Right-of-Way.

For additional information regarding the criteria in this handout, please contact:

	<u>Contact</u>
General Information	(314) 615-5184
Permit Processing	(314) 615-7155
Zoning Review	(314) 615-3763
Building Plan Review	(314) 615-5485
Right-of-Way Owner	
State	(888) 275-6636
County	(314) 615-8517
Municipality	Municipality

It is the applicant's responsibility to check with other agencies or jurisdictions concerning the proposed repair and/or renovation that may be affected by their requirements. Contact the appropriate agencies such as the Fire Department, Municipality, Sewer District, Water Company, Electrical Company, Subdivision Trustees, etc.

Visit our web site [www.stlouis.com/YourGovernment/CountyDepartments/PublicWorks](http://www.stlouis.com/YourGovernment/CountyDepartments/PublicWorks) for additional permit information.

## **HOUSE REPAIRS & RENOVATIONS -- SCOPE OF WORK FORM**

It is recommended and preferred on larger repair projects that applicants use this comprehensive form to describe the scope of work required to repair a house that has been damaged by fire, wind, flood or earthquake or to repair a house that requires rehabilitation because it has not been maintained in good condition due to lack of on-going maintenance or neglect. In addition to the required repairs this comprehensive form also identifies any alteration, renovation or reconstruction type work that is being proposed in conjunction with the repair work. Applicants using this form should complete both Part 1 and Part 2 and submit the form with an application for permit.

Project Address: \_\_\_\_\_ Owner Name: \_\_\_\_\_

### **PART 1 – PROPOSED REPAIR & REPLACEMENT WORK**

Identify the repair and replacement scope of work proposed by placing checkmarks in the appropriate boxes for each area of the house:

#### **House Exterior (includes porches, decks, and sun rooms):**

Work proposed on: ☐ House Exterior, ☐ Front Porch, ☐ Side/Rear Porch, ☐ Deck, ☐ Sun Room

- ☐ Repairing or tuck-pointing brick veneer or masonry
- ☐ Repairing or replacing exterior siding, hardboard, or brick veneer
- ☐ Repairing or replacing window and door trim, shutters, soffits, fascia boards, etc.
- ☐ Repairing or replacing exterior windows and doors or window/door hardware
- ☐ Repairing or replacing masonry chimneys
- ☐ Repairing or replacing gutters and downspouts
- ☐ Repairing or replacing the following on porches and decks:
  - ☐ porch slab, ☐ concrete steps, ☐ porch columns, ☐ porch beams, ☐ porch roof, ☐ decking,
  - ☐ deck joists, ☐ deck beam, ☐ deck posts, ☐ guards, ☐ stairs, ☐ treads & risers, ☐ handrails
- ☐ Repairing the portion of the roof covering that is damaged
- ☐ Replacing the entire roof covering
- ☐ Other: \_\_\_\_\_

#### **Foyer, Living, Dining, Family and/or Similar Rooms:**

Work proposed in ☐ Foyer, ☐ Living Room, ☐ Dining Room, ☐ Family Room, ☐ \_\_\_\_\_

- ☐ Repairing or replacing trim such floor moldings, chair rails, etc.
- ☐ Patching holes or replacing cut-out sections of drywall or plaster
- ☐ Replacing or installing new drywall
- ☐ Refinishing or installing new floor covering materials (carpet, tile, vinyl, wood, etc.)
- ☐ Repairing or replacing interior doors or hardware
- ☐ Replacing light fixtures, switches, or receptacles in existing locations
- ☐ Repairing or replacing HVAC diffusers, grills, or registers
- ☐ Other: \_\_\_\_\_

**Kitchen:**

- ☐ Repairing or replacing trim such floor moldings, chair rails, etc.
- ☐ Patching holes or replacing cut-out sections of drywall or plaster
- ☐ Replacing or installing new drywall
- ☐ Refinishing or installing new floor covering materials (carpet, tile, vinyl, wood, etc.)
- ☐ Repairing or replacing interior doors or hardware
- ☐ Repairing or replacing kitchen cabinets and countertops of same configuration and location
- ☐ Replacing light fixtures, switches, or receptacles in existing locations
- ☐ Repairing or replacing plumbing fixtures (sinks, disposal) in same locations
- ☐ Repairing or replacing fixture plumbing within walls in same locations
- ☐ Repairing or replacing kitchen appliances (range, refrigerator, dishwasher) in same locations
- ☐ Repairing or replacing range hood or kitchen exhaust fan in same locations
- ☐ Repairing or replacing HVAC diffusers, grills, or registers
- ☐ Other: \_\_\_\_\_

