

**ORDINANCE 71284**

**BOARD BILL NUMBER 162 COMMITTEE SUBSTITUTE INTRODUCED BY:  
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ALDERWOMAN SHAMEEM CLARK-HUBBARD**

1 An ordinance pertaining to electric vehicle charging stations, amending Ordinance #70794 which  
2 adopted the 2018 International Building Code, as amended, and codifying said changes in Chapter  
3 25 of the Revised Code of the City of St. Louis; and containing a Severability Clause, Savings Clause  
4 and an Effective date.

5 **WHEREAS**, The City of St. Louis has set an ambitious climate protection goal to reduce  
6 greenhouse gas emissions (GHGs) 100% by 2050, and supporting cleaner vehicles results in fewer  
7 greenhouse gas emissions, cleaner air, and improved public health; and

8 **WHEREAS**, 17% of St. Louis' greenhouse gas emissions are from transportation, and  
9 electric vehicles (EVs) in Missouri currently emit 33% less greenhouse gases than gasoline vehicles,  
10 and we can expect this number to improve as more solar and wind power replace fossil fuel energy  
11 on the electric grid; and

12 **WHEREAS**, vehicles are a major contributor to air pollution in St. Louis, and impact Black,  
13 Indigenous, People of Color (BIPOC) and low-income communities disproportionately, and EVs  
14 emit no harmful tailpipe air pollutants; and

15 **WHEREAS**, the air pollution levels in the City of St. Louis have not met the National  
16 Ambient Air Quality Standard for ozone for the past twenty-eight (28) years and this harmful  
17 pollution from vehicle exhaust and other industrial processes, and, according to the American Lung  
18 Association, is responsible for respirator harm, chronic obstructive pulmonary disease (COPD)  
19 exacerbations, asthma attacks, heart attacks, strokes, and premature deaths; and

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1           **WHEREAS**, EVs are projected to reach 10% of registered vehicles in St. Louis by 2030,  
2 and could reach 30% of vehicles; and

3           **WHEREAS**, convenient access to EV charging is one of the most critical factors in people’s  
4 decisions to purchase an electric vehicle; and

5           **WHEREAS**, parking garages and lots last for multiple decades, and investing in EV  
6 readiness during building construction often results in at least 75% savings compared with  
7 retrofitting later; and

8           **WHEREAS**, an EV ordinance is critical to making cleaner vehicles more accessible to all,  
9 particularly providing greater access to more affordable at-home charging; and

10           **WHEREAS**, this bill will ensure that electric vehicle charging stations will be installed as  
11 set forth herein; and

12           **NOW, THEREFORE, BE IT ORDAINED BY THE CITY OF ST. LOUIS AS**  
13 **FOLLOWS:**

14           **SECTION ONE.** Amendment to **Chapter One** of the 2018 International Building Code, as  
15 amended and adopted by **Ordinance 70794**, and adding a Section **107.2.10**, as follows:

16 Section 107.2 Construction Documents

17 Construction documents shall be in accordance with **107.2.1 through ~~107.2.9~~ 107.2.10**

18 **Section 107.2.10 Information for electric vehicle charging stations.**

19 **Construction documents shall include electric vehicle charging stations with system**  
20 **installation requirements set forth in Section 406.2.7 of the International Building Code as**  
21 **amended and adopted by the City of St. Louis, and the Electrical Code.**

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1           **SECTION TWO.** Amendment to **Section 202**, of the 2018 International Building Code as  
2 amended, and adopted by **Ordinance 70794**, as amended. **Section 202** is hereby amended by adding  
3 the following definitions, to the listed Definitions:

4           **ELECTRIC VEHICLE READY SPACE:** A designated parking space which is  
5 provided with one 50 ampere, 208/240 volt dedicated branch circuit for EVSE servicing  
6 Electric Vehicles. The circuit shall terminate in a suitable termination point such as a  
7 receptacle or junction box and be located in the close proximity to the proposed location  
8 of the Electric Vehicle parking space.

9           **ELECTRIC VEHICLE SUPPLY EQUIPMENT (EVSE):** The conductors, including  
10 the ungrounded, grounded, and equipment grounding conductors, and the electric  
11 vehicle connectors, attachment plugs, and all other fittings, devices, power outlets, or  
12 apparatus installed specifically for the purpose of transferring energy between the  
13 premises wiring and the electric vehicle.

14           **EVSE INSTALLED SPACE:** A designated parking space which is provided with  
15 EVSE installed.

16           **SECTION THREE:** Amendment to Chapter 4, Section 406.2. of the 2018  
17 International Building Code as amended and adopted by the City of St. Louis, by the  
18 amendment of Section 406.2.7, and the addition of Tables 406.2.7, 406.2.8, 406.2.9 and  
19 406.2.10, 406.2.11 which shall read as follows:

20           **Section 406.2.7. Electric vehicle charging stations.** ~~Where provided~~ Shall be required, per  
21 **Tables 406.2.7, 406.2.8, 406.2.9, 406.2.10, 406.2.11.** Electric vehicle charging stations shall be  
22 installed and labelled in accordance with NFPA 70. **Electric vehicle charging system equipment**

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1 **shall be listed and labelled in accordance with UL 2202.** Electric vehicle charging system  
2 equipment shall be listed and labelled in accordance with UL 2594. Accessibility to electric vehicle  
3 charging stations shall be provided in accordance with Chapter 11. **Where an EV Ready or EVSE**  
4 **Installed parking space is required, at least one EV Ready or EV Installed parking space**  
5 **shall be installed adjacent to an ADA accessible parking space, when an ADA accessible**  
6 **parking space is also required.**

7 **Where the calculation of percent served results in a fractional parking space, it shall be**  
8 **rounded up to the next whole number if the fraction is .5 (1/2) of a parking space or greater.**  
9 **This requirement does not apply to buildings without a designated parking space, nor does**  
10 **this requirement apply to parking spaces located in the public right-of-way.**

11 **The following Use Groups shall require installation of EV Ready Spaces and Electric Vehicle**  
12 **Supply Equipment (EVSE) in accordance with Table 406.2.7 through Table 406.2.11:**

13 **TABLE 406.2.7**  
14 **NON-RESIDENTIAL USE GROUPS WITH EV READY AND EVSE INSTALLED**  
15 **REQUIREMENT PER TABLE 406.2.8**

<b>Use Group</b>	<b>Applicability</b>
A1	All
A2	Casinos uses only, excluding all other uses within A2 including restaurants
A3	All
A4	All
A5	All
B	All

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E	Excluding daycare uses as defined by Section 305.2
I2	Hospital uses only as defined by Section 308.3.1.2, Condition 2
M	All
S2	Parking garages, open or enclosed only, excluding all other uses within S-2

**TABLE 406.2.8**

**EV READY AND EVSE INSTALLED SPACE REQUIREMENTS FOR  
NON-RESIDENTIAL USE GROUPS**

<b>Total Number of Parking Spaces</b>	<b>Minimum Number of EV Ready Spaces</b>	<b>Minimum Number of EVSE Installed Spaces</b>
10-30 spaces	1 space	0 spaces
31-49 spaces	2 spaces	1 space
50 spaces and greater	5% of total parking spaces	2% of total parking spaces

**TABLE 406.2.9**

**APPLICABLE RESIDENTIAL USE GROUPS WITH EV READY AND EVSE  
INSTALLED REQUIREMENT PER TABLE 406.2.10**

<b>Use Group</b>	<b>Applicability</b>
R1	All
R2	All

**TABLE 406.2.10**

**EV READY AND EVSE INSTALLED SPACE REQUIREMENTS FOR RESIDENTIAL  
USE GROUPS, JANUARY 1, 2022 THROUGH DECEMBER 31, 2024.**

<b>Total Number of Parking Spaces</b>	<b>Minimum Number of EV Ready Spaces</b>	<b>Minimum Number of EVSE Installed Spaces</b>
5-20 spaces	1 space	0 spaces
21-49 spaces	2 spaces	1 space

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50 spaces and greater	5% of total parking spaces	2% of total parking spaces
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**TABLE 406.2.11**

**EV READY AND EVSE INSTALLED SPACE REQUIREMENTS FOR RESIDENTIAL  
USE GROUPS, JANUARY 1, 2025 AND AFTER**

<b>Total Number of Parking Spaces</b>	<b>Minimum Number of EV Ready Spaces</b>	<b>Minimum Number of EVSE Installed Spaces</b>
5-20 spaces	1 spaces	0 spaces
21-49 spaces	2 spaces	1 space
50 spaces and greater	10% of total parking spaces	2% of total parking spaces

**SECTION FOUR. Severability.** In the event any part or provision of this ordinance is held to be illegal or void, this shall not have the effect of making void or illegal any other parts or provisions thereof, which are determined to be legal; and it shall be presumed that this ordinance would have been passed without such illegal parts or provisions. Any invalid part of this ordinance shall be segregated from the remainder of this ordinance by the court holding such part invalid, and the remainder shall remain effective.

**SECTION FIVE. Savings Clause.** Nothing in this ordinance hereby adopted shall be construed to affect any suit or proceeding impending on any court, or any rights acquired, or any cause or causes of action acquired or existing under any current act or ordinance; nor shall any just or legal right or remedy of any character be lost, impaired or affected by this ordinance.

**SECTION SIX. Penalty Clause.** Any person who shall violate a provision of this ordinance or shall fail to comply with any provision thereof, or who shall erect, construct, alter, extend, repair, remove, demolish, use, or occupy any building, structure or premises, or equipment regulated by this code in violation of an approved construction document or directive of the building official or the

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1 Board of Building Appeals, or of a permit or certificate issued under the provisions adopted in this  
2 ordinance, shall, upon conviction thereof, be punished by a fine or not more than \$500.00, or by  
3 imprisonment not exceeding 90 days, or both such a fine and imprisonment. Each day that a violation  
4 continues shall constitute a separate and distinct offence.

5 **SECTION SEVEN. Effective date.** After this bill is signed by the Mayor of the City of St.  
6 Louis, this ordinance will become effective on January 1, 2022.

1 **ORDINANCE NO. 70795**  
2 **BOARD BILL NO. 54CSAA INTRODUCED BY ALDERMAN TERRY**  
3 **KENNEDY/ALDERWOMAN CHRISTINE INGRASSIA**  
4

5 An Ordinance adopting the 2018 International Residential Code for One- and Two-family  
6 Dwellings with amendments, including Appendices E, F, G, H, J, K, M, R, S, and T;  
7 repealing Ordinance 68789; and containing a penalty clause, severability clause, savings  
8 clause, and emergency clause.

9 **BE IT ORDAINED BY THE CITY OF SAINT LOUIS AS FOLLOWS:**

10 **SECTION ONE. REPEAL.** Ordinance 68789, approved November 8, 2010,  
11 which adopted the 2009 International Residential Code for One- and Two-family Dwellings,  
12 is hereby repealed.

13 **SECTION TWO. ADOPTION.** The 2018 International Residential Code for  
14 One- and Two-family Dwellings as published by the International Code Council, Inc., one  
15 copy of which is on file in the Office of the Register of the City of Saint Louis, being marked  
16 and designated as the International Residential Code for One- and Two-family Dwellings,  
17 including Appendices E, F, G, H, J, K, M, R, S, and U, is hereby adopted as the Residential  
18 Code for One- and Two-family Dwellings of the City of Saint Louis, in the State of Missouri,  
19 pursuant to this Ordinance and in conformity with Section 71.943 RSMo for the regulation of  
20 the design, construction, quality of materials, erection, installation, alteration, repair,



1 location, relocation, replacement, addition to, use, or maintenance of one- and two-family  
2 dwellings and townhouses not more than three stories in height, and providing for the  
3 issuance of permits and collection of fees therefor; and each of the regulations, provisions,  
4 conditions, and terms of such control of buildings and structures as herein provided; and that  
5 each and all of the regulations, provisions, penalties, conditions, and terms of said  
6 Residential Code are hereby referred to, adopted, and made a part hereto, as if fully set out in  
7 this ordinance with the amendments prescribed in Section Three of this ordinance. If  
8 differences occur between a provision modified by this Ordinance and a provision adopted  
9 without modification, then the modified provision shall control.

10 **SECTION THREE. AMENDMENTS.** The 2018 International Residential  
11 Code for One- and Two-family Dwellings is amended and changed in the following respects:

12 **CHAPTER 1 IS ~~AMENDED~~ AMENDED AS FOLLOWS:**

13 Delete Chapter 1 as published in its entirety.

14 Add new Chapter 1 to read as follows:

1 **CHAPTER 1**

2 **SCOPE AND ADMINISTRATION**

3 **SECTION R101**

4 **GENERAL**

5 **R101.1 Title.** These regulations shall be known as the Residential Code for One- and Two-  
6 Family Dwellings of the City of Saint Louis, hereinafter referred to herein as “this code.”

7 **R101.2 Scope.** The provisions of this code shall apply to the grading, excavation, new  
8 construction, alteration, movement, enlargement, replacement, repair, equipment, use and  
9 occupancy, location, removal, and demolition of detached one- and two-family dwellings,  
10 multiple single-family dwellings (townhouses) with a separate means of egress, and their  
11 accessory structures not more than three stories in height.

12 **Exceptions:**

- 13 1. Live/work units complying with the requirements of Section 419 of the Building  
14 Code shall be permitted to be built in accordance with this code. Fire  
15 suppression required by Section 419.5 of the Building Code when constructed  
16 under this code shall conform to Section 903.3.1.3 of the Building Code.
- 17 2. Owner-occupied lodging houses with five or fewer guest rooms shall be  
18 permitted to be constructed in accordance with this code where equipped with a  
19 fire sprinkler system in accordance with Section 903.3.1.3 of the Building Code.
- 20 3. Existing buildings undergoing repair, alteration or additions, and change of

1 occupancy shall be permitted to comply with the Existing Building Code.

2 **R101.3 Intent.** The purpose of this code is to establish the minimum requirements to  
3 safeguard the public health, safety, and general welfare through structural strength, means of  
4 egress facilities, stability, sanitation, adequate light and ventilation, energy conservation, and  
5 safety to life and property from fire and other hazards attributed to the built environment and  
6 to provide a reasonable level of safety to fire fighters and emergency responders during  
7 emergency operations.

## 8 SECTION R102

### 9 APPLICABILITY

10 **R102.1 General.** Where there is a conflict between a general requirement and a specific  
11 requirement, the specific requirement shall be applicable. Where, in any specific case,  
12 different sections of this code specify different materials, methods of construction, or other  
13 requirements, the most restrictive shall govern.

14 **R102.2 Other laws.** The provisions of this code shall not be deemed to nullify any  
15 provisions of local, state, or federal law. Where the provisions of this code conflict with  
16 other ordinances or regulations, the most stringent requirements shall apply. The building  
17 official shall not be the enforcement officer for such other ordinances or regulations unless  
18 specified therein.

