

# A Guide to **HOME IMPROVEMENTS**



City of  
**MARYLAND HEIGHTS**

Department of Community Development  
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[www.marylandheights.com](http://www.marylandheights.com)



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## FROM THE DEPARTMENT OF COMMUNITY DEVELOPMENT

To the Residents of Maryland Heights:

This guide has been put together to provide you with the information you need to make decisions regarding home improvement and remodeling. A project, whether it be limited to window replacement or expanded to include a full scale renovation, can become complicated by the many factors a homeowner must consider including the materials used, minimum code standards and cost. This guide is designed to reduce the homeowner's uncertainty as they plan for and execute a project. It outlines what projects require a permit and the requirements and costs for each type of permit.

You may question why we have these building regulations and code requirements. Our job is to protect you and your home. By requiring permits, reviewing permit applications and performing inspections, we can reduce the potential hazards of unsafe construction and ensure public health, safety and welfare.

Your home is likely the largest investment you will make. In completing projects according to code and by permit, you can be certain that the work done is safe and durable. This enables your home to better retain and build its value. Because permits reduce much of the risk associated with home renovation, they also make your home easier to insure, acting to moderate rates and provide for more accurate coverage amounts. Completing work with a permit also makes the process of selling a home much less complicated. When selling a home that was modified without a permit, many contracts stipulate that the seller remove the modification or make costly repairs to make the unauthorized work safe and in accordance with code. If the work had been originally done by permit, the seller would have avoided the additional complication and expense.

Simply put, we work to protect you and your home. The City of Maryland Heights has an excellent inspection program, recently ranked by the Insurance Services Office as one of the top two in the state. Our staff is always available to discuss your building project plans and guide you through the permit process. We will do what we can to help you make your project a reality and that it happens in a safe and code-approved way. Please contact us if you have any questions or would like to discuss a project.

Sincerely,

Department of Community Development  
Divisions: Planning and Building/Codes

## INTRODUCTION

The intent of this guide is to:

- Answer some of the most commonly asked building code and compliance questions.
- Provide information to assist with obtaining permits.
- Provide the basic submittal requirements and fee schedule for home improvements.

For major residential improvements, such as basement/ lower level finishes, kitchen and bathroom renovations or room additions, the guide provides links to:

- Examples and details that will aid in project planning.
- The code requirements that should be considered in the design and construction of residential improvements.

This guide should not be misconstrued as a construction manual. The permit and construction guidelines are based on the 2015 International Residential Code. Information within this manual is subject to change; check [www.marylandheights.com/guide](http://www.marylandheights.com/guide) for the most recent version.

If you have questions or need additional information, please contact our staff. Information boxes throughout the guide contain contact information or the location of supplemental reference material.

## WHY ARE PERMITS REQUIRED?

The review of construction plans and the inspection of construction ensure that improvements to your home are safe, meet minimum standards and comply with adopted Building Codes. The intent of the permitting process is to ensure a safely-built structure and protect financial investment and minimize liability or problems during a future sale.

Obtaining permits protects public safety as well as promoting neighborhood character.

### CONTACT THE BUILDING DIVISION:

 (314) 291-6550

 [building@marylandheights.com](mailto:building@marylandheights.com)

It is the responsibility of the homeowner to locate the property lines and to contact utility companies with a request to have all underground utilities located. Information about the Missouri One Call System is available at 1-800-DIG-RITE or [www.mo1call.com](http://www.mo1call.com). Call at least three days before digging.

## MARYLAND HEIGHTS PERMITS ARE REQUIRED FOR:

- Accessory structures
- Basement finish projects
- Decks
- Gazebos and pergolas
- Storage buildings and sheds
- Garages
- Demolition
- Enclosing a carport
- Exterior, door modifications/replacement
- Fences
- Framing or masonry to accommodate fireplace installation
- Flagpoles
- Structural foundation repair
- Kitchen or bath remodels
- Patio, deck or porch roofs/patio covers
- Retaining walls over 24 inches in height
- Room additions
- Spas or hot tubs
- Swimming pools
- Windows (replacement or alterations)

## KEY CONTACTS

### Permits Coordinator

(314) 738-2235 or [building@marylandheights.com](mailto:building@marylandheights.com)

### Director of Community Development

(314) 738-2230 or [directorcd@marylandheights.com](mailto:directorcd@marylandheights.com)

### City Planner

(314) 738-2232 or [cityplanner@marylandheights.com](mailto:cityplanner@marylandheights.com)

### Planner

(314) 738-2234 or [planner@marylandheights.com](mailto:planner@marylandheights.com)

### Building Commissioner

(314) 738-2241 or  
[buildingcommissioner@marylandheights.com](mailto:buildingcommissioner@marylandheights.com)

### Deputy Building Commissioner

(314) 738-2243 or  
[deputycommissioner@marylandheights.com](mailto:deputycommissioner@marylandheights.com)

### Building Plan Reviewer

(314) 738-2244 or  
[planreviewer@marylandheights.com](mailto:planreviewer@marylandheights.com)

### St. Louis County Public Works

(314) 615-5184

[www.stlouisco.com/yourgovernment/countydepartments/publicworks](http://www.stlouisco.com/yourgovernment/countydepartments/publicworks)

## ST. LOUIS COUNTY PERMITS: ELECTRICAL WORK

An electrical permit from St. Louis County is required to install, enlarge, alter, repair, remove, convert or replace equipment, panels, material, wiring, fixtures or any other component of an electrical system.