**Bedrooms:**

Work proposed in ☐ Master Bedroom, ☐ Bedroom 2, ☐ Bedroom 3, ☐ Bedroom 4, ☐ Bedroom 5

- ☐ Repairing or replacing trim such floor moldings, chair rails, etc.
- ☐ Patching holes or replacing cut-out sections of drywall or plaster
- ☐ Replacing or installing new drywall
- ☐ Refinishing or installing new floor covering materials (carpet, tile, vinyl, wood, etc.)
- ☐ Repairing or replacing interior doors or hardware
- ☐ Replacing light fixtures, switches, or receptacles in existing locations
- ☐ Replacing or installing new smoke detectors
- ☐ Repairing or replacing HVAC diffusers, grills, or registers
- ☐ Other: \_\_\_\_\_

**Bathrooms**

Work proposed in ☐ Master Bathroom, ☐ Bathroom 2, ☐ Bathroom 3, ☐ Bathroom 4, ☐ Half-bath

- ☐ Repairing or replacing trim such floor moldings, chair rails, etc.
- ☐ Patching holes or replacing cut-out sections of drywall or plaster
- ☐ Replacing or installing new drywall
- ☐ Refinishing or installing new floor covering materials (carpet, tile, vinyl, wood, etc.)
- ☐ Repairing or replacing interior doors or hardware
- ☐ Replacing light fixtures, switches, or receptacles in existing locations
- ☐ Repairing or replacing plumbing fixtures (sinks, water closets, tubs, showers) in same locations
- ☐ Repairing or replacing fixture plumbing within walls in same locations
- ☐ Repairing or replacing bathroom exhaust fan
- ☐ Repairing or replacing HVAC diffusers, grills, or registers
- ☐ Other: \_\_\_\_\_

**Hallways:**

Work proposed in ☐ Bedroom Hallway(s), ☐ Other Hallways

- ☐ Repairing or replacing trim such floor moldings, chair rails, etc.
- ☐ Patching holes or replacing cut-out sections of drywall or plaster
- ☐ Replacing or installing new drywall
- ☐ Refinishing or installing new floor covering materials (carpet, tile, vinyl, wood, etc.)
- ☐ Repairing or replacing interior doors or hardware
- ☐ Replacing light fixtures, switches, or receptacles in existing locations
- ☐ Replacing or installing new smoke detectors
- ☐ Replacing or installing new carbon monoxide detector
- ☐ Repairing or replacing HVAC diffusers, grills, or registers
- ☐ Other: \_\_\_\_\_

**Interior Stairways:**

Work proposed in ☐ Stairway to Basement, ☐ Stairway to Second Level, ☐ Split-Level Stairway

- ☐ Patching holes or replacing cut-out sections of drywall or plaster
- ☐ Replacing or installing new drywall
- ☐ Repairing or replacing treads, risers, handrails, and/or guards
- ☐ Refinishing or installing new floor covering materials on treads & risers (carpet, wood, etc.)
- ☐ Repairing or replacing interior doors or hardware
- ☐ Replacing light fixtures, switches, or receptacles in existing locations
- ☐ Replacing or installing new smoke detectors
- ☐ Other: \_\_\_\_\_

**Recreation Room, Bonus/Play Room, and/or Similar Rooms:**

Work proposed in ☐ Recreation Room, ☐ Bonus/Play Room, ☐ \_\_\_\_\_, ☐ \_\_\_\_\_

- ☐ Repairing or replacing trim such floor moldings, chair rails, etc.
- ☐ Patching holes or replacing cut-out sections of drywall or plaster
- ☐ Replacing or installing new drywall
- ☐ Refinishing or installing new floor covering materials (carpet, tile, vinyl, wood, etc.)
- ☐ Repairing or replacing interior doors or hardware
- ☐ Replacing light fixtures, switches, or receptacles in existing locations
- ☐ Repairing or replacing HVAC diffusers, grills, or registers
- ☐ Other: \_\_\_\_\_

**Unfinished Basement Area:**

- ☐ Patching and filling minor cracks in foundation walls and basement floors
- ☐ Replacing or installing wall insulation
- ☐ Installing under slab drain tile on inside of foundation
- ☐ Repairing or replacing basement columns or beams\*
- ☐ Other: \_\_\_\_\_

\*Submit plans/details of the required repair or replacement work in addition to this completed form.