19 **R102.3 Application of references.** References to chapter or section numbers, or to

1 provisions not specifically identified by number, shall be construed to refer to such chapter,  
2 section, or provision of this code.

3 **R102.4 Referenced codes and standards.** The codes and standards referenced in this code  
4 shall be considered part of the requirements of this code to the prescribed extent of each such  
5 reference and as further regulated in Sections R102.4.1 and R102.4.2. Referenced standards  
6 shall be permitted to be updated by rule making authority of the building official.

7 **Exception:** Where enforcement of a code provision would violate the conditions of the  
8 listing of the equipment or appliance, the conditions of the listing and manufacturer's  
9 instructions shall apply.

10 **R102.4.1 Conflicts.** Where conflicts occur between provisions of this code and  
11 referenced codes and standards, the provisions of this code shall apply.

12 **R102.4.2 Provisions in referenced codes and standards.** Where the extent of the  
13 reference to a referenced code or standard includes subject matter that is within the scope  
14 of this code, the provisions of this code, as applicable, shall take precedence over the  
15 provisions in the referenced code or standard.

16 **R102.5 Appendices.** Provisions of the appendices shall not apply unless specifically  
17 referenced in the adopting ordinance.

18 **R102.6 Partial invalidity.** In the event any part or provision of this code is held to be illegal  
19 or void, this shall not have the effect of making void or illegal any of the other parts or  
20 provisions.

1    **R102.7 Existing structures.** The legal occupancy of any structure existing on the date of the  
2    adoption of this code shall be permitted to continue without change, except as is specifically  
3    covered in this code, the Existing Building Code, the Property Maintenance Code, or the Fire  
4    Code, or as deemed necessary by the building official for the general safety and welfare of  
5    the occupants and the public.

6        **R102.7.1 Additions, alterations, or repairs.** Additions, alterations, or repairs to any  
7        structure shall conform to that required for a new structure without requiring the existing  
8        structure to comply with all of the requirements of this code, unless otherwise stated.  
9        Additions, alterations, repairs, and relocations shall not cause an existing structure to  
10       become unsafe or adversely affect the performance of the building.

11       **R102.7.2 Buildings not previously occupied.** A building or portion of a building that  
12       has not been previously occupied or used for its intended purpose in accordance with the  
13       laws in existence at the time of its completion shall comply with the provisions of the  
14       this code for new construction or with any current permit for such occupancy.

15       **R102.8 Matters not provided for.** Any requirements that are essential for structural, fire, or  
16       sanitary safety of an existing or proposed building or structure, or for the safety of the  
17       occupants thereof, and which are not specifically provided for by this code, shall be  
18       determined by the building official.

19       The building official shall be permitted to delegate to the Department of the President,  
20       Board of Public Service, responsibility for code compliance inspections on projects within  
21       the City limits let by the Board of Public Service or let as an Emergency Agreement. If such

1 delegation is made, that office shall certify in writing to the building official at the completion  
2 of the project that they did inspect and believe the project to comply with this code.

3 **R102.9 Buildings, structures, or premises partly within city limits.** When a building,  
4 structure, or premises is constructed partly within the City and partly within County Limits,  
5 the Building Commissioner shall be authorized to enter into agreements with the adjoining  
6 code jurisdictions to avoid duplications of inspections, fees, and permits.

7 **R102.10 Restrictions.** No building or structure shall be constructed, extended, repaired,  
8 removed, altered or occupied in violation of these provisions, except for repairs as defined in  
9 Section R105.2.2, and except further that the raising, lowering or moving of a building or  
10 structure as a unit necessitated by a change in legal grade or widening of a street shall be  
11 permitted, provided the building or structure is not otherwise altered or its occupancy  
12 changed. Political subdivisions of the State of Missouri, including but not limited to, the  
13 Board of Education, Metropolitan Sewer District, Saint Louis Housing Authority, Saint Louis  
14 Police Department, Metro Transit, Planned Industrial Expansion Authority, Land Clearance  
15 for Redevelopment Authority, Land Reutilization Authority, Saint Louis Development  
16 Corporation, and the Regional Convention and Sports Complex Authority are covered under  
17 the provisions of this code for all property within the city limits.

18 **Exceptions:**

- 19 1. Structures owned and occupied by the United States of America or the State of  
20 Missouri.
- 21 2. City of Saint Louis owned property located outside of the City Limits.



1 a Missouri licensed professional engineer, or, shall have a bachelors degree in an  
2 appropriately related field with Certified Building Code Official status, or, shall have a  
3 masters degree in an appropriately related field and five years experience in building  
4 code enforcement at a senior management level. The Building Commissioner shall be  
5 appointed by the Director of Public Safety.

6 **R103.3 Organization.** The building official shall appoint such numbers of architects,  
7 engineers, technical assistants, inspectors and other employees such as clerks, typists, and  
8 cashiers as shall be necessary for the administration of the codes governed by this ordinance,  
9 and as authorized by the building official in conformance with Civil Service qualifications  
10 and regulations. The building official shall be permitted to delegate appropriate subordinates  
11 to act in the exercise of the duties of this code, and they also shall be designated as building  
12 officials. The building official is authorized to designate employees as needed who shall  
13 exercise all the powers of the building official during the temporary absence or disability of  
14 the building official.

15 **R103.4 Restriction of employees.** An official or employee connected with the Division of  
16 Building and Inspection, except one whose only connection is that of a member of the Board  
17 of Building Appeals, shall not be engaged in or directly or indirectly connected with the  
18 furnishing of labor, materials, or appliances for the construction, alteration, or maintenance  
19 of a building, or the preparation of construction documents therefor, unless that person is the  
20 owner of the building, or a first degree relative of the owner of the building; nor shall such  
21 officer or employee engage in any work which conflicts with official duties or with the



1 interests of the Division of Building and Inspection.

2 Further, no Building Division employee shall be employed by or serve as an employee of  
3 any other division within the city service unless a formal request is made by the Building  
4 Commissioner to and approved by the appointing authority of that division.

## 5 SECTION R104

### 6 DUTIES AND POWERS OF THE BUILDING OFFICIAL

7 **R104.1 General.** The building official is hereby authorized and directed to enforce the  
8 provisions of this code. The building official shall have the authority to render  
9 interpretations of this code and adopt policies and procedures in order to clarify the  
10 application of its provisions. Such interpretations, policies, and procedures shall be in  
11 conformance with the intent and purpose of this code. Such policies and procedures shall not  
12 have the effect of waiving requirements specifically provided for in this code.

13 **R104.1.1 Rule making authority.** The Building Commissioner shall have authority as  
14 necessary in the interest of public health, safety, and general welfare to adopt and  
15 promulgate rules and regulations to interpret and implement the provisions of this code,  
16 to secure the intent thereof, and to designate requirements applicable because of local  
17 climatic or other conditions. Such rules shall not have the effect of waiving structural or  
18 fire performance requirements specifically provided for in this code or violating accepted  
19 engineering practice involving public safety.

20 **R104.1.2 Accepted engineering practice.** In the absence of provisions not specifically

1 contained in this code, the regulations, specifications, and standards listed under  
2 Referenced Standards shall be deemed to represent accepted engineering practice in  
3 respect to materials, equipment, systems, or methods of construction.

4 **R104.2 Applications and permits.** The building official shall receive applications; review  
5 construction documents; issue or deny permits for the erection, alteration, demolition,  
6 moving, or occupancy of buildings, structures, or premises; inspect the premises for which  
7 such permits have been issued; and enforce compliance with the provisions of this code.

8 **R104.2.1 Preliminary meeting.** When requested by the permit applicant, the building  
9 official shall meet with the permit applicant to discuss plans for the proposed work or  
10 change of occupancy prior to the application for a permit in order to establish the specific  
11 applicability of the provisions of this code.

12 **R104.2.1.1 Building evaluation.** The building official is authorized to require an  
13 existing building to be investigated and evaluated by a licensed design professional  
14 based on the circumstances agreed upon at the preliminary meeting. The design  
15 professional shall notify the building official if any potential nonconformance with  
16 the provisions of this code is identified.

17 **R104.3 Notices and orders.** The building official shall issue all necessary notices or orders  
18 to ensure compliance with this code.

19 **R104.4 Inspections.** The building official is authorized to make all of the required  
20 inspections, or the building official shall have the authority to accept reports of inspection by

1 approved agencies or individuals. Reports of such inspections shall be in writing and  
2 certified by a responsible officer of such approved agency or by the responsible individual.  
3 The building official is authorized to engage such expert opinion as deemed necessary to  
4 report upon unusual technical issues that arise, subject to the approval of the appointing  
5 authority. The owner shall provide such special inspections as are required by the building  
6 official.

7 **R104.5 Identification.** The building official shall carry proper identification when  
8 inspecting structures, or premises in the performance of duties under this code.

9 **R104.6 Right of entry.** Where it is necessary to make an inspection to enforce the  
10 provisions of this code or where the building official has reasonable cause to believe that  
11 there exists in a structure or upon a premises a condition which is contrary to or in violation  
12 of this code which makes the structure or premises unsafe, dangerous, or hazardous, the  
13 building official or designee is authorized to enter the structure or premises at reasonable  
14 times to inspect or perform the duties imposed by this code, provided that if such structure be  
15 occupied that credentials be presented to the occupant and entry requested. If such structure  
16 or premises be unoccupied, the building official shall first make a reasonable effort to locate  
17 the owner, owner's authorized agent, or other person having charge or control of the structure  
18 or premises and request entry. If entry is refused, the building official shall have recourse to  
19 the remedies provided by law to secure entry.

20 **R104.6.1 Disasters.** In the event of a disaster such as windstorm, tornado, flood, fire,  
21 earthquake, bomb blast, or explosion, the building official is hereby authorized to enter

1 and inspect structures within the affected area, subject to constitutional restrictions on  
2 unreasonable searches and seizures. When, in the opinion of the building official, there  
3 is imminent danger of an unsafe condition, the building official shall take emergency  
4 measures in accordance with this code. If the building official determines, after  
5 inspection, that a structure is unfit, the building official shall declare it a public nuisance,  
6 cause a report to be prepared, and notify the affected parties in accordance with this code.

7 **R104.6.1.1 Post-disaster inspections.** The building official is authorized to deputize  
8 Missouri Structural Assessment and Visual Evaluation (SAVE) Volunteer Inspectors  
9 certified by the Missouri State Emergency Management Agency (SEMA) to conduct  
10 emergency post-disaster safety evaluations of buildings.

11 **R104.7 Department Records.** An official record shall be kept of all business and activities  
12 of the department specified in the provisions of this code, and all such records shall be open  
13 to public inspection at all appropriate times.

14 A reasonable charge shall be established for making copies of documents. If staff time is  
15 required to assemble requested data, an estimate shall be made of personnel charges,  
16 including fringe benefits, and a signed agreement made prior to undertaking such projects.  
17 The Division of Building and Inspection is not obligated to assemble data into formats that it  
18 does not use or need in the ordinary prosecution of its work.

19 Further, whenever any person, firm, or corporation requests a comprehensive historical  
20 investigation of the Division of Building and Inspection records relating to building or  
21 occupancy permits, an application fee of \$25 shall be charged as specified in Section 108.2.1

1 in addition to all other fees as provided in other sections of this code.

2 **R104.8 Liability.** The building official, member of the Board of Building Appeals, or  
3 employee charged with the enforcement of this code, while acting for the City of Saint Louis  
4 in good faith and without malice in the discharge of the duties required by this code or other  
5 pertinent law or ordinance, shall not thereby be rendered civilly or criminally liable  
6 personally and is hereby relieved from personal liability for any damage accruing to persons  
7 or property as a result of any act or by reason of an act or omission in the discharge of official  
8 duties.

9 **R104.8.1 Legal defense.** Any suit or criminal complaint instituted against an officer or  
10 employee because of an act performed by that officer or employee in the lawful discharge  
11 of duties and under the provisions of this code shall be defended by the City of Saint  
12 Louis City Counselor's Office until the final termination of the proceedings. The  
13 building official or any subordinates shall not be liable for cost or judgment in any action,  
14 suit or proceeding that is instituted in pursuance of the provisions of this code; and any  
15 employee of the Division of Building and Inspection, acting in good faith and without  
16 malice, shall be free from liability for acts performed under any of its provisions or by  
17 reason of any act or omission in the performance of official duties in connection  
18 therewith.

19 The above protection shall also extend to former employees for work performed during  
20 their period of employment with the City of Saint Louis.

21 **R104.9 Approved materials and equipment.** Materials, equipment, and devices approved

1 by the building official shall be constructed and installed in accordance with such approval.

2 **R104.9.1 Used materials and equipment.** The use of used materials which meet the  
3 requirements of this code for new materials is permitted. Used equipment and devices  
4 shall not be reused unless they have been reconditioned, tested, and placed in good and  
5 proper working condition and approved by the building official.

6 **R104.10 Modifications.** Wherever there are practical difficulties involved in carrying out  
7 provisions of this code, the building official shall have the authority to grant modifications  
8 for individual cases, upon application of the owner or owner's representative, provided the  
9 building official shall first find that special individual reason makes the strict letter of this  
10 code impractical and the modification is in compliance with the intent and purpose of this  
11 code and that such modification does not lessen health, life, and fire safety or structural  
12 requirements. The details of action granting modifications shall be recorded and entered in  
13 the files of the Division of Building and Inspection.

14 **R104.10.1 Flood hazard areas.** The building official shall not grant modifications to  
15 any provisions required in flood hazard areas unless a determination has been made that:

- 16 1. There is good and sufficient cause showing that the unique characteristics of the  
17 size, configurations, or topography of the site render the elevation standards of  
18 this code inappropriate.
- 19 2. Failure to grant the modification would result in exceptional hardship by  
20 rendering the lot undevelopable.
- 21 3. The granting of modification will not result in increased flood heights, additional

1 threats to public safety, or extraordinary public expense; cause fraud on or  
2 victimization of the public; or conflict with existing laws or ordinances.

3 4. The modification is the minimum necessary to afford relief considering the flood  
4 hazard.

5 5. Written notice has been submitted to the applicant specifying the difference  
6 between the design flood elevation and the elevation to which the building is to  
7 be built, stating that the cost of flood insurance will be commensurate with the  
8 increased risk resulting from the reduced floor elevation, and stating that  
9 construction below the design flood elevation increases risks to life and property.