Some examples of typical residential electrical projects that require a permit are:

- Enlarging or renovating a house
- Remodeling kitchens or bathrooms
- Finishing basements
- Replacing a service entrance
- Replacing/enlarging distribution/breaker panels
- Adding new circuits
- Adding new wiring/fixtures to existing circuits
- Installing a swimming pool
- Connecting electricity to an accessory structure

## ST. LOUIS COUNTY PERMITS: PLUMBING WORK

A plumbing permit from St. Louis County is required to install, alter, repair, remove, convert or replace equipment, potable water supply and distribution piping, fixtures and traps, drainage and vent pipes, building drains and sewers (including their respective joints and connections, devices, receptors and appurtenances) or any other component of a plumbing system.

Some examples of typical residential plumbing projects that require a permit are:

- Plumbing work associated with remodeling, renovating or enlarging a house
- Resetting/relocating plumbing fixtures
- Installing bathrooms, bar sinks or other plumbing
- Repairing or replacing the water distribution piping, building drain/waste piping or vent system
- Replacing a water heater or dishwasher
- Installing/replacing a backflow device for a lawn irrigation system

## ST. LOUIS COUNTY PERMITS: MECHANICAL WORK

A mechanical permit from St. Louis County is required to install, enlarge, alter, repair, remove, convert or replace equipment, ductwork or any other component of a mechanical system.

Some examples of typical residential mechanical projects that require a permit are:

- Installing/replacing furnaces and air conditioning equipment
- Adding new ductwork
- Replacing or rerouting ductwork
- Installing kitchen hoods and/or fans
- Installing prefabricated fireplaces, gas logs or gas log lighters
- Installing wood burning stoves
- Installing outdoor gas grills or gas lights
- Installing/replacing gas piping

## PERMITS ARE NOT REQUIRED FOR:

- Carpet or tile installation
- Concrete flatwork
- Driveway resurfacing
- Gutter replacement
- Home security systems
- Painting interior and exterior walls
- Patching drywall
- Playground equipment installation
- Roof and siding replacement that does not include sheathing work (go to page 13 for further information)
- Tuckpointing bricks
- Window repair or glass-only replacement (go to page 11 for further information on full window or door replacement)

### CONTACT ST. LOUIS COUNTY PUBLIC WORKS:

 (314) 615-5184

 [www.stlouisco.com/yourgovernment/  
countydepartments/publicworks](http://www.stlouisco.com/yourgovernment/countydepartments/publicworks)



## HOW DO I GET A PERMIT?

Bring the completed permit application form, along with the required plans and documents, to the Maryland Heights Government Center, 11911 Dorsett Road. Our staff is available from 8:30 a.m. to 5:00 p.m., Monday through Friday to accept your application. Contact the Permits Coordinator for assistance with preparing the application and filing the plans. Applications are available at the front counter of the Government Center or online at [www.marylandheights.com/permits](http://www.marylandheights.com/permits).

Building permits may be obtained by the homeowner or contractor. Homeowners must make sure contractors have obtained proper permits before allowing work to begin on their homes. If you are renting the residence, you are **not** authorized to obtain a building permit without the property owner's consent.

### CONTACT THE PERMITS COORDINATOR:

 (314) 738-2235

## FEES

The City of Maryland Heights has made a concerted effort to keep fees affordable while attempting to recover a small portion of the cost of providing professional plan review and inspection services. To calculate fees, a multiplier is applied against the estimated construction cost. Unless otherwise noted, the minimum fee for a residential building permit is \$50. For an estimate of the total permit fees for your project, please contact the Plan Reviewer."



## SITE PLAN

Typically an application for a permit will require a site plan. In general, this plan should show the following:

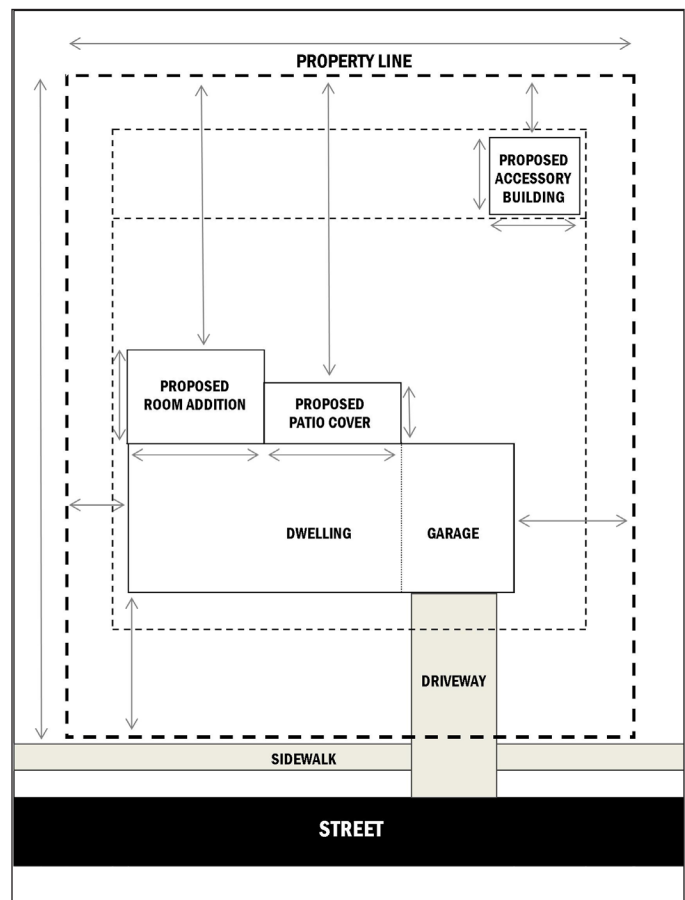
- Location of property lines on all sides. (Dimensioned)
- All existing buildings on the lot, including dimensions and distances to property lines.
- All proposed additions or structures with dimensions and distances to property lines.
- Total square footage of the lot, existing buildings and proposed additions.