**Garage, Carport, and/or Canopy:**

Work proposed in ☐ Attached Garage, ☐ Basement Garage, ☐ Attached Carport or Canopy

- ☐ Patching and filling minor cracks in foundation walls and floors
- ☐ Patching holes or replacing cut-out sections of drywall or plaster
- ☐ Replacing or installing new drywall
- ☐ Repairing or replacing door to house or hardware
- ☐ Repairing or replacing overhead garage door and/or track
- ☐ Repairing or replacing garage door opener
- ☐ Replacing light fixtures, switches, or receptacles in existing locations
- ☐ Other: \_\_\_\_\_

**Electrical Service & System:**

- ☐ Replacing electrical panel
- ☐ Replacing existing wiring
- ☐ Replacing or installing exterior light fixtures and/or receptacles
- ☐ Installing new electrical wiring runs on existing circuits
- ☐ Installing new electrical wiring for new or relocated light fixtures, switches, or receptacles
- ☐ Installing new circuits
- ☐ Other: \_\_\_\_\_

**Plumbing Fixtures & System:**

- ☐ Repairing or replacing water heater
- ☐ Repairing or replacing water distribution lines, waste pipes, or vents
- ☐ Repairing or replacing sanitary stack(s)
- ☐ Repairing or replacing laundry stack, laundry faucets, and/or piping
- ☐ Repairing or replacing building drain pipe
- ☐ Repairing or replacing water service line to house
- ☐ Repairing or replacing sewer lateral to house
- ☐ Repairing, replacing, or installing exterior hose bibs
- ☐ Installing new plumbing supply or waste lines for new or relocated fixtures
- ☐ Other: \_\_\_\_\_

**Mechanical Equipment, Appliances, and Systems:**

- ☐ Repairing or replacing furnace and/or air condenser
- ☐ Repairing or replacing supply and return ductwork
- ☐ Repairing or replacing dryer vent
- ☐ Repairing or replacing gas appliances or gas fireplaces
- ☐ Repairing or replacing gas distribution line(s)
- ☐ Repairing, replacing, or relining chimneys
- ☐ Installing new or relocating appliances or equipment
- ☐ Installing ductwork to new locations
- ☐ Installing new gas line to new or relocated gas appliances
- ☐ Other: \_\_\_\_\_

**Building Framing and/or Basic Building Shell Structure:**

- ☐ Replacing or installing wall, floor, or ceiling insulation
- ☐ Repairing and/or replacing damaged roof or wall sheathing
- ☐ Replacing roof sheathing over entire roof or installing new sheathing overlay
- ☐ Repairing or replacing a few (indicate number \_\_\_\_\_) damaged roof trusses or rafters\*
- ☐ Repairing or replacing a few (indicate number \_\_\_\_\_) damaged exterior or interior wall studs\*
- ☐ Repairing or replacing a few (indicate number \_\_\_\_\_) damaged floor joists\*
- ☐ Other: \_\_\_\_\_

\*Submit plans/details of the required repair or replacement work in addition to this completed form.

**Additional Areas and Repair Work Not Included Above (describe below):**

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**PART 2 - RENOVATION, ALTERATION, OR RECONSTRUCTION WORK**

Indicate by checking either "Yes" or "No" if any of the following renovation, alteration, or reconstruction work is proposed in addition to the repair work indicated in Part 1 above:

- ☐ Yes, ☐ No --- Work includes removal and/or installation of walls and the reconfiguring of space.
- ☐ Yes, ☐ No --- Work includes reconfiguring kitchen countertop layout, sink &/or appliance locations
- ☐ Yes, ☐ No --- Work includes reconfiguring bathroom fixture locations.
- ☐ Yes, ☐ No --- Work includes finishing an unfinished basement or portion of a basement.
- ☐ Yes, ☐ No --- Work includes finishing an unfinished attic or portion of an attic.
- ☐ Yes, ☐ No --- Work includes the removal, change, strengthening or addition of load-bearing elements such as bearing walls, headers, lintels, girders, beams, and/or columns.
- ☐ Yes, ☐ No --- Work includes creating new exterior door or window locations or sizes.
- ☐ Yes, ☐ No --- Work includes rebuilding or adding a porch or deck.

Architectural type plans (floor plans, sections, and details applicable to the type of proposed work), shall be provided for any renovation, alteration, or reconstruction work that is checked as "Yes" above. Both this completed form and plans shall be submitted with the application for building permit.

**SCOPE OF WORK CERTIFICATION**

I certify that I have completed both Parts 1 and 2 of this Scope of Work Form and that the above accurately reflects the proposed house repair and renovation scope of work.

Applicant's Signature: \_\_\_\_\_ Date: \_\_\_\_\_