10 **R104.11 Alternative materials, design, and methods of construction, and equipment.**

11 The provisions of this code are not intended to prevent the installation of any material or to  
12 prohibit any design or method of construction not specifically prescribed by this code,  
13 provided any such alternative has been approved. An alternative material, design or method  
14 of construction shall be approved where the building official finds that the proposed design is  
15 satisfactory and complies with the intent of the provisions of this code, and that the material,  
16 method, or work offered is, for the purpose intended, at least the equivalent of that prescribed  
17 in this code in quality, strength, effectiveness, fire resistance, durability, and safety.

18 **R104.11.1 Research reports.** Supporting data, where necessary to assist in the approval  
19 of materials or assemblies not specifically provided for in this code, shall consist of valid  
20 research reports from approved sources.

21 **R104.11.2 Tests.** Whenever there is insufficient evidence of compliance with the

1 provisions of this code, or evidence that a material or method does not conform to the  
2 requirements of this code, or in order to substantiate claims for alternative materials or  
3 methods, the building official shall have the authority to require tests as evidence of  
4 compliance to be made at no expense to the jurisdiction. Test methods shall be as  
5 specified in this code or by other recognized test standards. In the absence of recognized  
6 and accepted test methods, the building official shall approve the testing procedures.  
7 Tests shall be performed by an approved agency. Reports of such tests shall be retained  
8 by the building official for the period required for the retention of public records.

9 **R104.11.3 Research and investigations.** The building official shall require that  
10 sufficient technical data be submitted to substantiate the proposed use of any material or  
11 assembly, and if it is determined that the evidence submitted is satisfactory proof of  
12 performance for the use intended, the building official shall approve its use subject to the  
13 requirements of this code. The costs of all tests, reports and investigations required  
14 under these provisions shall be paid by the applicant or owner.

15 **R104.12 Annual report.** The Building Commissioner shall submit to the Director of Public  
16 Safety a written annual report.

17 **SECTION R105**

18 **PERMITS**

19 **R105.1 Required.** Any owner or owner's authorized agent who intends to perform site  
20 grading or excavation; to construct, enlarge, alter, make non-ordinary repairs to, move, or



1 demolish a building or structure; to change the occupancy of a building, structure, or  
2 premises from one use group to another or to change to a prohibited use; or to cause any such  
3 work to be done; or to use explosives for blasting in connection with demolition, excavation,  
4 construction, or other building operation shall first make application to the building official  
5 and obtain the required permits.

6 **Exception:** No permit shall be issued to repair any building or structure condemned in  
7 accordance with Section R119 or R120 if such building or structure is included in an  
8 executed contract for demolition between the City of Saint Louis and a demolition  
9 contractor.

10 **R105.1.1 Preservation Board permit requirements.** When the ordinances of the  
11 Cultural Resources Office (CRO) of the Planning and Urban Design Agency (PUDA)  
12 require a permit for items for which this code does not require a permit, applications shall  
13 be permitted to be taken by the Division of Building and Inspection and processed solely  
14 to the Cultural Resources Office. Both the Building Commissioner and the Cultural  
15 Resources Office Director are authorized to place stop work orders. Any appeals or court  
16 actions resulting from such citations, applications, or permits shall have technical and  
17 aesthetic testimony from the Preservation Board and the staff of the Cultural Resources  
18 Office.

19 **R105.1.2 Cultural Resources Office denial.** Unless overruled by the Building  
20 Commissioner as a result of an emergency situation or the Planning and Urban Design  
21 Commission, a denial from the Preservation Board shall be the final denial; no further

1 notice from the building official shall be required to any person.

2 **105.2 Work exempt from permit.** Exemptions from permit requirements of this code shall  
3 not be deemed to grant authorization for any work to be done in any manner in violation of  
4 the provisions of this code or any other laws or ordinances of the City of Saint Louis.

5 Permits shall not be required for the following:

- 6 1. Tuckpointing, ordinary or minor repair to exterior masonry, exterior painting, or  
7 similar repair or finish work;
- 8 2. Repair or replacement of existing gutters or above-grade portions of downspouts;
- 9 3. Recovering or replacing roof covering with the same type of roof covering to a  
10 maximum of two layers of roofing. Roofs having a pitch of ¼:12 or greater but less  
11 than 4:12 (low slope roof) shall provide positive drainage. Replacement of 25% or  
12 less of roof sheathing;
- 13 4. Resealing or restriping of an existing paved parking parking lot, provided the  
14 restriping done matches the existing configuration and the number of spaces remain  
15 the same. A permit is required to re-stripe a parking lot for a new parking space and  
16 drive arrangement or configuration;
- 17 5. Miscellaneous site work, landscaping, gardens, shrubbery, or planting boxes;  
18 excavation or fill that does not create a permanent change in property elevation of  
19 more than six inches along property lines, block drainage, or create erosion or  
20 damage to adjacent properties;
- 21 6. Replacement of existing fencing of the same height, material, and location except  
22 when enclosing swimming pools, hot tubs, or spas;

- 1       7. Retaining walls eighteen inches or less in height above lowest adjacent grade;
- 2       8. Tents smaller than 1,000 square feet, or those used for private family events on the
- 3             same lot as the owner's residence;
- 4       9. Statues on private property, erected on grade, not attached to or part of a building or
- 5             structure;
- 6       10. Relining, repairing, patching or shotcreting existing swimming pool walls or floors
- 7             provided required minimum water depths under diving boards, if present, are
- 8             maintained;
- 9       11. Ordinary or minor repairs to exterior cantilevered balconies, decks, stairs, and fire
- 10            escapes such as patching or replacing small areas of treads, risers, and platform
- 11            surfaces; repairing or replacing components such as handrails, tread and riser,
- 12            guardrail balusters, etc. on existing balconies, stairs and decks with like-for-like
- 13            materials as long as it does not affect the structural components of the exterior
- 14            cantilevered balconies, decks, stairs, or fire escapes;
- 15       12. Interior painting, floor sanding and refinishing, floor tile or carpeting, replacement of
- 16            flooring with like material, application of wallpaper and other wall covering material,
- 17            moveable cases, counters and partitions, and cabinet installation, counter tops, and
- 18            similar finish work;
- 19       13. Plaster patching or gypsum board replacement not exceeding 25% of the total wall or
- 20            ceiling area of a room or space provided the fire rating and moisture resistance is
- 21            maintained and no modifications are made;
- 22       14. Wall paneling of any type when applied directly to existing room wall surfaces;

- 1 15. Installing or replacing ceiling tile of any type, other than foam plastic, when applied  
2 directly to existing ceiling surfaces, except when within assembly rooms with more  
3 than 300 occupants, institutional rooms or spaces, and corridors or exit stairways of  
4 any use. Replacing damaged lay-in ceiling panels with like materials up to 25% of a  
5 room or space and a maximum of 500 square feet;
- 6 16. Nonfixed or moveable fixtures, cases, racks, counters and partitions not over 5 feet  
7 nine inches in height;
- 8 17. Foundation and floor slab repair such as patching/filling of cracks of up to ¼ inch in  
9 walls and ⅜ inch in slabs, waterproofing, etc., provided the building is otherwise  
10 structurally sound and plumb.

11 Additionally, for 1- and 2- family dwellings and multiple family properties with no more  
12 than four units, permits shall not be required for the following:

- 13 18. Swings and other backyard playground equipment including basketball goals and  
14 standards;
- 15 19. New aluminum, steel, fiber cement, hardboard, or vinyl exterior siding with no  
16 change to existing openings. Replacement of 25% or less of the wall sheathing;
- 17 20. Application of pre-finished aluminum, steel, vinyl, or like materials on soffits, fascia  
18 boards, rake boards, or overhangs;
- 19 21. Replacement or repair of exterior or interior doors or frames, provided the fire rating,  
20 when applicable, is maintained, and no modification is made to the opening;
- 21 22. Replacement or repair of existing windows and frames, whenever no modification is  
22 made to the opening; installation of storm windows and doors, whenever no

- 1 modification is made to the opening; glazing and glass replacement;
- 2 23. Awnings which do not project over property lines, and not over 40 square feet in  
3 projected area;
- 4 24. Exterior ramps, stairs, or steps which are on grade and not more than twelve inches  
5 above adjacent grade, not attached to the structure, and within property lines;
- 6 25. Sidewalks and driveways within property lines; paved areas on the same lot as the  
7 primary structure, without roofs, covers, or enclosures; concrete patio slabs or  
8 wooden patios/decks which rest directly on the ground or a rock base, provided that  
9 they are not covered by a roof or canopy, not supported by any type of permanent  
10 foundation, and a maximum of twelve inches above adjacent grade;
- 11 26. Small detached accessory buildings, such as utility/storage/tool sheds, cabanas, play  
12 houses, etc., 120 square feet in area or less and less than twelve feet in height,  
13 provided the utility shed is placed on and anchored to a minimum four inch thick  
14 concrete slab and maintains the setbacks required by the Zoning Ordinance. This  
15 does not include accessory buildings having unique uses such as barbeque or smoke  
16 houses, storage of fuel or other hazardous material, structures containing fuel fired  
17 equipment, and other uses that present an increased fire hazard or nuisance to  
18 adjoining property. A permit is required for all buildings housing these types of uses  
19 exceeding 50 square feet in area;
- 20 27. Residential accessory structures such as arbors, garden trellises, or other minor  
21 structures, provided such structures maintain the setbacks required by the Zoning  
22 Ordinance;

1 28. Non-dish radio or television antennae twelve feet or less in height, mounted on the  
2 ground, not in the front yard area, attached to, or on the roof of a building. Dish  
3 antennas two feet in diameter or less installed on grade or on the roof, provided such  
4 antennae maintain the setbacks required by the Zoning Ordinance;

5 29. Above-ground swimming pools, or hot tubs or spas placed on a slab. Also, in-ground  
6 swimming pools with less than 24 inches water depth with a surface area of less than  
7 250 square feet. All pools, hot tubs, and spas shall maintain the setbacks required by  
8 the Zoning Ordinance;

9 30. Installation of battery-operated smoke detectors.

10 **Exceptions:**

- 11 1. Work involving repair of flood, earthquake, or other natural disaster damage.
- 12 2. A Flood Plain Development Permit is still required to be obtained if the site is  
13 located in the flood plain areas defined by FEMA.
- 14 3. Ordinary repairs or minor work to buildings and structures which fall under the  
15 purview of the Cultural Resource Office requiring "Cultural Resource Office  
16 Only" permits.

17 **R105.2.1 Emergency repairs.** Where equipment replacements and repairs must be  
18 performed in an emergency situation, the permit application shall be submitted within the  
19 next working business day to the building official.

20 **R105.2.2 Repairs.** Application or notice to the building official is not required for  
21 ordinary repairs to structures, replacement of lamps, or the connection of approved

1 portable electrical equipment to approved permanently installed receptacles. Such  
2 repairs shall not include the cutting away of any wall, partition, or portion thereof; the  
3 removal or cutting of any structural beam or load bearing support; or the removal or  
4 change of any required means of egress or rearrangement of parts of a structure affecting  
5 the egress requirements. Ordinary repairs also shall not include addition to or alteration,  
6 replacement, or relocation of any water supply, sewer, drainage, drain leader, gas, soil,  
7 waste, vent, or similar piping; electric wiring; or mechanical or other work affecting  
8 public health or general safety.

9 **R105.2.3 Public service agencies.** A permit shall not be required for the installation,  
10 alteration, or repair of generation, transmission, distribution, metering, or other related  
11 equipment that is under the ownership and control of public service agencies by  
12 established right.

13 **R105.2.4 Damaged building repair.** Buildings that are determined by the building  
14 official to have sustained light building damage due to fire, earthquake, wind, flood, or  
15 other natural disasters shall require a building permit for repairs. The building permit  
16 application will include construction drawings showing the scope of work and a report  
17 prepared, sealed, signed, and dated by a Missouri licensed design professional stating that  
18 the building damage is light with no structural damage. Construction drawings may be  
19 prepared by a person who is not a Missouri licensed design professional.

20 Buildings that are determined by the building official to have sustained moderate or  
21 serious building damage or structural damage due to fire, earthquake, wind, flood, or

1 other natural disasters shall require a building permit for repairs. The building permit  
2 application will include construction documents prepared, sealed, signed, and dated by a  
3 Missouri licensed design professional.

4 **R105.2.4.1 Condemned for occupancy or condemned for demolition building**  
5 **repair.** Repairs to buildings that are determined by the building official to be  
6 condemned for occupancy or condemned for demolition shall require a building  
7 permit with construction documents prepared, sealed, and signed by a Missouri  
8 licensed design professional.

9 **R105.2.5 Maintenance.** All buildings, structures, and premises and all parts thereof,  
10 both existing and new, shall be maintained in a safe and sanitary condition. All service  
11 equipment, means of egress, devices, and safeguards required by this code or a previous  
12 code or ordinance at the time a building or structure was erected, altered, or repaired shall  
13 be maintained in good working order.

14 **R105.2.6 Owner responsibility.** The owner(s) or the owner's agent shall be responsible  
15 for the safe and sanitary maintenance of the building, structure or premises and its means  
16 of egress facilities at all times.

17 **R105.3 By whom application is made.** Application for a permit shall be made by the owner  
18 or lessee of the building or structure, or agent of either, or by the Missouri licensed design  
19 professional employed in connection with the proposed work. The full names, addresses,  
20 and telephone numbers of the owner, lessee, and applicant shall be stated in the application.  
21 Every application shall have a local contact person listed. Demolition and occupancy permit



1 applications, when applied for by anyone other than the owner of record, shall be  
2 accompanied by a notarized letter of authorization or other documentation from the owner of  
3 record granting permission to apply.

4 **R105.3.1 Application for permit.** To obtain a permit, the applicant shall first file an  
5 application on a form furnished by the Division of Building and Inspection for that  
6 purpose. Such application shall:

- 7 1. Identify and describe the work to be covered by the permit for which application  
8 is made.
- 9 2. Describe the land on which the proposed work is to be done by legal description,  
10 street address, or similar description that will readily identify and definitely locate  
11 the proposed building or work.
- 12 3. Indicate the use and occupancy for which the proposed work is intended.
- 13 4. Be accompanied by construction documents and other information as required in  
14 Section R107.
- 15 5. State the estimated cost of construction of the proposed work.
- 16 6. Be signed by the applicant, or the applicant's authorized agent.
- 17 7. Give such other data and information as required by the building official.

18 **R105.3.2 Action on application.** The building official shall examine or cause to be  
19 examined applications for permits and amendments thereto. If the application or the  
20 construction documents do not conform to the requirements of all pertinent laws, the  
21 building official shall reject such application in writing, stating the reasons therefor. If

1 the building official is satisfied that the proposed work conforms to the requirements of  
2 this code and laws and ordinances applicable thereto, the building official shall issue a  
3 permit. The building official shall rely upon other City agencies to review for  
4 compliance with their ordinance requirements.