In most cases, a copy of your title survey can be the basis of the site plan. For smaller projects like sheds and fences, the City Planner may be able to provide you with an aerial survey showing the approximate location of property lines in relation to your home. While the City's aerial surveys are often helpful, they are not definitive. It is the property owner's responsibility to accurately locate their property lines prior to completing a project.

### CONTACT THE CITY PLANNER:

 (314) 738-2232

 [cityplanner@marylandheights.com](mailto:cityplanner@marylandheights.com)



## ACCESSORY BUILDINGS

### WHAT IS AN ACCESSORY BUILDING?

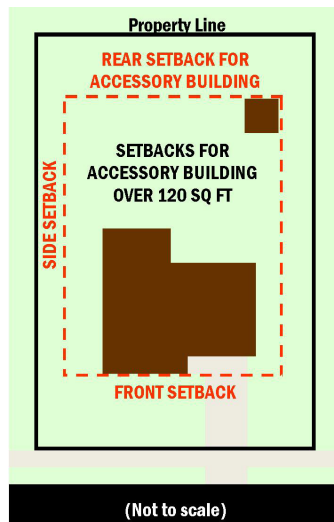
In its simplest form, an accessory building is a structure that is subordinate to the principal structure, in this case your home. They are commonly referred to as sheds, garages, greenhouses, gazebos, pergolas, etc.

### WHAT DO I NEED TO KNOW ABOUT ACCESSORY BUILDINGS IN GENERAL?

- Each property is permitted at least two accessory buildings.
- The two buildings are regulated differently depending on their size (see information below).
- Gazebos and pergolas are handled differently (see pages 8-9 for more information).
- Basketball goals, bird baths and play structures are not considered accessory buildings and no permit is required.
- Check with local utility companies for easement locations.

### WHAT DO I NEED TO KNOW ABOUT ACCESSORY BUILDINGS LESS THAN 120 SQUARE FEET?

- They must be located behind the house.
- They must be at least three feet from the side and rear property lines.
- They are limited to a maximum height of ten feet.



### WHAT DO I NEED TO KNOW ABOUT ACCESSORY BUILDINGS OVER 120 SQUARE FEET?

- Larger buildings are allowed as follows:

Minimum Lot Area (sq. ft.)	Maximum # of Accessory Buildings or Structures*	Total Maximum Area of Accessory Buildings or Structures* (sq. ft.)
7,500 (or less)	1	500
10,000	1	600
15,000	1	900
20,000	1	1,000
30,000	1	1,500
1 acre	2	2,000
3 or more acres	5	4% of the lot area

\*Not including the one (1) permitted building or structure of one hundred twenty (120) square feet or less.

- An accessory building exceeding the total living area of the dwelling (as determined by the St. Louis County Assessor) is subject to the approval of the Maryland Heights Planning Commission.
- The accessory building must meet the setbacks of the zoning district:

Zoning District	Front Setback	Side Setback	Rear Setback
"R-5"	20 ft.	6 ft.	15 ft.
"R-4"	25 ft.	8 ft.	15 ft.
"R-3"	40 ft.	10 ft.	15 ft.
"R-2"	40 ft.	12 ft.	20 ft.
"R-1"	40 ft.	15 ft.	25 ft.

- The accessory building may not be taller than the house.
- Accessory buildings over 200 square feet must be consistent with the house in materials and design, subject to the review and approval of the City Planner. Buildings must be in keeping with residential neighborhoods, avoiding the appearance of commercial or Quonset-style buildings.



## WHY IS A PERMIT REQUIRED?

A zoning permit is required for accessory buildings 200 square feet or less in ground floor area. This free permit is required to ensure that the building is located within the rear yard, allowing access to all sides of the building for maintenance and not encroaching on any adjoining properties.

A building permit is required for accessory buildings over 200 square feet in ground floor area. This permit is required to ensure that larger buildings are placed in the correct position on the lot, are architecturally compatible with the house and are structurally sound.

## WHAT ITEMS ARE REQUIRED?

For accessory buildings 200 square feet or less in ground floor area:

- Completed zoning permit application.
- A basic site plan showing the proposed location of the buildings on the lot in relation to the house and property lines (City staff can help you prepare this plan).
- No fee is required.

For accessory buildings over 200 square feet in ground floor area:

- Completed building permit application
- Three copies of a basic site plan showing the proposed location of the building on the lot in relation to the house and property lines.
- If the building is a pre-fabricated unit or "kit," provide three copies of the manufacturer's specifications or assembly sheets.
- If the building is "stick-built" (not a manufactured product), provide three copies of the building plan, showing applicable details. At a minimum, a foundation plan, roof framing plan, floor plan and wall sections are required.
- If the accessory building includes conditioned space, see the Room Additions section of this manual (page 14) for minimum energy efficiency requirements.
- The minimum permit fee of \$50. Additional fees based on construction value may be required prior to permit issuance.