5 **R105.3.2.1 Determination of substantially improved or substantially damaged**  
6 **existing buildings in flood hazard areas.** For applications for reconstruction,  
7 rehabilitation, addition, alteration, repair, or other improvement of existing buildings  
8 or structures located in a flood hazard area, the building official shall examine the  
9 construction documents and shall make a determination of the value of the proposed  
10 work. For buildings that have sustained damage of any origin, the value of the  
11 proposed work shall include the cost to repair the building or structure to its pre-  
12 damage condition. If the building official finds that the value of the proposed work is  
13 50% or more of the market value of the building or structure before the damage has  
14 occurred or the improvement is started, the proposed work shall be considered a  
15 substantial improvement or restoration of substantial damage and the building official  
16 shall require existing portions of the entire building or structure to meet the  
17 requirements of this code.

18 Where the building or structure has sustained substantial damage, repairs  
19 necessary to restore the building or structure to its pre-damaged condition shall be  
20 considered substantial improvements regardless of the actual repair work performed.

21 The term shall not include either of the following:

22 1. Improvements to a building or structure that are required to correct existing

- 1 health, sanitary, or safety code violations identified by the building official  
2 and that are the minimum necessary to ensure safe living conditions.
- 3 2. Any alteration of a historic building or structure provided that the alteration  
4 will not preclude the continued designation as a historic building or structure.
- 5 2.1 Listed or preliminarily determined to be eligible for listing in the National  
6 Register of Historic Places; or
- 7 2.2 Determined by the Secretary of the U.S. Department of Interiors as  
8 contributing to the historical significance of a registered historic district  
9 or a district preliminarily determined to qualify as an historic district; or
- 10 2.3 Designated as historic under a state or local historic preservation program  
11 that is approved by the Department of the Interior.

12 **R105.3.3 Time limitation of application.** An application for a permit for any proposed  
13 work shall be deemed to have been abandoned six months after the date of filing, unless  
14 such application has been pursued in good faith or a permit has been issued; except that  
15 the building official is authorized to grant one or more extensions of time for additional  
16 periods not exceeding 90 days each if the building official deems that there is reasonable  
17 cause and if a written request is received from the applicant for the extension prior to the  
18 expiration date.

19 **R105.3.4 Time limitation on approval.** When an application for a permit has been  
20 approved by the building official and a permit has not been issued, the application shall  
21 be deemed to have been abandoned three months after the approval date. A notice of

1 abandonment shall be sent to the applicant of record at least two weeks prior to the  
2 abandonment of the application.

3 Applicants who have a record of abandoned permit applications shall be required on  
4 all future permits to pay the application fee and the full permit fee upon application until  
5 such time as the abandoned permits have been reapplied for and approved and all  
6 applicable fees have been paid.

7 **R105.3.5 Action on application for permit to use explosives.** When it is deemed  
8 proper, safe and advisable, the building official shall, upon receipt of application, issue  
9 permits for the use of explosives for blasting in connection with demolition, excavation,  
10 construction or other building operations. Without such permit, the use of explosives for  
11 the above-mentioned purposes is hereby prohibited. Additional permits shall be required  
12 under the Fire Code.

13 ~~[R105.3.7]~~ **R105.3.6 Information on the permit.** The building official shall issue all  
14 permits required by this code on an approved form furnished for that purpose. The  
15 permit shall contain a general description of the operation or occupancy and its location  
16 and any other information required by the building official. Issued permits shall bear the  
17 signature of the building official or other approved legal authorization.

18 **R105.4 Validity of permit.** The issuance or granting of a permit shall not be construed to be  
19 a permit for, or an approval of, any violation of any of the provisions of this code or of any  
20 other ordinance of the City of Saint Louis. Permits presuming to give authority to violate or  
21 cancel the provisions of this code or other ordinances shall not be valid. The issuance of a

1 permit based on construction documents and other data shall not prevent the building official  
2 from requiring the correction of errors in the construction documents and other data. The  
3 building official is also authorized to prevent occupancy or use of a structure where in  
4 violation of this code or any other ordinance of the City of Saint Louis.

5 **R105.5 Expiration.** All permits shall be issued in the name of the property owner of record  
6 for a period of six months unless noted otherwise. Permits shall be permitted to be extended  
7 for additional six month periods if work is progressing and a written request from the owner  
8 for the extension is received by the building official prior to the expiration of each permit.  
9 Any permit issued shall become invalid if the authorized work is not commenced within six  
10 months after issuance of the permit, or if the authorized work is suspended or abandoned for  
11 a period of six months after the time of commencing the work; except that the building  
12 official shall be permitted to grant one or more extensions of time for additional periods not  
13 exceeding six months each if the building official deems that there is reasonable cause, and if  
14 a written request is received from the owner for the extension prior to the expiration date.  
15 No permit shall be extended if, after six months from issuance of said permit, no work has  
16 begun and the Board of Aldermen has passed an ordinance that would make all or part of the  
17 work thereon illegal or unlawful.

18 Permits shall also be abandoned upon written request from the property owner of record,  
19 or if circumstances require, the Missouri licensed design professional.

20 **Exception:** Permits for demolition of buildings or structures or repair of buildings or  
21 structures condemned in accordance with either Section R119 or Section R120 and other  
22 work specifically identified by the building official, when in the best interests of the

1 public, shall become invalid after 30 days unless otherwise approved. The building  
2 official shall be permitted to grant one or more extensions of time for additional periods  
3 not exceeding 30 days each after receiving a written request from the owner explaining  
4 the reasons for failing to commence or for suspending work.

5 **R105.6 Suspension or revocation.** The building official is authorized to suspend or revoke  
6 a permit issued under the provisions of this code whenever the permit is issued in error or on  
7 the basis of incorrect, inaccurate, or incomplete information, or in violation of any ordinance  
8 or regulation or any of the provisions of this code.

9 **R105.6.1 Revocation of permits.** The building official shall be permitted to revoke a  
10 permit or approval issued under the provisions of this code in case of any false statement  
11 or misrepresentation of fact in the application or construction documents on which the  
12 permit or approval was based. The building official shall be permitted to revoke or  
13 suspend a permit upon discovery of substantial non-compliance with this code or any  
14 applicable city ordinance. Permits shall be revoked for non-payment of fees.

15 **R105.6.2 Revocation of permits for repeat offenders.** The building official shall  
16 revoke any permit or certificate associated with a building, structure or premises when an  
17 owner(s) is convicted by a court of competent jurisdiction twice within a twelve month  
18 period of being in violation of the same code provision on the same building, structure or  
19 premises.

20 **R105.7 Placement of permit.** A true copy of the building permit shall be kept on the site of  
21 operations, open to inspection during the entire time of prosecution of the work and until the

1 completion of the same.

2 **R105.8 Responsibility.** It shall be the duty of every person who performs work for the  
3 installation or repair of building, structure, electrical, gas, mechanical, or plumbing systems,  
4 for which this code is applicable, to comply with this code.

5 **R105.9 Notice of start.** At least 24 hours notice of start of work under a building permit  
6 shall be given to the building official.

7 **R105.10 Compliance with permit.** All work shall conform to the approved application and  
8 the approved construction documents for which the permit has been issued and any approved  
9 amendments to the approved application or the approved construction documents. Any  
10 addition to or alteration of approved construction documents shall be approved in advance by  
11 the building official, as evidenced by the issuance of a new or amended permit.

12

## SECTION R106

13

### FLOOR AND ROOF DESIGN LOADS

14 **R106.1 Live loads posted.** Where the live loads for which each floor or portion thereof of a  
15 commercial or industrial building is or has been designed to exceed 50 pounds per square  
16 foot, such design live loads shall be conspicuously posted by the owner in that part of each  
17 story in which they apply, using durable signs. It shall be unlawful to remove or deface such  
18 notices.

19 **R106.2 Issuance of certificate of occupancy.** A certificate of occupancy required by

1 Section 111 shall not be issued until the floor load signs required by Section 106.1 have been  
2 installed.

3 **R106.3 Restrictions on loading.** It shall be unlawful to place or cause or permit to be  
4 placed on any floor or roof of a building, structure, or portion thereof a load greater than is  
5 permitted by this code.

## 6 SECTION R107

### 7 CONSTRUCTION DOCUMENTS

8 **R107.1 Submittal documents.** The application for the permit shall be accompanied by at  
9 least five complete sets of construction drawings, one set of project specifications, one set of  
10 structural calculations, one set of the geotechnical (soils) report, and one set of site or  
11 building photographs with sufficient clarity and detailed dimensions to show the nature and  
12 character of the work to be performed. The minimum size of any sheet shall be 8 ½” x 11”  
13 and the maximum size of any sheet shall be 36” x 48”. When quality of materials is essential  
14 for conformity to this code, specific information shall be given to establish such quality.  
15 This code shall not be cited nor the term “legal” or its equivalent be used as a substitute for  
16 specific information. Construction documents containing the words “not for construction”,  
17 “preliminary”, “review set”, or their equivalent shall not be accepted for application.  
18 Construction documents marked with contractors’ “take-off” notations shall not be accepted  
19 for application.

20 If the construction documents for single family or multiple family dwelling units are



1 prepared by a Missouri licensed architect, that architect must seal, sign and date the  
2 construction documents as required by Chapter 327 of the Revised Statutes of the State of  
3 Missouri.

4 **Exception:** The building official is authorized to waive the submission of construction  
5 documents and other data not required to be prepared by a licensed design professional if  
6 it is found that the nature of the work applied for is such that review of construction  
7 documents is not necessary to obtain compliance with this code.

8 **R107.1.1 Seals.** All construction documents submitted with an application for a building  
9 permit shall be prepared by a Missouri licensed design professional as required by  
10 Chapter 327 of the Revised Statutes of the State of Missouri. All construction documents  
11 shall bear an original embossed or wet ink seal, original ink signature, and the date the  
12 documents were sealed by the Missouri licensed design professional for each discipline  
13 on the cover sheet of each set of construction documents or on the first sheet of each  
14 discipline's drawings within each set of construction documents.

15 In addition, all other sheets of the construction documents other than project  
16 specifications or calculations shall bear the original embossed, wet ink, electronic, or  
17 mechanically reproduced seal, signature, and date of the Missouri licensed design  
18 professional. Any addenda or modifications submitted for changes to the construction  
19 documents shall also bear the original embossed or wet ink seal, original ink signature,  
20 and date the documents were sealed.

21 All project specifications, calculations, reports, or other documents not considered to  
22 be construction drawings shall bear an original wet ink or embossed seal, original ink

1 signature, and the date the documents were signed by the Missouri licensed design  
2 professional for each discipline on the title or index sheet.

3 A Missouri licensed professional engineer cannot render architectural services or  
4 seal, sign and date construction documents for any residential project. This could be  
5 interpreted as the unlawful practice of architecture by a Missouri licensed professional  
6 engineer. A Missouri licensed professional engineer may prepare seal, sign and date  
7 architectural work which is incidental (insignificant, minor, etc.) to the engineering work  
8 (and vice versa). This determination shall be made on a case by case basis depending  
9 upon the full scope of the project.

10 **Exceptions:**

- 11 1. Construction documents for one- or two-family dwellings not prepared by a  
12 Missouri licensed design professional, including name, address, and  
13 telephone number of the author, .and indicating that they were not prepared  
14 by a licensed architect.
- 15 2. Construction documents for non-structural alterations to multiple-family  
16 dwellings with not more than four dwelling units not prepared by a Missouri  
17 licensed design professional, including name, address, and telephone number  
18 of the author, .and indicating that they were not prepared by a licensed  
19 architect.
- 20 3. Construction documents for owner-occupied one- or two-family dwellings  
21 prepared by the owner.

22 **R107.2 Construction Documents.** Construction documents shall be in accordance with

1 Sections R107.2.1 through R107.2.9

2 **R107.2.1 Information on construction documents.** Construction documents shall be  
3 drawn and dimensioned upon suitable material. Construction documents shall be of  
4 sufficient clarity to indicate the location, nature, and extent of the work proposed and  
5 show in detail that it will conform to the provisions of this code and relevant laws,  
6 ordinances, rules, and regulations as determined by the building official.

7 **R107.2.2 Fire protection construction drawings.** Construction drawings for the fire  
8 protection system(s) shall be submitted to show conformance with this code and the  
9 construction documents and shall be approved prior to the start of system installation.  
10 Shop drawings shall contain all information as required by the referenced installation  
11 standards in Chapter 9 of the Building Code.

12 **R107.2.3 Means of egress.** The construction documents shall show in sufficient detail  
13 the location, construction, size, and character of all portions of the means of egress in  
14 compliance with the provisions of this code.

15 **R107.2.4 Exterior wall envelope.** Construction documents for all buildings shall  
16 describe the exterior wall envelope in sufficient detail to determine compliance with this  
17 code. The construction documents shall provide details of the exterior wall envelope as  
18 required, including flashing, intersections with dissimilar materials, corners, end details,  
19 control joints, intersections at roof, eaves, or parapets, means of drainage, water-resistive  
20 membrane, and details around openings.

21 The construction drawings shall include manufacturing installation instructions that

1 provide supporting documentation that the proposed penetration and opening details  
2 described in the construction documents maintain the weather resistance of the exterior  
3 wall envelope. The supporting documentation shall fully describe the exterior wall  
4 system which was tested, where applicable, as well as the test procedure used.

5 **R107.2.5 Site plan.** The construction documents submitted with the application for  
6 permit shall be accompanied by a site plan showing to scale the size and location of new  
7 construction and existing structures on the site, distances from lot lines, the established  
8 street grades and the proposed finished grades, and, as applicable, flood hazard areas,  
9 floodways, and design flood elevations; and it shall be drawn in accordance with an  
10 accurate boundary line survey. In the case of demolition, the site plan shall show  
11 construction to be demolished and the location and size of existing structures and  
12 construction that are to remain on the site or plot. The building official is authorized to  
13 waive or modify the requirements for a site plan when the application for permit is for  
14 alteration or repair or when otherwise warranted.

15 **R107.2.5.1 Change in site plan.** A lot shall not be changed, increased, or  
16 diminished in area from that shown on the official site plan until a revised site plan is  
17 resubmitted showing such changes accompanied by proof that the documents have  
18 been filed in the Recorder of Deeds Office and approved under the Zoning  
19 Ordinance; except that such revised site plan will not be required if the change is  
20 caused by reason of an official street or alley opening, street widening, or other public  
21 improvement.

1       **R107.2.6 Structural information.** For other than one- and two-family dwellings or  
2 existing multiple-family dwellings with no more than four units, the construction  
3 documents shall provide the information specified in Section 1603 of the Building Code.

4       **R107.2.7 Manufacturer’s installation instructions.** Manufacturer’s installation  
5 instructions, as required by this code, shall be available on the job site at the time of  
6 inspection.