## SETBACKS VS. EASEMENTS

### SETBACKS

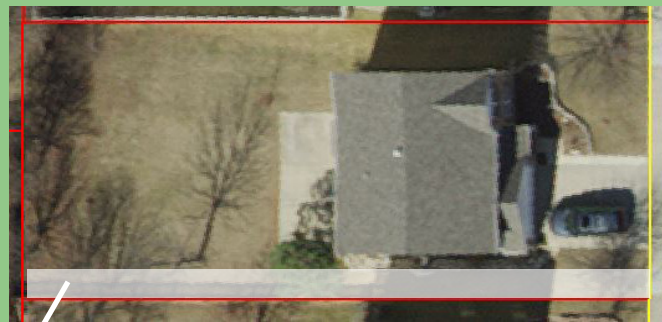
A setback is the minimum distance required between the property line and a structure. Setbacks are required to provide adequate space between structures, ensure roadway safety and to preserve open space. The Zoning Code sets forth different setbacks for each zoning district.

For example, in the "R-5" district, dwellings must be set back 20 feet from the front property line, six feet from the side property line and 30 feet from the rear property line. Lesser setbacks are included for accessory structures, pools and decks.

### EASEMENTS

An easement, on the other hand, is a right to cross or otherwise use someone else's land for a specified purpose. Easements are typically provided for the purpose of underground or overhead utilities.

For example, you may have a 10 foot easement in your back yard for overhead utility lines. You are able to use this part of your yard as you like, but Ameren maintains the right to use it to provide and maintain their utilities. Structures or other objects placed within easements are subject to removal by the holder of the easement rights.



Easement

*Trees or structures, including sheds or decks, placed in the easement can be removed at the will of the easement rights holder, typically a utility.*

## GAZEBOS & PERGOLAS

### WHAT ARE GAZEBOS AND PERGOLAS?

A gazebo is an open-sided accessory structure with a covered roof, often decorative in nature. A pergola is an open-sided accessory structure consisting of columns supporting an open roof of trellis work. Pergolas may be freestanding or attached to the house.



### WHAT DO I NEED TO KNOW ABOUT GAZEBOS AND PERGOLAS IN GENERAL?

- Gazebos and pergolas count toward the total number of accessory buildings or structures permitted on each lot (see discussion on Accessory Structures on pages 6-7 for more information).
- The two buildings are regulated differently depending on their size (see information below).
- Check with local utility companies for an easement location.
- Like other accessory buildings, gazebos and pergolas 120 square feet or less are regulated differently than larger ones.
- An eight-sided gazebo (octagon shape) will exceed 120 square feet in area once the side lengths exceed 5 feet. A six-sided gazebo (hexagon shape) will exceed 120 square feet in area once the side lengths exceed 6 feet 10 inches.
- The City measures pergolas based on the area within their columns or support structures, not on their overhangs.



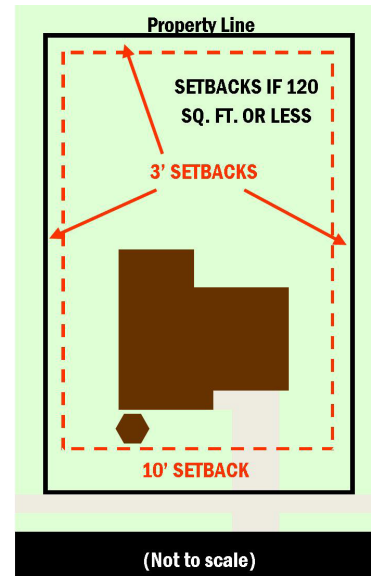
An eight-sided gazebo (octagon shape) will exceed the 100 square feet area once the side lengths exceed 4'6".



A six-side gazebo (hexagon shape) will exceed the 100 square feet area once the side lengths exceed 6'2".

### WHAT DO I NEED TO KNOW ABOUT GAZEBOS AND PERGOLAS 120 SQUARE FEET OR LESS?

- They must be set back at least 10 feet from any road right-of-way.
- They must be set back at least three feet from the side and rear property lines.



#### CONTACT THE PLAN REVIEWER:

 (314) 291-6550

 [planreviewer@marylandheights.com](mailto:planreviewer@marylandheights.com)

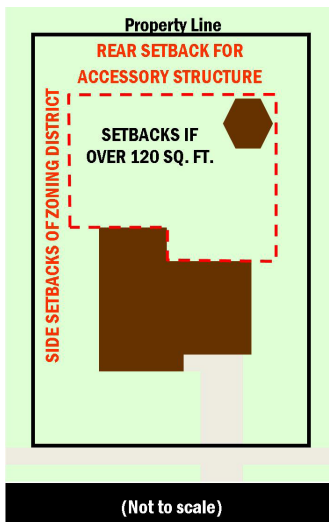




## WHAT DO I NEED TO KNOW ABOUT GAZEBOS AND PERGOLAS OVER 120 SQUARE FEET?

- Gazebos and pergolas this size are only allowed in the rear yard and must be located behind the house.
- Gazebos and pergolas are limited to a maximum of 500 square feet in area.
- Gazebos and pergolas this size must meet the setbacks of the zoning district:

Zoning District	SIDE SETBACK	REAR SETBACK
"R-5"	6 ft.	15 ft.
"R-4"	8 ft.	15 ft.
"R-3"	10 ft.	15 ft.
"R-2"	12 ft.	20 ft.
"R-1"	15 ft.	25 ft.