7       **R107.2.8 Information of braced wall design.** For buildings and structures utilizing  
8 braced wall design, and where required by the building official, braced wall lines shall be  
9 identified on the construction documents. Pertinent information including, but not  
10 limited to, bracing methods, location and length of braced wall panels, and foundation  
11 requirements of braced wall panels at top and bottom shall be provided.

12       **R107.2.9 Information for construction in flood hazard areas.** For buildings and  
13 structures located in whole or in part in flood hazard areas, construction documents shall  
14 include:

- 15           1. Delineation of flood hazard areas, floodway boundaries, and flood zones, and the  
16           design flood elevation, as appropriate;
- 17           2. The elevation of the proposed lowest floor, including basement; in areas of  
18           shallow flooding (AO zones), the height of the proposed lowest floor, including  
19           basement, above the highest adjacent grade;
- 20           3. The elevation of the bottom of the lowest horizontal structural member in coastal  
21           high hazard areas (V zone); and

1           4. If design flood elevations are not included on the community’s Flood Insurance  
2           Rate Map (FIRM), the building official and the applicant shall obtain and  
3           reasonably utilize any design flood elevation and floodway data available from  
4           other sources.

5       **R107.3 Examination of documents.** The building official shall examine or cause to be  
6       examined the construction documents for code compliance.

7       **R107.3.1 Approval of construction documents.** The building official shall stamp three  
8       sets of construction documents “APPROVED”, and at least one set of such approved  
9       construction documents shall be retained by the building official and one set shall be kept  
10       at the building site, open to the inspection of the building official or an authorized  
11       representative at all reasonable times. If additional “APPROVED” sets are required by  
12       the applicant, a charge shall be made as listed in Table 109.3.1.

13       **R107.3.2 Previous approvals.** This code shall not require changes in the construction  
14       documents, construction or designated occupancy of a building or structure for which a  
15       lawful permit has been heretofore issued or otherwise lawfully authorized, and the  
16       construction of which has been actively prosecuted in good faith within 180 days after  
17       the effective date of this ordinance and has not been abandoned. When the codes  
18       adopted by the City of Saint Louis change from one edition to another, the work shall be  
19       permitted to be completed under the codes in effect when the permit for said work was  
20       originally issued.

21       **R107.3.2.1 Code transition.** Unless requirements imposed by Federal law or State

1 statute have changed, permits applied for within six months of the effective date of  
2 this ordinance shall be permitted to be reviewed and approved under the former code  
3 if there is written evidence of a preliminary plan exam review of the project under the  
4 former code. The cover sheet of the construction documents shall show under which  
5 code the project was designed.

6 **R107.3.3 Phased approval.** The building official is authorized to issue a permit for the  
7 construction of foundations or any other part of a building or structure before the  
8 construction documents for the whole building or structure have been submitted,  
9 provided that adequate information and detailed statements have been filed complying  
10 with pertinent requirements of this code. The holder of such permit for the foundation or  
11 other parts of a building or structure shall proceed at the holder's own risk with the  
12 building operation and without assurance that a permit for the entire structure will be  
13 granted.

14 **R107.3.4 Design professional in responsible charge.** When it is determined that  
15 documents be prepared by a Missouri licensed design professional, the building official  
16 shall be authorized to require the owner or the owner's authorized agent to engage and  
17 designate on the building permit application a Missouri licensed design professional who  
18 shall act as the Missouri licensed design professional in responsible charge. If the  
19 circumstances require, the owner or the owner's authorized agent shall designate a  
20 substitute Missouri licensed design professional in responsible charge who shall perform  
21 the duties required of the original Missouri licensed design professional in responsible

1 charge. The building official shall be notified in writing by the owner or the owner's  
2 authorized agent if the Missouri licensed design professional in responsible charge is  
3 changed or is unable to continue to perform the duties.

4 The Missouri licensed design professional in responsible charge shall be responsible  
5 for reviewing and coordinating submittal documents prepared by others, including  
6 phased and deferred submittal items, for compatibility with the design of the building.

7 Where structural observation is required by Section 1710 of the Building Code, the  
8 inspection program shall name the individual or firms who are to perform structural  
9 observation and describe the stages of construction at which structural observation is to  
10 occur. See also duties specified in Section 1704 of the Building Code.

11 **R107.3.4.1 Deferred submittals.** For the purposes of this section, deferred  
12 submittals are defined as those portions of the design that are not submitted at the  
13 time of the application and that are to be submitted to the building official within a  
14 specified period.

15 Deferral of any submittal items shall have the prior approval of the building  
16 official. The Missouri licensed design professional in responsible charge shall list  
17 the deferred submittals on the construction documents for review by the building  
18 official.

19 The Missouri licensed design professional in responsible charge shall review the  
20 deferred submittal items and forward them to the building official with a notation  
21 indicating that they have been reviewed and found to be in general conformance with  
22 the design of the building. The deferred submittal items shall not be installed until



1 their design and submittal documents have been approved by the building official.

2 **R107.3.4.2 Engineering details.** The building official shall require to be filed  
3 adequate details of structural, plumbing, mechanical, and electrical work including  
4 computations, loadings, and structural analysis and other essential technical data. All  
5 construction documents shall bear an original embossed or wet ink seal, original ink  
6 signature and the date the documents were sealed by the Missouri licensed design  
7 professional responsible for the design as required by State Statute. Such  
8 calculations shall be permitted to be accepted by the building official as complying  
9 with the conditions of this code without the need to verify the calculations or their  
10 engineering analysis.

11 **R107.4 Amended construction documents.** Work shall be installed in accordance with the  
12 approved construction documents. Any changes to the approved scope of work shall be  
13 submitted for approval as an addendum to the approved construction documents.

14 **SECTION R108**  
15 **TEMPORARY STRUCTURES AND USES**

16 **R108.1 General.** The building official is authorized to issue a permit for temporary  
17 structures and temporary uses. Such permits shall be limited as to time of service, but shall  
18 not be permitted for more than 180 days. The building official is authorized to grant  
19 extensions for demonstrated cause.

1 **R108.2 Conformance.** Temporary construction and uses shall conform to the structural  
2 strength, fire safety, means of egress, light, ventilation, and sanitary requirements of this code  
3 as necessary to insure the public health, safety, and general welfare.

4 **R108.3 Temporary power.** The building official is authorized to give permission to  
5 temporarily supply and use power in part of an electric installation before such installation  
6 has been fully completed and the final certificate of completion has been issued. The part  
7 covered by the temporary certificate shall comply with the requirements specified for  
8 temporary lighting, heat or power in the Electrical Code.

9 **R108.4 Termination of approval.** The building official is hereby authorized to terminate  
10 such permit for a temporary structure or use and to order the temporary structure or use to be  
11 discontinued.

## 12 **SECTION R109**

### 13 **FEES**

14 **R109.1 General.** No permit, certificate, or inspection report required by the provisions of  
15 this code shall be released or issued until the fees listed in this section have been paid to the  
16 City of Saint Louis; nor shall an amendment to a permit be released until the additional fees  
17 have been paid. In collecting said fees, the building official is authorized to accept personal  
18 checks as payment; however, non-payment by said checking account shall be considered as a  
19 violation of this code and is cause for suspension or revocation of permits, certificates, or  
20 reports issued or released for such personal check payment. If a permit is suspended or

1 revoked for non-payment of a fee or for insufficient funds, an additional \$25 shall be  
2 collected to cover administrative costs.

3 **R109.1.1 Fees other than herein prescribed.** The payment of fees listed in this section  
4 shall not relieve the applicant or holder of any permit or any certificate of occupancy  
5 from the payment of other fees which shall be prescribed by law or ordinance for water  
6 taps, sewer connections, plumbing permits, mechanical permits, electrical permits,  
7 sprinkler permits, fire alarm permits, or fees for inspections or other privileges or  
8 requirements, both within and without the jurisdiction of the Division of Building and  
9 Inspection.

10 **R109.2 Schedule of permit fees.** Fees for permits for construction shall be as established as  
11 follows:

12 **R109.2.1 Application fee.** An application fee is an administrative charge made for  
13 processing permit applications, preparing a Certificate of Flood Plain Status, or  
14 conducting a Building Line Survey and shall be as listed in Table R109.3.1.

15 **R109.2.2 New construction and additions.** The building permit fee for new  
16 construction and additions will be based on the total estimated cost of construction, and  
17 shall be charged at the rate listed in Table R109.3.1 for new construction and additions.  
18 For the purpose of determining a fee, total construction costs shall include all costs for  
19 normal site preparation including grading, excavation, and backfill; structural work;  
20 interior and exterior finishes; and plumbing, mechanical, and electrical work. The  
21 following shall be permitted to be excluded from total construction costs: the cost to

1 install sprinkler, standpipe, and fire alarm systems; and signs.

2 **R109.2.3 Miscellaneous structures and site work.** The fee for a permit for, including  
3 but not limited to, retaining walls, fences and site-work (including parking lots) shall be  
4 based on the estimated total cost of the construction at the rate listed in Table R109.3.1.

5 **R109.2.4 Alterations and repairs.** The fee for a permit for alterations or repairs to a  
6 building or structure shall be based on the estimated total cost of said alterations or  
7 repairs and shall be charged at the rate listed in Table R109.3.1.

8 **R109.2.5 Tanks, devices, etc.** The fee for a permit for the installation of a tank, device,  
9 equipment, or other structure or facility shall be as listed in Table R109.3.1.

10 **R109.2.6 Tents, amusement booths.** The fee for a permit for the construction,  
11 installation, or erection of a tent or amusement booth shall be as listed in Table R109.3.1.

12 This shall include all those for private parties, picnics, carnivals, circuses, or traveling  
13 exhibitions.

14 **R109.2.7 Moving of buildings.** The fee for a permit to move a building or structure  
15 from one lot to another, or to a new location on the same lot, shall be as listed in Table  
16 R109.3.1. In the event that a building or structure is to be moved from a point within the  
17 City of Saint Louis to a point outside the city, the fee for the moving permit shall be  
18 based on the estimated total cost of restoration of the original site to a safe and  
19 satisfactory condition plus that portion of the moving cost which covers the journey to  
20 the city limits. In the event that a building or structure is to be moved from the outside of

1 the City of Saint Louis to a point inside the city limits, the fee for the moving permit shall  
2 be based on the estimated total cost of the portion of the journey from the city limits to  
3 the site of re-erection.

4 **R109.2.7.1 New foundations.** Before any building or structure is moved to a new  
5 foundation, a separate building permit shall be obtained for the construction of said  
6 new foundation; the fee for the permit for said foundation shall be as listed in Table  
7 R109.3.1. In addition, all additional electrical, mechanical, and plumbing permits  
8 shall be obtained.

9 **R109.2.8 Explosives.** The fee for a permit for the use of explosives for blasting in  
10 connection with demolition, excavation, construction, or other building operations shall  
11 be as listed in Table R109.3.1. When a blasting operation consists of a series of blasts at  
12 intervals of distance, such as blasting a trench for the installation of utilities, and the  
13 extent of the blasting operations exceeds 250 feet in length, the fee for a permit shall be  
14 charged for the first 250 feet of the operation with an additional fee for each additional  
15 250 feet or any portion thereof. The fee for a permit for the use of explosives shall cover  
16 the issuance of the permit and shall also cover pre-blasting survey inspection and post-  
17 blasting survey inspection of all property within 250 feet of the blasting operation. In  
18 addition, a separate permit shall be required under the Fire Code for the transportation,  
19 storage, or use of explosives.

20 **R109.2.9 Addendum to permit.** Fees for addendums to issued permits shall be as  
21 follows:

- 1           1. Where an addendum includes work that will increase the construction cost of the  
2           complete project, the fee listed in Table R109.3.1 shall be calculated on the  
3           additional cost incurred by the change in scope, and shall include application,  
4           special demolition fund, and lead remediation fees.
- 5           2. Where an addendum does not include work that will increase the construction  
6           cost of the complete project, or includes work or removal of work that decreases  
7           the cost of the complete project, a minimum fee as listed in Table R109.3.1 and  
8           an application fee shall apply.

9           **R109.2.10 Special demolition fund.** There shall be an additional fee charged on all  
10          building permits based on the total estimated cost of construction, and shall be charged at  
11          the rate listed in Table R109.3.1 for the special demolition fund.

12          **R109.2.11 Lead remediation fund.** There shall be an additional fee charged on all  
13          building permits based on the total estimated cost of construction, and shall be charged at  
14          the rate listed in Table R109.3.1 for the special lead remediation fund.

15          **R109.2.12 Vacant building registration fee.** A semiannual registration fee of \$200  
16          shall be charged to the owner of any parcel of residential property improved by a  
17          residential structure, or commercial property improved by a structure containing multiple  
18          dwelling units, which is vacant and has been vacant for at least six months, and which is  
19          violation of this code.

20          **R109.2.13 Fee for duplicate copy.** Any person requesting a copy of a building permit,  
21          occupancy permit, or certificate of inspection issued under this code, or the holder of any

1 permit for similar purpose issued by the building official under any previous code or  
2 ordinance, can obtain a duplicate or re-issued copy of said permit for a fee of one dollar  
3 per copy. This fee is listed in Table R109.3.1.

4 **R109.2.14 Fee for occupancy permit.** Fees for the issuance of an occupancy permit  
5 shall be as listed in Table R109.3.1. There shall be no charge for the issuance of the  
6 original occupancy permit upon completion of construction in accordance with the  
7 building permit for new buildings or buildings hereafter altered with construction costs  
8 exceeding \$30,000.

9 **R109.2.14.1 Fee for temporary or partial occupancy permit.** The fee for a partial  
10 occupancy permit shall be as listed in Table R109.3.1.

11 **R109.2.14.2 Fee for changing the name on an occupancy permit.** Any person  
12 requesting a re-issuance of an occupancy permit issued under this code or under any  
13 previous code or ordinance due to a change of name can obtain a re-issued copy of  
14 said permit for a fee of five dollars per copy. This fee is listed in Table R109.3.1.

15 **R109.2.15 Fee for approving additional sets of construction documents.** Any person  
16 requesting additional sets of approved construction documents issued under this code or  
17 under any previous code or ordinance shall be charged a fee of one dollar per page. This  
18 fee is listed in Table R109.3.1.

19 **R109.3 Fee tables.** The building official shall cause to be collected all fees as listed in Table  
20 R109.3.1 and elsewhere in this code.

1       **R109.3.1 Fee schedule.** Table R109.3.1 contains fees for permits for new construction  
2       and additions; miscellaneous structures; alterations and repairs to existing buildings;  
3       tanks; moving of buildings; demolition of structures; blasting for demolition or  
4       construction purposes; picnics, carnivals, and circuses or traveling exhibitions; tents;  
5       amusement park devices; addendums to permit; the special demolition and lead  
6       remediation funds; special inspections; and occupancy.