## WHY IS A PERMIT REQUIRED?

A zoning permit is required for gazebos and pergolas 200 square feet or less in ground floor area. This free permit is required to ensure that the building is properly located and not encroaching on any adjoining properties.

A building permit is required for gazebos and pergolas over 200 square feet in ground floor area. This permit is required to ensure that larger buildings are placed in the correct position on the lot and are structurally sound.

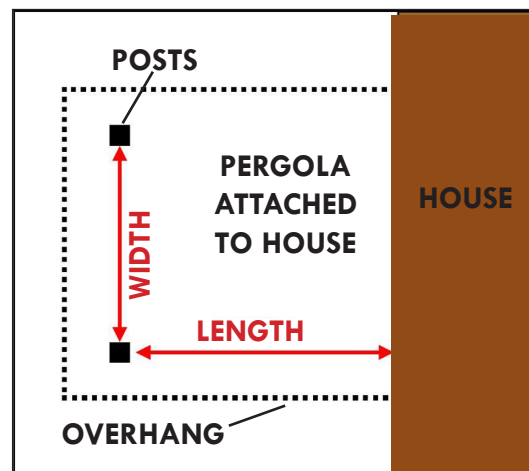
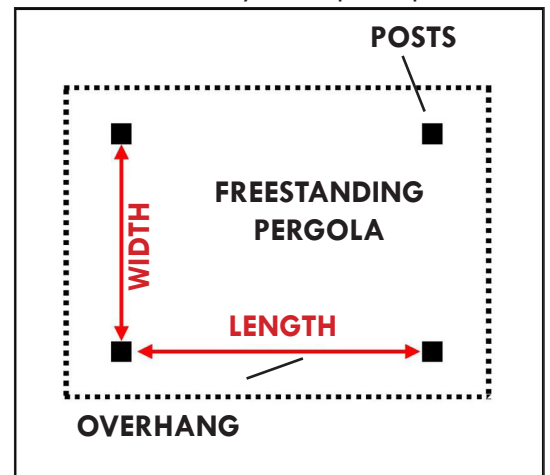
## WHAT ITEMS ARE REQUIRED?

For gazebos and pergolas 200 square feet or less in ground floor area:

- Completed zoning permit application.
- Three copies of a basic site plan showing the proposed location of the building on the lot in relation to the house and property lines (City staff can help you prepare this plan).
- No fee required

For gazebos and pergolas over 200 square feet in ground floor area:

- Completed building permit application.
- Three copies of a basic site plan showing the proposed location of the building on the lot in relation to the house and property lines.
- If the building is a pre-fabricated unit or "kit," provide three copies of the manufacturer's specifications or assembly sheets.
- If the building is "stick-built" (not a manufactured product), provide three copies of the building plan, showing applicable details. At a minimum, a foundation plan, roof framing plan, floor plan and wall sections are required.
- The minimum permit fee of \$50. Additional fees based on construction value may be required prior to permit issuance.



## BASEMENT FINISHING PROJECTS

### WHY IS A PERMIT REQUIRED?

While finishing a basement may be an inexpensive way to add space to your home, its design and layout may create an unsafe space. The permit process allows the opportunity to determine what safety issues need consideration. A principal concern is allowing for safe exiting based on how the space is being occupied. Lighting, electrical receptacles and plumbing fixtures need to meet current codes and require a plumbing and/or electrical permit from St. Louis County.

### WHAT DO I NEED TO KNOW?

Habitable spaces within basements require an egress window. If a sleeping room is provided in the basement, the egress window must be located in the sleeping room. If the egress window is not an existing window, provide framing details describing the construction and specify the size of the header supporting the floor system.

**Exception:** If your basement finish does *not* have a bedroom, no egress window is required. A smoke detector must be in every room/space of the basement and along the path of egress between the basement stairs and the egress door to the exterior. These smoke detectors must be interconnected, AC powered (hard wired), and equipped with a battery back-up.


### WHAT ITEMS ARE REQUIRED?

- Completed application
- Three copies of existing and proposed dimensioned floor plan showing windows and sizes, location of plumbing fixtures, electrical outlets, heating, lighting and smoke alarms. Label the use of all rooms.
- Show electrical outlets, smoke detectors, lighting, fans, plumbing modifications, furnace, water heater and the electrical panel.
- List window sizes and types; identify emergency escape and rescue windows, and egress window wells with ladder and clear dimensions of window well.
- Provide information and location of the egress window for the basement. Indicate size of the window and distance from the floor.
- Identify modifications to the existing structure such as posts, beams and floor joists.
- Indicate the clear ceiling height in the basement in all rooms. Also provide clear ceiling heights under any obstructions, such as ductwork or beams.

- Provide information from the manufacturer for the installation of the window well.
- The minimum permit fee of \$50. Additional fees based on construction value may be required prior to permit issuance.

#### CONTACT ST. LOUIS COUNTY:

 (314) 615-5184

 [www.stlouisco.com/yourgovernment/countydepartments/publicworks](http://www.stlouisco.com/yourgovernment/countydepartments/publicworks)

## CARPORT/GARAGE CONVERSION

### WHAT DO I NEED TO KNOW?

This section applies to a carport-to-garage conversion that is attached to a house. If it is not attached to the house, please refer to the section on accessory buildings.

The garage must be separated from the residence and attic by not less than 1/2 inch gypsum board (or equivalent) applied to the garage side. The entire length of common walls are to be protected.

The garage conversion must be architecturally integrated with the existing residence. A garage must be protected with a 30 inch frost wall around the perimeter. Overhead doors must be braced with portal framed construction.

### WHAT ITEMS ARE REQUIRED?

- Completed application.
- Three copies of the dimensioned site plan, showing the house, the lot and the carport with distances to property lines.
- Three copies of the building plan with applicable details.
- Drawings need to clearly indicate what the wall and roof covering are on the existing residence as well as on the proposed garage.
- Footing details explaining how footings will be installed.
- Details for the portal frame at the overhead door.
- The minimum permit fee of \$50. Additional fees based on construction value may be required prior to permit issuance.



## DECKS

### WHY IS A PERMIT REQUIRED?

As an extension of your house, it is important to ensure that your deck is attached properly and safely to support the people using the deck, not to mention the furniture and appliances that are typically found on the deck.

### WHAT DO I NEED TO KNOW?

A deck is defined as an open floored structure, usually elevated off the ground, usually built of wood or similar material adjoining a residential structure.


Plans must indicate whether the deck is detached or attached to the residential structure and the method of attachment. A 36-inch high guardrail is required for decks more than 30 inches off the ground. This guardrail protects residents from falling and getting hurt.

### WHAT ITEMS ARE REQUIRED?

- Completed application.
- Three copies of the dimensioned site plan showing the house on the lot and the proposed deck (addition) with distances to property lines.
- Foundation/pier plans, construction details and exterior elevations.
- Existing and proposed dimensioned floor plan, drawn to 1/4 inch scale, showing pier location and details of any connectors, etc.
- Indicate the location of overhead electrical wires and vertical distance from floor.
- Photographs of the entire side of the building where the deck is to be constructed.
- The minimum permit fee of \$50. Additional fees based on construction value may be required prior to permit issuance.

#### CONTACT THE BUILDING DIVISION:

 (314) 291-6550

 [building@marylandheights.com](mailto:building@marylandheights.com)

#### DECK GUIDE AVAILABLE ONLINE:

 [www.marylandheights.com/deckguide](http://www.marylandheights.com/deckguide)

## EXTERIOR MODIFICATION

### WHY IS A PERMIT REQUIRED?

Exterior modifications can affect the structural integrity of your home. A permit is necessary to ensure the integrity of your house, protecting you, your family and your investment.

### WHAT DO I NEED TO KNOW?

A building permit for exterior modifications is required for the following:

- Modifying exterior walls (such as adding a bay window).
- Modifying or replacing windows and frames. It is allowable to repair or replace glass without a permit.
- Modifying or replacing an exterior door and frame.
- Installing masonry on a structure.

### WHAT ITEMS ARE REQUIRED?

- Completed application.
- Manufacturer specifications and NFRC data for each window or door (U-Factor must be 0.35 or better) and S.H.G.C. must be 0.40 or better.
- Framing data for structural modifications.
- Floor plan indicating work to be performed, windows or doors replaced, size of replacement units and style of window proposed.
- Photographs of the entire side of the building where modifications are proposed. If multiple sides are to be modified, include photographs of all sides.
- The minimum permit fee of \$50. Additional fees based on construction value may be required prior to permit issuance.



## FENCES

### WHY IS A PERMIT REQUIRED?

A permit is required to ensure that the fence is an acceptable height and in the proper location. The plan review should eliminate potential for property encroachments.

### WHAT DO I NEED TO KNOW?

- Maximum fence height for a residential fence is six feet.
- All fences must be a minimum of three feet from fire hydrants or utilities.
- A fence surrounding a pool must be a minimum of four feet tall. Refer to pool information on page 15.
- If a pool fence is being replaced, the pool area must remain secured during construction.

### WHAT ITEMS ARE REQUIRED?

- Completed permit application.
- A basic dimensioned site plan showing the proposed location of the fence (City staff can help you prepare this plan).
- No fee is required.
- For fences enclosing a pool, a building permit is required. This requires an application, \$50 fee, 3 copies of a site plan, and 3 copies of details on the proposed fence including the gate and latch.

## FLAGPOLE

### WHY IS A PERMIT REQUIRED?

A permit is required to ensure that the flagpole is securely installed and does not create a danger to your home or adjoining properties.

### WHAT DO I NEED TO KNOW?

- Maximum height allowed for a flagpole in a residential area is 35 feet.
- Residential flagpole companies provide all the information necessary to construct and permit the base and pole. The manufacturer also has information as to how large of a flag you can fly.