7       **R109.3.2 Building permit valuations.** The applicant for a building permit shall provide  
8       a total estimated cost of construction for the project at the time of application. For the  
9       purpose of determining fees, total construction costs shall include all costs for normal site  
10      preparation including grading, excavation, and backfill; structural work; interior and  
11      exterior finishes; and plumbing, mechanical, and electrical work. The following shall be  
12      permitted to be excluded from total construction costs: the cost to install sprinkler,  
13      standpipe and fire alarm systems; and signs.

14      If, in the opinion of the building official, the valuation is underestimated on the  
15      application, the permit shall be denied, unless the applicant can show detailed  
16      construction estimates for the project to meet the approval of the building official. The  
17      building official shall be permitted to require the submittal of signed and notarized  
18      construction contracts when the total estimated cost of construction is questioned. Final  
19      building permit valuation shall be set by the building official.

20      Final costs shall be determined by the building official, if necessary, by multiplying  
21      the total floor area of the project in square feet by an appropriate square foot cost rate, or  
22      by using the current ICC Building Valuation Data Report for New Construction,



1 Additions, Alterations, Repairs, or Rehabilitation.

**Table R109.3.1  
BUILDING PERMIT FEES FOR STRUCTURES; BLASTING AND INSPECTIONS FEES**

<b>Item</b>	<b>Fee</b>	<b>Minimum Fee</b>	<b>Section</b>	<b>Remarks &amp; Requirements</b>
APPLICATION FEE; or Building Line Survey	\$ 25.00		R109.2.1	An administrative charge made for processing applications.
Certificate of Flood Plain Status	\$ 10.00		R109.2.1	
PERMIT FOR NEW CONSTRUCTION AND ADDITIONS	\$6.00/\$1000 of estimated cost or fraction thereof	\$ 15.00	R109.2.2	
MISCELLANEOUS STRUCTURES PERMIT – Structures such as towers, retaining walls, floating structures, parking lots, fences, awnings, signs, etc.	\$6.00/\$1000 of estimated cost or fraction thereof	\$ 15.00	R109.2.3	For all structures, devices, appurtenances, and equipment requiring permits & not otherwise provided for by this code.
PERMIT FOR ALTERATIONS & REPAIRS TO AN EXISTING BUILDING	\$6.00/\$1000 of estimated cost or fraction thereof	\$ 15.00	R109.2.4	Permits for flammable and combustible liquids are required under the Fire Code.
TANK PERMIT For any purpose except flammable and combustible liquids	\$6.00/\$1000 of estimated cost or fraction thereof	\$ 15.00	R109.2.5	
TENT PERMIT	\$ 35.00		R109.2.6	Section 3103 of the Fire Code.
MOVING OF BUILDING PERMIT Within City Limits	\$1.00/\$100 of estimated cost or fraction thereof	\$ 15.00	R109.2.7	Estimated cost of moving building to new location plus cost of restoring previous site to a safe condition.
To outside City Limits	\$1.00/\$100 of estimated cost or fraction thereof	\$ 15.00		Estimated cost of moving building to city limits plus cost of restoring previous site to a safe condition.

**Table R109.3.1**  
**BUILDING PERMIT FEES FOR STRUCTURES; BLASTING AND INSPECTIONS FEES**

Item	Fee	Minimum Fee	Section	Remarks & Requirements
From outside City Limits to within City Limits	\$1.00/\$100 of estimated cost or fraction thereof	\$ 15.00		Estimated cost of moving building from City Limits to a new site.
Foundation for building	\$6.00/\$1000 of estimated cost or fraction thereof	\$ 15.00	R109.2.7.1	
<b>EXPLOSIVES PERMIT</b> Blasting permit for trenching	\$6.00/250 lineal feet or fraction thereof	\$ 100.00	R109.2.8	For construction, excavation, or other building operation.
Blasting for demolition	\$ 100.00	\$ 100.00	R109.2.8	Includes pre- and post-blast survey per building/per blast.
<b>ADDENDUM PERMIT</b> Amendment which involves additional dollars in project cost.	\$6.00/\$1000 of estimated increased cost or fraction thereof	\$ 25.00	R109.2.9	
Amendment which involves decrease or no increase in project cost.	\$ 25.00	\$ 25.00		
<b>SPECIAL DEMOLITION FUND</b>	\$2.00/\$1,000 of estimated cost or fraction thereof		R109.2.10	Special fund approved by the voters.
<b>LEAD REMEDIATION FUND</b>	\$2.00/\$1,000 of estimated cost or fraction thereof		R109.2.11	Special fund approved by Ordinance 64699.
<b>VACANT BUILDING REGISTRATION FEE</b>	\$200.00 Semi-annually		R109.2.12	Special fee established by Ordinance 64678.
<b>DUPLICATE COPY OF BUILDING PERMIT, OCCUPANCY PERMIT OR CERTIFICATE OF INSPECTION</b>	\$ 1.00 per copy		R109.2.13	

**Table R109.3.1**  
**BUILDING PERMIT FEES FOR STRUCTURES; BLASTING AND INSPECTIONS FEES**

Item	Fee	Minimum Fee	Section	Remarks & Requirements
<b>APPLICANT REQUEST FOR OCCUPANCY PERMIT</b> Residential  Commercial 3,500 sq. ft. or less  Commercial over 3,500 sq.ft.	\$ 80.00  \$20.00/each additional unit in same structure  \$ 80.00  \$ 160.00		R109.2.14 R109.2.14.1	Special inspection fees for occupancy permits. This fee is also applicable to partial occupancy permits.  When units are inspected on the same site inspection.
<b>RE-ISSUANCE OF OCCUPANCY PERMIT DUE TO NAME CHANGE</b>	\$ 5.00 per copy		R109.2.14.2	
<b>APPROVAL OF ADDITIONAL SETS OF CONSTRUCTION DOCUMENTS</b>	\$1.00 per page		R109.2.15	
<b>DEMOLITION PERMITS -</b> Structure volume less than 10,000 cu. ft.  10,000 cu. ft. and over  <b>DEMOLITION INSPECTION FEE</b> Less than 10,000 cu. ft. 10,000 cu. ft. or over Blasting for demolition Applicant request	\$ 10.00  \$15.00/10,000 cu. ft. or fraction thereof  \$ 15.00 \$ 25.00 \$ 50.00 \$ 25.00	\$ 10.00  \$ 25.00  \$ 15.00 \$ 25.00 \$ 50.00	R123.1.5   R123.1.5  R109.2.8	Based on volume of structure exclusive of basement or cellars.  Demolition permits shall be issued for a period not to exceed thirty days.  Per site Per site Per site  Related to other occupancy and use permits requested by the applicant.

**Table R109.3.1**  
**BUILDING PERMIT FEES FOR STRUCTURES; BLASTING AND INSPECTIONS FEES**

Item	Fee	Minimum Fee	Section	Remarks & Requirements
Emergency and specialty inspection	\$ 25.00			Charge for inspection requested to be made beyond normal working hours - not to exceed \$25.00 per requested inspection.

- 1 **R109.3.3 Sign fee schedule.** Table R109.3.3 contains the basic building fees for signs
- 2 governed by this code.

**Table R109.3.3 (a)**  
**SIGN PERMIT FEES**

Item	Fee	Minimum Fee	Section
<b>GROUND SIGNS</b> Up to 100 square feet Over 100 square feet	\$ 100.00 \$ 160.00	\$ 100.00	IBC H101.3.1
<b>ROOF SIGNS</b> Up to 100 square feet Over 100 square feet	\$ 100.00 \$ 160.00	\$ 100.00	IBC H101.3.1
<b>WALL SIGNS</b> Up to 100 square feet Over 100 square feet	\$ 100.00 \$ 160.00	\$ 100.00	IBC H101.3.1
<b>PROJECTING SIGNS</b> Up to 100 square feet Over 100 square feet	\$ 100.00 \$ 160.00	\$ 100.00	IBC H101.3.1
<b>SPECIAL OR TEMPORARY DISPLAY SIGNS REQUIRING PERMITS</b> Fees for a special sign shall be the same as the one above which it most closely resembles.		\$ 100.00	IBC H101.3.1
<b>LETTERING OR GRAPHICS ON AWNINGS AND CANOPIES</b>	\$ 50.00	\$ 50.00	

**Note a.** When a question arises as to what type of sign is being constructed or placed, it shall be designated as that type of sign it most closely resembles as determined by the building official. (See also Chapter 29 of the Building Code and the Zoning Ordinance.)

1 **R109.4 Work started surcharge fees schedule.** In case any work for which a permit is  
 2 required by this code is substantially started or proceeded with prior to obtaining said permit,  
 3 the total normal fees applicable shall be increased by the amount as listed in Table 109.4.  
 4 The payment of said surcharge fee shall not relieve any persons from fully complying with  
 5 the requirements of this code for performance or execution of the work, nor from other  
 6 penalties prescribed by law.

**Table R109.4**  
**SCHEDULE FOR SURCHARGE BUILDING PERMIT FEES**

Permit fee	Surcharge fee
\$0 TO \$50	\$30.00
\$51 TO \$200	\$90.00
\$201 TO \$500	\$240.00
\$501 TO \$2,000	\$360.00
\$2,001 TO \$10,000	\$480.00
OVER \$10,000	\$600.00

7 **R109.5 Demolition work started surcharge fees schedule.** In case any work for which a  
 8 demolition permit is required by the code is substantially started or proceeded with prior to  
 9 obtaining said permit, the total normal fees applicable shall be increased by the amount as  
 10 listed in Table R109.5. The payment of said surcharge fee shall not relieve any persons from  
 11 fully complying with the requirements of this code for performance or execution of the work,  
 12 nor from other penalties prescribed by law.

**Table R109.5**  
**SCHEDULE FOR SURCHARGE DEMOLITION PERMIT FEES**

Permit fee	Surcharge fee
\$0 TO \$50	\$30.00

\$51 TO \$200	\$90.00
\$201 TO \$500	\$240.00
\$501 TO \$2,000	\$360.00
\$2,001 TO \$10,000	\$480.00
OVER \$10,000	\$600.00

1 **R109.6 Related fees.** The payment of fees for the construction, alteration, removal or  
2 demolition for work done in connection with or concurrently with the work authorized by a  
3 building permit shall not relieve the applicant or holder of the permit from the payment of  
4 other fees that are prescribed by law.

5 **R109.7 Fees non-refundable.** The fee for a permit based upon an estimated cost that is  
6 higher than later claimed by the applicant shall not be a basis for refund. When construction  
7 does not occur, or only partially occurs, fees collected are not refundable.

8 **R109.8 Fees waived for disaster related permits.** In the event of a tornado, earthquake,  
9 flood, or any other disaster of such magnitude to activate the City Emergency Management  
10 Agency, the Building Commissioner is authorized to waive all permit fees normally collected  
11 by the Division of Building and Inspection for repairs, reconstruction, demolition, plumbing,  
12 mechanical, or electrical work or any other similar permits required by this Division to  
13 correct the damage caused by such disaster. These permit fees shall be permitted to be  
14 waived for a period not to exceed six months or as otherwise determined by the Building  
15 Commissioner.

16 **SECTION R110**

## INSPECTIONS

1

2 **R110.1 General.** Construction or work for which a permit is required shall be subject to  
3 inspection by the building official and such construction or work shall remain accessible and  
4 exposed for inspection purposes until approved. Approval as a result of an inspection shall  
5 not be construed to be an approval of a violation of the provisions of this code or of other  
6 ordinances of the City of Saint Louis. Inspections presuming to give authority to violate or  
7 cancel the provisions of this code or of other ordinances shall not be valid. It shall be the  
8 duty of the permit applicant to cause the work to remain accessible and exposed for  
9 inspection purposes. Neither the building official nor the City of Saint Louis shall be liable  
10 for expenses entailed in the removal or replacement of any material required to allow  
11 inspection.

12 **R110.2 Preliminary inspection.** Before issuing a permit, the building official is authorized  
13 to examine or cause to be examined buildings, structures and sites for which an application  
14 has been filed.

15 **R110.2.1 Notice to begin work.** It shall be the responsibility of the holder of a permit to  
16 notify the building official when work is ready for the various inspections required by the  
17 terms of the permit or the approved rules. Such notice shall be given within a reasonable  
18 time before the inspection is desired, but in no event shall the notice be less than the  
19 working day before. Notice given on a Friday or on a day prior to a legal holiday shall  
20 not constitute notice for inspection on a Saturday, Sunday, or holiday unless  
21 arrangements have been made under approved rules for overtime inspection on such

1 days. Before giving such notice the holder of the permit shall first test the work and  
2 satisfy themselves that it conforms to the approved construction documents and the  
3 requirements of this code.

4 **R110.3 Required inspections.** The building official, upon notification, shall make the  
5 inspections set forth in Sections R110.3.1 through R110.3.10. No work shall be done on any  
6 part of the building or structure beyond the point indicated in each successive inspection  
7 without first obtaining the approval of the building official or authorized representative.  
8 Approval shall be given only after an inspection has been requested and made of each  
9 successive step in the construction phase and all code requirements or corrections are  
10 completed as indicated by each of the inspections required. A final inspection and approval  
11 of all buildings shall be completed before occupancy as described in Section R111. Failure  
12 to obtain a final inspection before occupancy will constitute a violation of the building code  
13 subject to the penalties as set forth in Section Four of the adopting ordinance. Reinforcing  
14 steel or structural framework of any part of a building or structure shall not be covered or  
15 concealed in any manner without first obtaining the approval of the building official. The  
16 building official, upon notification from a permit holder or agent, in accordance with the  
17 rules of procedure listed on the permit and posted in the office of the building official, shall  
18 make the following inspections and shall either approve that section or portion of the  
19 construction as completed or shall notify the permit holder or agent that they have failed to  
20 comply with the law.

21 **R110.3.1 Footing or foundation inspection.** Footing and foundation inspections shall



1 be made after excavation for footings are complete and any required reinforcing steel is  
2 in place. For concrete foundations, any required forms shall be in place prior to  
3 inspection. Materials for the foundation shall be on the job, except where concrete is  
4 ready mixed in accordance with ASTM C 94, the concrete need not be on the job. The  
5 owner is solely responsible for the correct location of the foundation on the site.

6 **R110.3.1.1 Soil inspection.** A soil inspection shall be made after excavation for the  
7 building or structure is complete and trenches for footings, column pads, spread  
8 footings, or other types of footings are ready for concrete. No concrete shall be  
9 poured prior to this inspection.

10 **R110.3.1.2 Pier inspection.** Where special foundations such as drilled and  
11 poured-in-place concrete piers, driven piles of all types, caissons, and other  
12 extraordinary types are required, the building official shall make at least one  
13 inspection or more if the size of the job warrants it.