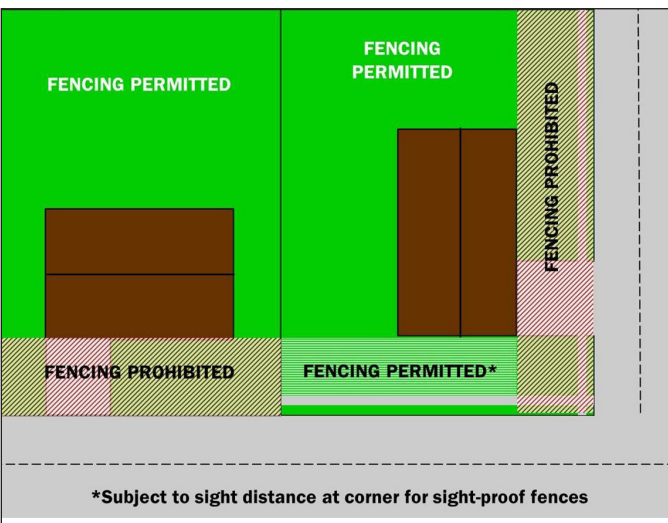
### WHAT ITEMS ARE REQUIRED?

- Completed application.
- Printed documentation indicating requirements for footing dimensions.
- Site plan showing location of the flag pole.
- No fee is required.

#### CONTACT THE PLAN REVIEWER:

 (314) 291-6550

 [planreviewer@marylandheights.com](mailto:planreviewer@marylandheights.com)



#### CONTACT THE CITY PLANNER:

 (314) 738-2232

 [cityplanner@marylandheights.com](mailto:cityplanner@marylandheights.com)

## FOUNDATION REPAIR

### WHAT DO I NEED TO KNOW?

A broken foundation is primarily the result of either faulty placement or material. The cause of the foundation failure must be determined to ensure that it will not reoccur.

The foundation is the base structural element of your home and needs to be repaired in a manner that provides the required structural integrity.

### WHAT ITEMS ARE REQUIRED?

- Completed application.
- Structural calculations signed and sealed by an engineer licensed in the state of Missouri.
- Plans and details of the repair.
- Product data for all repair materials.
- The minimum permit fee of \$50. Additional fees based on construction value may be required prior to permit issuance.



## KITCHEN/BATH REMODELING

### WHEN IS A PERMIT REQUIRED?

A permit is required when framing or walls are modified or changes are made that expose existing construction. Installation of lighting, electrical receptacles and plumbing fixtures require permits from St. Louis County.

### WHAT DO I NEED TO KNOW?

The typical remodel of a kitchen or a bathroom usually involves more than one construction discipline. Removing drywall is the trigger point for bringing the room to current code requirements. If walls are changed or moved, a permit is required. If the removed wall is load bearing, provide necessary details to verify proper load transfer to the foundation. Indicate if existing soffits will remain or if new soffits will be constructed. Replacement of fixtures requires permits from St. Louis County.

Kitchen exhaust hood systems capable of exhausting 400 CFM or more require makeup air. A furnace must be shown to have adequate supply to provide this extra tempered air.

Receptacles installed in bathrooms or serving counter areas in kitchens or wet bars must be GFCI protected.

### WHAT ITEMS ARE REQUIRED?

- A completed permit application.
- Three complete sets of detailed building construction plans, drawn to 1/4-inch scale.
- The minimum permit fee of \$50. Additional fees based on construction value may be required prior to permit issuance.

#### CONTACT THE BUILDING COMMISSIONER:

 (314) 291-6550

 [buildingcommissioner@marylandheights.com](mailto:buildingcommissioner@marylandheights.com)

#### CONTACT ST. LOUIS COUNTY:

 (314) 615-5184

 [www.stlouisco.com/yourgovernment/countydepartments/publicworks](http://www.stlouisco.com/yourgovernment/countydepartments/publicworks)

## PATIO, DECK OR PORCH ROOF

### WHAT DO I NEED TO KNOW?

- A patio cover is a non-conditioned space less than 12 feet in height.
- For information about a conditioned space, such as a four-season porch, see the section on room additions.
- Manufactured patio covers require submittal of engineering and installation documentation from the manufacturer.

### WHAT ITEMS ARE REQUIRED?

- Completed application.
- Three copies of the dimensioned site plan showing the house on the lot and the proposed addition with distances to property lines.
- Three copies of the building plan, showing applicable details. At a minimum, a foundation plan, roof framing plan, floor plan and wall sections are required.
- The minimum permit fee of \$50. Additional fees based on construction value may be required prior to permit issuance.

## ROOFING

### WHEN IS A PERMIT REQUIRED?

A permit for roofing must be obtained when:

- Replacing any sheathing or structural members.
- Adding features to a roof, such as a dormer (exterior modifications).

### WHAT DO I NEED TO KNOW?

- A roof may not have more than two coverings at a time.
- Engineered trusses cannot be repaired or modified without engineered plans and calculations.

### WHAT ITEMS ARE REQUIRED?

- Completed application.
- Scope of work.
- Three copies of building plans showing applicable details for new construction, exterior modifications or architectural modifications.
- The minimum permit fee of \$50. Additional fees based on construction value may be required prior to permit issuance.

## ROOM ADDITIONS

### WHEN IS A PERMIT REQUIRED?

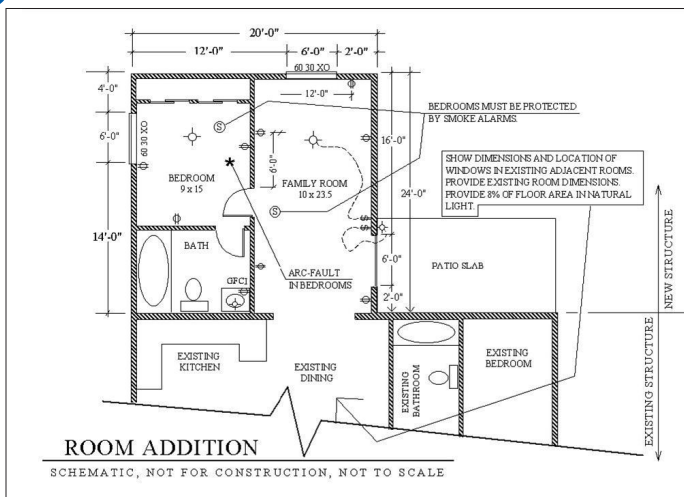
A room addition is any conditioned space added on to an existing home, including enclosing an existing covered area such as a patio.

### WHAT DO I NEED TO KNOW?

- The addition must be architecturally integrated with the existing residence. It should not detract from the surrounding residences.
- Typically, any room (other than a bathroom or kitchen) that has a closet will be considered a sleeping room and must meet all sleeping room requirements.
- Sleeping rooms, as well as the area outside sleeping rooms, are required to have smoke alarms.

### WHAT ITEMS ARE REQUIRED?

- Completed application.
- Three copies of the dimensioned site plan showing the house on the lot and the proposed room addition with distances to property lines.
- Foundation plans, wall details and exterior elevations.
- Existing and proposed dimensioned floor plan showing windows and sizes, location of plumbing fixtures, electrical outlets, heating, lighting and smoke alarms.
- Provide a complete floor plan of the room adjacent to the proposed room addition. Indicate the size of the existing room, size and location of all exterior doors and windows.
- The minimum permit fee of \$50. Additional fees based on construction value may be required prior to permit issuance.




### CONTACT THE PLAN REVIEWER:

 (314) 291-6550

 [buildingcommissioner@marylandheights.com](mailto:buildingcommissioner@marylandheights.com)

### CONTACT ST. LOUIS COUNTY:

 (314) 615-5184

 [www.stlouisco.com/yourgovernment/countydepartments/publicworks](http://www.stlouisco.com/yourgovernment/countydepartments/publicworks)

## SPAS/HOT TUBS

### WHEN IS A PERMIT REQUIRED?

A permit is required for spas or hot tubs with the capacity to be filled 24 inches deep, whether above or below ground.

### WHAT DO I NEED TO KNOW?

- Ameren will provide authorization for pools to be constructed.
- Spa/hot tub or spa/hot tub decking cannot be constructed across a property line.
- Any glazing within 5 feet of the water's edge where the bottom edge is less than 60 inches above grade must be safety glazed. Tinting film may not be used to satisfy this requirement.

### WHAT ITEMS ARE REQUIRED?

- Completed application.
- Three copies of the dimensioned site plan showing all structures on lot and proposed location of the spa.
- Technical brochures for spa, pump, filter and ladder.
- Engineered details for concrete spa.
- Photographs of the entire side of the building where spa/hot tub is to be located.
- The minimum permit fee of \$50. Additional fees based on construction value may be required prior to permit issuance.

## SWIMMING POOLS

### WHEN IS A PERMIT REQUIRED?

A permit is required for all pools with the capacity to be filled 24 inches deep, whether above or below ground.

### WHAT DO I NEED TO KNOW?

- A pool or pool decking cannot be constructed across a property line.
- Any glazing within 5 feet of the water's edge where the bottom edge is less than 60 inches above grade must be safety glazed. Tinting film may not be used to satisfy this requirement.
- Self-closing, self-latching devices are required on doors that open into the pool area.
- Overhead electrical lines cannot occupy the space where the pool is to be installed.

### WHAT ITEMS ARE REQUIRED?

- Completed application.
- Three copies of the dimensioned site plan showing all structures on lot and proposed location of the pool.
- Technical brochures for pool, pump, filter and ladder.
- Engineering details for concrete pool/spa.
- The minimum permit fee of \$50. Additional fees based on construction value may be required prior to permit issuance.

#### CONTACT THE DEPUTY COMMISSIONER:

 (314) 291-6550

 [deputycommissioner@marylandheights.com](mailto:deputycommissioner@marylandheights.com)

#### CONTACT THE CITY PLANNER:

 (314) 738-2232

 [cityplanner@marylandheights.com](mailto:cityplanner@marylandheights.com)

## RETAINING WALLS

### WHEN IS A BUILDING PERMIT REQUIRED?

A building permit required for walls greater than 24 inches in height.

### WHY IS A PERMIT REQUIRED?

A building permit is required to ensure that the wall is placed in the correct position on the lot and that it is structurally safe.

### WHAT DO I NEED TO KNOW?

- The overall height of the wall is based on the height of the retained fill.
- Walls over 24 inches in height must be constructed of inorganic material such as landscape masonry, concrete, brick or stone.
- Maryland Heights will accept master plans from the manufacturer or other political jurisdiction, such as St. Louis County.
- Walls not covered by a master plan require engineered plans and calculations.
- Poured concrete retaining walls must have engineered plans and calculations.
- Every layer of geogrid must be inspected to ensure the wall is installed correctly.

### WHAT ITEMS ARE REQUIRED?

- Completed building permit application.
- Three copies of dimensioned site plan showing the lot, the house and the retaining wall with distances to the property lines.
- Three copies of the retaining wall plan, with cross section.
- Wall heights to be indicated on the site plan.
- The minimum permit fee of \$50. Additional fees based on construction value may be required prior to permit issuance.