14 **R110.3.2 Concrete slab or under-floor inspection.** Concrete slab and under-floor  
15 inspections shall be made after in-slab or under-floor reinforcing steel and building  
16 service equipment, conduit, piping accessories, and other ancillary equipment items are  
17 in place, but before any concrete is placed or floor sheathing installed, including the  
18 subfloor.

19 **R110.3.3 Lowest floor elevation.** In flood hazard areas, upon placement of the lowest  
20 floor, including basement, and prior to further vertical construction, the elevation  
21 certificate required in Section 1612.5 of the Building Code shall be submitted to the

1 building official.

2 **R110.3.4 Frame inspection.** Framing inspections shall be made after the roof deck or  
3 sheathing, all framing, fire blocking, and bracing are in place and pipes, chimneys, and  
4 vents to be concealed are complete and the rough electrical, plumbing, heating wires,  
5 pipes, and ducts are approved.

6 **R110.3.5 Lath, gypsum board, and gypsum panel product inspection.** Lath, gypsum  
7 board, and gypsum panel product inspections shall be made after lathing, gypsum board,  
8 and gypsum panel products, interior and exterior, are in place, but before any plastering is  
9 applied or gypsum board or gypsum panel product joints and fasteners are taped and  
10 finished.

11 **Exception:** Gypsum board and gypsum panel products that are not part of a fire-  
12 resistance-rated assembly or a shear assembly.

13 **R110.3.5.1 Covering work.** It shall be a violation of this code to cover prior to  
14 inspection any work required to be inspected under the provisions of a permit, the  
15 approved rules, or this code, regardless of any penalties for such violation. The  
16 building official shall be permitted to require the holder of the permit to uncover any  
17 such work for inspection, and the cost of uncovering such work and of replacing the  
18 cover after the work has been satisfactorily inspected, shall be borne by the holder of  
19 the permit.

20 **R110.3.6 Fire- and smoke-resistant penetrations.** Protection of joints and penetrations  
21 in fire-resistance-rated assemblies, smoke barriers, and smoke partitions shall not be

1       concealed from view until inspected and approved.

2       **R110.3.7 Energy efficiency inspections.** Inspections shall be made to determine  
3       compliance with Chapter 13 of the Building Code or Chapter R11 of the Residential  
4       Code for One- and Two-family Dwellings, as applicable, and shall include, but not be  
5       limited to, inspections for: envelope insulation *R* and *U* value, fenestration *U* value, duct  
6       system *R* value, and HVAC and water heating equipment efficiency.

7       **R110.3.8 Other inspections.** In addition to the inspections specified above, the building  
8       official is authorized to make or require other inspections of any construction work to  
9       ascertain compliance with the provisions of this code and other laws that are enforced by  
10      the Division of Building and Inspection.

11      **R110.3.8.1 Plant inspection.** Where required by the provisions of this code or by  
12      the approved rules, materials or assemblies shall be inspected at the point of  
13      manufacture or fabrication.

14      **R110.3.8.2 Evaluation and follow-up services.** Prior to the approval of a closed  
15      prefabricated assembly and issuance of a building permit, the building official shall  
16      require the submittal of an evaluation report of each prefabricated assembly  
17      indicating the complete details of the assembly including a description of the  
18      assembly and its components, the basis upon which the assembly is being evaluated,  
19      test results and similar information, and other data as necessary for the building  
20      official to determine conformance with this code. Acceptable reports shall be  
21      permitted to come from the State of Missouri Public Service Commission or ICC

1 Evaluation Services.

2 **R110.3.8.2.1 Evaluation service.** The building official shall designate the  
3 evaluation service of an approved agency as the evaluation agency, and review  
4 such agency's evaluation report for adequacy and conformance to this code.

5 **R110.3.8.2.2 Follow-up inspection.** Except where all assemblies and  
6 subassemblies, service equipment, and accessories are readily accessible for  
7 complete inspection at the site without disassembly or dismantling, the building  
8 official shall conduct the frequency of in-plant inspections as necessary to  
9 reasonably assure conformance to the approved evaluation report or shall  
10 designate an approved independent inspection agency to conduct such  
11 inspections. The inspection agency shall furnish the building official with the  
12 follow-up inspection manual and a written report of inspections upon request, and  
13 the product shall have an identifying label permanently affixed to the product  
14 indicating that factory inspections have been performed.

15 **R110.3.8.2.3 Test and inspection records.** All required tests and inspection  
16 records shall be accessible to the building official or quality assurance agency at  
17 all times during the fabrication of the unit or subassembly and the erection of the  
18 building; or such records as the building official designates shall be filed with the  
19 building official.

20 **R110.3.8.2.4 Inspection reports.** All inspection reports shall be in writing and  
21 shall be certified by the licensed authority or responsible officer of the service, or

1 by the individual when expert inspection services are accepted. An identifying  
2 label or stamp permanently fixed to the product indicating that factory inspection  
3 has been made shall be accepted in lieu of the aforesaid inspection report in  
4 writing if the intent or meaning of such identifying label or stamp is properly  
5 substantiated.

6 **R110.3.9 Special Inspections.** For special inspections, see Section 1704 of the Building  
7 Code.

8 **R110.3.10 Final inspection.** The final inspection shall be made after all work required  
9 by the building permit is completed.

10 Upon completion of the building or structure, and before issuance of the occupancy  
11 permit as required in Section R111, a final inspection shall be made. All violations of  
12 the approved construction documents and permit shall be noted and the holder of the  
13 permit shall be notified of the discrepancies. The building official shall be permitted to  
14 issue a partial occupancy permit for a specific period of time. Failure to comply with the  
15 conditions shall cause revocation of the permit.

16 **R110.3.11 Blast survey inspections.** When a permit is issued for the use of explosives,  
17 the building official shall cause to be conducted two survey inspections of all buildings  
18 within 250 feet of the blasting, and a third inspection to be made after the blasting. These  
19 inspections shall indicate any settlement, cracks or other deterioration; additional or  
20 supplemental detailed survey work shall be permitted to be required by the building  
21 official. Such inspections or survey work, as required by the building official, must be

1 conducted by a private individual or individuals technically competent to do such work  
2 and acceptable to the building official. Such private surveys shall be conducted at the  
3 expense of the permit applicant. The additional or supplemental survey work shall be  
4 permitted to be accepted by the building official in lieu of the pre-blast or post-blast  
5 survey if the survey(s) has included all areas within 250 feet of the blasting site and  
6 contains the details required herein.

7 **R110.4 Approved inspection agencies.** The building official is authorized to accept reports  
8 of approved inspection agencies, provided such agencies satisfy the requirements as to  
9 qualifications and reliability.

10 **R110.5 Inspection requests.** It shall be the duty of the holder of the building permit or their  
11 duly authorized agent to notify the building official when work is ready for inspection. It  
12 shall be the duty of the permit holder to provide access to and means for inspection of such  
13 work for any inspections that are required by this code.

14 **R110.5.1 Action on notice.** Upon receipt of notice that work is ready for inspection, the  
15 building official shall inspect, or cause to be inspected, the work as soon as reasonably  
16 practicable. However, failure of the building official to make a prompt inspection shall  
17 not be deemed justification for covering work without inspection when such work is  
18 required under the terms of the permit to be inspected before being covered.

19 **R110.6 Approval required.** Work shall not be done beyond the point indicated in each  
20 successive inspection without first obtaining the approval of the building official. The  
21 building official, upon notification, shall make the requested inspections and shall either

1 indicate the portion of the construction that is satisfactory as completed, or shall notify the  
 2 permit holder or an agent of the permit holder wherein the same fails to comply with this  
 3 code. Any portions that do not comply shall be corrected and such portion shall not be  
 4 covered or concealed until authorized by the building official.

5 **R110.7 Periodic inspections.** The building official shall, if deemed necessary, make or  
 6 cause to be made such periodic inspections of buildings, structures, devices, appurtenances,  
 7 and uses as are required by and in the intervals prescribed by Table R110.7. In order to  
 8 provide a uniform workload throughout the year, the building official shall be permitted to  
 9 alter the intervals between periodic inspections as required to meet staffing levels.

**TABLE R110.7**  
**PERIODIC INSPECTION OF STRUCTURES, DEVICES, AND USES**

Item	Period between inspections
Cornices, entablatures, belt courses, trim, and similar decorative features; maintenance repair and safe condition thereof (for such items projecting from the face of buildings). See note a.	3 years
Exterior Cantilevered Balconies, Stairways, and Fire Escapes. See note b.	3 years
Other annual permits, certificates, and clearances through Board of Public Service action such as day care centers, nursing homes, homes for the aged, hospitals. See note c.	1 year
Permanent amusement devices	1 year
Auto lifts	1 year

**Note a.** Applies to all buildings over five stories or 60 feet in height. Owners to submit report bearing the seal, signature, and date of a Missouri licensed Professional Engineer or Architect to the building official every three years describing the condition and safety of cornices, entablatures, belt courses, etc. The building official shall waive inspection if feature does not encroach over a City of Saint Louis sidewalk, street, or alley.

**Note b.** Owners shall submit a report bearing the seal, signature, and date of a Missouri licensed Professional Engineer or Architect to the building official every three years describing the condition and safety of exterior cantilevered balconies, stairways, and fire escapes.

**Note c.** Applies to all other inspections of buildings or uses not otherwise provided for in this code or any City ordinance which are made annually per the Board of Public Service Permit, and which are

**TABLE R110.7**  
**PERIODIC INSPECTION OF STRUCTURES, DEVICES, AND USES**

Item	Period between inspections
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assigned by BPS to the Building Division for permit verification, certification, re-certification, or clearances.

1       **R110.7.1 Professional inspection.** The building official shall require owners to supply  
2       inspection reports by Missouri licensed design professionals for any building, structure,  
3       appurtenance, or device when, in the building official’s opinion, it is necessary to insure  
4       proper public safety, health, and welfare.

5       **R110.8 Authority to enter.** The building official shall have the authority to enter at any  
6       reasonable hour any building, structure or premises in the City of Saint Louis for which a  
7       permit has been issued but has not received a certificate of occupancy in accordance with  
8       Section R110 to enforce the provisions of this code or any other code or ordinance of the  
9       City of Saint Louis. No person shall accompany a building official onto a premises in the  
10      performance of their duty unless otherwise invited onto said premises by the owner or the  
11      owner’s representative.

12      For all other structures or premises, when the building official has reasonable cause to  
13      believe that a code violation exists, the building official is authorized to enter the building,  
14      structure, or premises at reasonable times to inspect subject to constitutional restrictions on  
15      unreasonable searches and seizures. If entry is refused or not obtained, the building official  
16      is authorized to pursue recourse as provided by law.

17      **R110.9 Jurisdictional cooperation.** The assistance and cooperation of the Police, Fire,  
18      Streets, Parks, and Health Departments and all other city officials shall be available as



1 required in the performance of the duties of the building official.

2 **R110.10 Parking.** Division of Building and Inspection employees, when on official duty,  
3 shall be allowed to park without payment of fees at any parking meter or contrary to posted  
4 no parking zones. In no event will parking be allowed in front of fire plugs, mail boxes, bus  
5 stops, or wheelchair ramps or within disabled parking spaces unless vehicle displays a  
6 permanent Missouri placard or license plate for the disabled.

7 **R110.10.1 Placards.** Each authorized individual shall display one placard approved by  
8 the building official in either the front or rear window of private or city vehicles to  
9 indicate that the individual is on official city business and is exempt from parking fees,  
10 citations, and parking tickets in accordance with Section R110.10 during normal working  
11 hours. The Building Commissioner shall not issue such placards to any person not on the  
12 Division of Building and Inspection payroll. The Building Commissioner shall have the  
13 authority to request cancellation of parking tickets issued contrary to this ordinance.

## 14 SECTION R111

### 15 CERTIFICATE OF OCCUPANCY

16 **R111.1 Use and occupancy.** No building, structure, or premises shall be used or occupied  
17 and no change in the existing occupancy classification of a building, structure, premise, or  
18 portion thereof shall be made until the building official has issued an occupancy permit as  
19 provided herein. Issuance of an occupancy permit shall not be construed as an approval of a  
20 violation of the provisions of this code or of other ordinances of the jurisdiction. Failure to

1 have an occupancy permit approved and issued by the building official is a violation and both  
2 the occupant and owner shall be subject to a penalty as set forth in Section Four of the  
3 adopting ordinance. Each day that a violation continues shall constitute a separate offense.

4 **R111.1.1 Posting notice.** It shall be the duty of the building official to post a notice on  
5 any building, structure or portion thereof when it is found that an occupancy permit is  
6 required before any occupancy shall be permitted to occur. This notice shall remain in  
7 plain sight and removal of same shall constitute a separate offense and shall be subject to  
8 a penalty as set forth in Section Four of the adopting ordinance.

9 **R111.2 Partial occupancy permits.** Upon the request of an owner or an owner's  
10 representative, a partial occupancy permit shall be permitted to be issued for a building,  
11 structure, or premises, provided that no conditions exist which endanger public life, safety, or  
12 welfare. Partial occupancy permits shall be permitted to be subject to conditions.

13 **R111.2.1 Accessible type A dwelling units when granting partial occupancy permit.**

14 Before a partial occupancy can be approved, an accessible Type A unit must be  
15 completed in for sale multi-family residential buildings where 50% of the units are built  
16 out. This must be an accessible Type A dwelling that was designated on the approved  
17 building permit construction drawings or on an addendum. The unit must comply with  
18 ICC A117.1-2009 Chapter 10: Dwelling Units, Section 1003, Type A units.

19 If the accessible Type A dwelling unit on the original building permit construction  
20 drawings is not built out in the location shown, the architect of record shall submit  
21 revised construction drawings indicating the location of the new accessible Type A

1 dwelling units within the building as an addendum to the original building permit  
2 application.

3 **R111.3 Certificate of substantial completion.** Upon the request of the design professional  
4 of record, the building official shall be permitted to issue a Certificate of Substantial  
5 Completion for a building, structure, or premises before the entire work covered by the  
6 building permit has been completed provided there are no conditions existing which would  
7 endanger public safety, health, or welfare. Certificates of Substantial Completion shall be  
8 permitted to be subject to conditions. The owner can occupy or utilize the work or  
9 designated portion thereof for the use for which it is intended provided a partial occupancy  
10 permit has been applied for and issued by the building official.

11 **R111.4 Contents of the occupancy permit.** When a building, structure, or premises is  
12 entitled thereto, the building official shall issue an occupancy permit within a reasonable  
13 period of time. The occupancy permit shall certify compliance with the provisions of this  
14 code and the purpose for which the building, structure, or premises will be used. The  
15 occupancy permit shall specify the use group in accordance with the provisions of Chapter 3  
16 of the Building Code, the type of construction as defined in Chapter 6 of the Building Code,  
17 and any special stipulations and conditions of the building permit. Any building, structure,  
18 or premises for which an occupancy permit has been issued shall be permitted to be  
19 reinspected to confirm compliance with this code and the Zoning Ordinance.

20 **R111.5 By whom application is made.** An application for an occupancy permit shall be  
21 made by the owner of record of the building, structure, or premises. If an occupancy permit

1 application is made by any person other than the owner of record, a notarized letter or some  
2 other proof must be presented granting permission from the owner of record to the applicant  
3 to apply for the occupancy permit for the stated use. The full names, addresses, and  
4 telephone numbers of the owner, lessor, and applicant shall be stated. If the building is  
5 owned by a corporation, said notarized permission letter or other proof shall be signed by an  
6 officer or registered agent of that corporation. If the applicant for the occupancy permit is a  
7 corporation, an officer, registered agent, or other responsible person of that corporation shall  
8 sign the application stating their position with said corporation.

9 **R111.6 Posting of occupancy permit; responsibilities.** It shall be the duty or responsibility  
10 of the operator of every business to display a copy of a legally issued occupancy permit  
11 pertaining to the actual business in effect on the premises. It shall be the duty of the Saint  
12 Louis Police Department to enforce the provisions of this section. When the building official  
13 is informed of or suspects any violation of this code, it shall be the duty of the holder of an  
14 occupancy permit to allow the building official to inspect the building, structure, premises, or  
15 any portion thereof. Violation of this section shall result in revocation of said occupancy  
16 permit and shall be subject to penalties as set forth in Section Four of the adopting ordinance.

17 **R111.7 Occupancy permit application abandonment.** Occupancy permit applications  
18 shall be abandoned 60 days after initial application if, in the opinion of the building official,  
19 the occupancy permit has not been diligently pursued.

20 **Exception:** Those buildings acquired from Land Reutilization Authority, in which case  
21 said occupancy permit applications shall be abandoned 180 days after initial application

1 was filed.

2 **R111.8 Revocation.** The building official is authorized to, in writing, suspend or revoke an  
3 occupancy permit or certificate of substantial completion issued under the provisions of this  
4 code whenever the permit is issued in error, on the basis of incorrect information supplied, or  
5 where it is determined that the building or structure or portion thereof is in violation of any  
6 ordinance or regulation or any of the provisions of this code.

7 **SECTION R112**

8 **SERVICE UTILITIES**

9 **R112.1 Connection of service utilities.** No person shall make connections from a utility,  
10 source of energy, fuel, or power to any building or system that is regulated by this code for  
11 which a permit is required until released by the building official.

12 **R112.2 Temporary connection.** The building official shall have the authority to authorize  
13 and approve the temporary connection of the building or system to the utility, source of  
14 energy, fuel, or power.

15 **R112.3 Authority to disconnect service utilities.** The building official shall have the  
16 authority to authorize disconnection of utility service to the building, structure, or system  
17 regulated by this code and the referenced codes and standards set forth in Section R102.4 in  
18 case of emergency where necessary to eliminate an immediate hazard to life or property or  
19 when such utility connection has been made without the approval required by Section

1 R112.1 or 112.2. The building official shall notify the serving utility and, wherever  
2 possible, the owner and occupant of the building, structure, or service system of the decision  
3 to disconnect prior to taking such action. If not notified prior to disconnection, the owner or  
4 occupant of the building, structure, or service system shall be notified in writing as soon as  
5 practical thereafter.

## 6 SECTION R113

### 7 BOARD OF BUILDING APPEALS

8 **R113.1 Creation, members, and qualifications.** There is hereby established a Board of  
9 Building Appeals consisting of seven members appointed by the Mayor, all of whom shall be  
10 residents of the City of Saint Louis; at least one of whom shall be a person engaged in the  
11 real estate business, one a Missouri licensed professional engineer, one a Missouri licensed  
12 architect, one a building contractor or subcontractor, one a person affiliated with the building  
13 and construction trades council, and two shall be citizens-at-large. There shall be four  
14 alternates who shall be permitted to be called when it is expected there will not be a quorum  
15 present. The alternates shall have all powers, protection, and stipends as the regular board  
16 members in accordance with Civil Service provisions. The alternates shall be appointed by  
17 the Mayor for four year terms. One alternate shall be a Missouri licensed professional  
18 engineer or Missouri licensed architect; the other alternates shall be citizens-at-large.  
19 Alternates shall not make up the majority of the Board at any hearing.

20 **R113.1.1 Term of office.** New members shall possess the same qualifications as the

1 persons in whose place they are appointed. This is an existing board and no current  
2 appointments shall be affected by this ordinance. All subsequent appointments shall be  
3 for a term of four years and shall expire on an anniversary of the date of the original term,  
4 except appointments to fill vacancies which shall be for the unexpired term. Members  
5 whose appointed terms have expired shall be permitted to continue to serve until  
6 reappointed or replaced by a new appointee.

7 **R113.1.2 Procedures.** The board shall elect one of its members as chairman who shall  
8 serve as such during the remainder of the calendar year and until a successor is elected.  
9 The board shall from time to time adopt rules and regulations as shall be reasonably  
10 necessary to govern its procedure and to carry into effect the provisions of this code.  
11 These rules and regulations shall be available for review at the office of the Secretary to  
12 the Board during normal working hours. It shall be unlawful for any appellant or  
13 appellant’s representative to contact any member of the board on any matter that is  
14 pending or scheduled to be heard by the board. If a board member is contacted by an  
15 appellant on a matter pending before the board other than during a board hearing, that  
16 board member must abstain from hearing or voting on the matter, as all testimony must  
17 be heard “sworn on the record.”

18 **R113.1.3 Compensation.** The Board of Building Appeals members shall be  
19 compensated for services rendered on a per meeting basis as established by ordinance and  
20 subject to budgeted funds availability.

21 **R113.2 Meetings; witnesses; minutes to be kept.** Meetings of the board shall be held at the

1 call of the chairman and at such other times as the board by its rules shall be permitted to  
2 provide. The chairman, or in the chairman's absence, the acting chairman shall administer  
3 oaths. The Board shall act by a majority vote and a quorum shall consist of at least four  
4 members. The board shall keep minutes of its proceedings showing the vote of each member  
5 on each question, or if absent or failing to vote, indicating such fact, and shall keep records  
6 of its examinations of witnesses and other official acts. Transcripts of hearings shall be  
7 permitted to be kept in the custody of the court reporter and need not be transcribed unless  
8 requested. The party requesting the transcripts shall pay all costs of such transcripts required  
9 including a file copy for the board, one for the Building Division, and one for the board's  
10 legal staff.

11 **R113.3 Types of appeals.** Any person, firm, or corporation aggrieved by a decision of the  
12 building official, fire official, or any other board, commission, or other officer exercising  
13 their powers under this code or any other code or ordinance assigned to the Division of  
14 Building and Inspection shall be permitted to file an appeal when the appellant alleges:

- 15 1. That there is an error in an order, requirement, decision, or interpretation of the  
16 building official, fire official, or of any other board, commission, or other officer in  
17 the enforcement of this code;
- 18 2. That the mode, method, or manner to be followed in the erection or alteration of any  
19 building or structure in any specific case before the board is equal to or superior to  
20 the mode, method, or manner required by the provisions of this code;
- 21 3. That the material to be used in this specific case is equal to or superior to the  
22 materials required by the provisions of this code;



1       4. That any other board or commission exercising powers under this code or any other  
2           code or ordinance assigned to the Division of Building and Inspection wrongfully  
3           interpreted the provisions of the code or refused to grant a license, certificate, or  
4           permit under the provisions of such code.

5       **Exception:** The Board of Building Appeals has no jurisdiction or authority to hear and  
6       decide appeals on matters covered under the Americans With Disabilities Act, the Zoning  
7       Ordinance, and Cultural Resources Ordinance.

8           However, an application for occupancy, alteration, or repair of an existing building or  
9       structure which involves a change of occupancy or change of use group whereupon  
10       accessibility requirements apply, the building official's determination of change of  
11       occupancy or use group shall be allowed to be appealed to the Board of Building  
12       Appeals.

13       **R113.3.1 Criteria for issuance of a variance for flood hazard areas.** A variance shall  
14       only be issued upon:

- 15           1. A showing of good and sufficient cause that the unique characteristics of the size,  
16           configuration, or topography of the site render the elevation standards  
17           inappropriate.
- 18           2. A determination that failure to grant the variance would result in exceptional  
19           hardship by rendering the lot undevelopable.
- 20           3. A determination that the granting of a variance will not result in increased flood  
21           heights, additional threats to public safety, or extraordinary public expense or  
22           create nuisances, cause fraud on or victimization of the public, or conflict with

1 existing local laws or ordinances.

2 4. A determination that the variance is the minimum necessary to afford relief  
3 considering the flood hazard.

4 5. Submission to the applicant of written notice specifying the difference between  
5 the design flood elevation and the elevation to which the building is to be built,  
6 stating that the cost of flood insurance will be commensurate with the increased  
7 risk resulting from the reduced floor elevation, and stating that construction  
8 below the design flood elevation increases risks to life and property.

9 **R113.4 Filing date.** Unless otherwise specified in other sections of this code, appeals shall  
10 be filed within 30 calendar days after the decision of the building official, fire official, or any  
11 other board, commission, or other officer exercising their powers under this code or any other  
12 code or ordinance assigned to the Division of Building and Inspection is rendered; however,  
13 no such appeal shall be taken from any order or ruling wherein responsibility lies with the  
14 Board of Adjustment as established by the Zoning Ordinance or with any other board as  
15 established by the Revised Code of the City of Saint Louis.

16 **Exception:** Condemnation appeals shall be filed within ten calendar days of the date on  
17 the Notice of Condemnation as described in Section 119.8.

18 **R113.5 Manner and fee for filing appeals.** Appeals shall be taken by filing with the  
19 Secretary to the Board a notice of appeal on such forms as prescribed by the Board of  
20 Building Appeals specifying the grounds thereof, and the secretary shall immediately  
21 transmit to the board such notice and all papers constituting the record upon which the action

1 appealed from is taken. The notice of appeal shall be accompanied by a fee of \$150.00.

2 **R113.5.1 Waiver of appeal fees.** In the event the Secretary to the Board receives a  
3 written claim of indigence and a request for a fee waiver, the request shall be referred to  
4 the City Counselor's Office for approval or denial and that decision shall be final. A  
5 copy of that decision shall be kept on file.

6 **R113.5.2 Multiple appeals.** In the event that more than one building, structure, or  
7 premises owned by the same person, firm, or corporation has been cited for exactly the  
8 same violation and the owner has filed an appeal with the board disputing the same  
9 citation, the appellant shall be permitted to file one appeal covering all said buildings,  
10 structures, or premises and be charged one appeal fee. The decision rendered by the  
11 board shall apply to all buildings, structures, or premises involved in the appeal.

12 **R113.5.3 Board hearings; notification.** After an appeal has been filed, the Secretary to  
13 the Board shall place the appeal on a board hearing agenda and the appellant shall be  
14 notified in writing by certified mail prescribing the time, date, and location of the hearing  
15 not less than seven days prior to said hearing. Such hearing shall be held within a  
16 reasonable time after the filing of the notice of appeal, depending on the scheduling of  
17 other appeals.

18 **R113.6 Appeals to stay proceedings; exceptions.** Appeals shall stay all proceedings in  
19 furtherance of the action appealed from unless the building official or fire official certifies to  
20 the Board of Building Appeals after the notice of appeal has been filed that, by reason of the  
21 facts stated in the certificate, a stay would cause imminent peril to life or property.

1 Proceedings shall not otherwise be stayed except by restraining order.

2 **R113.7 Jurisdiction of the board.** The Board of Building Appeals is hereby empowered to  
3 hear and decide appeals in all matters described in Section 113.3

4 **R113.7.1 Board decisions; notification.** The board shall enter its order and decision  
5 after hearing, affirming, modifying, or reversing the order, requirement, interpretation,  
6 ruling, or decision of the building official in whole or in part. The board shall be  
7 permitted to require conditions or restrictions as necessary to assure that the activity  
8 complies with the intent of this code or as the board deems appropriate. If the appellant  
9 fails to appear at the prescribed time and location of the hearing and it has been  
10 determined that notice of the hearing was received, the appeal shall be dismissed and the  
11 original order, requirement, interpretation, ruling, or decision of the building official shall  
12 be affirmed. A final decision, when used in this section, shall mean a decision rendered  
13 by the Board of Building Appeals. The board shall, upon rendering its final decision,  
14 notify the appellant of its order and final decision by mail. The appellant shall be  
15 deemed to have received the final decision three days after the final decision has been  
16 deposited in the United States mail with proper postage. The board shall forward its  
17 order and decision to the building official, fire official, or any other board, commission,  
18 or officer exercising their powers under this code in writing and place a copy of the  
19 decision in its files. There shall be no rehearing or reopening of that file by the board  
20 except where the board has required conditions or restrictions and it is to be determined  
21 whether the conditions or restrictions have been met. No information concerning any

1 decision reached by the board shall be made public except to the appellant until that  
2 decision has been signed and the appellant has first been formally notified.

3 **R113.7.2 Generic decisions.** In the event that the Building Commissioner finds that a  
4 specific decision of the Board of Building Appeals would be helpful in the continued  
5 administration of this code if it were made to be generically applicable, the Building  
6 Commissioner shall be permitted to petition the board in writing requesting that the  
7 decision of a specific case be made generically applicable, in part or in whole, without  
8 the need for individual appeals and shall become a part of the policy of the Division of  
9 Building and Inspection. This request must be made within 180 calendar days of the  
10 rendering of the decision. The board shall only affirm or deny such petition.

11 **R113.7.3 Conditional decisions; method of rehearing.** When the Board of Building  
12 Appeals enters a conditional decision modifying or reversing an order of the building  
13 official and grants additional time to correct the violation(s), the board shall grant no  
14 more than 90 days. Additional time shall be permitted to be granted if, in the opinion of  
15 the building official, sufficient progress is being made to correct the violation(s). In the  
16 event insufficient progress is being made to correct the violation(s) in the allotted time,  
17 the case shall be referred back to the Board of Building Appeals to show cause why the  
18 conditions set by the board have not been met and why the building official's original  
19 order or decision should not be affirmed. In the event of such referral back to the board,  
20 notification to the appellant prescribing the date, time, and location of said hearing shall  
21 be the same as that described in Section R113.5.3.

1 **R113.8 Appeals from decisions of the board.** Any person(s) jointly or severally aggrieved  
2 by the decision of the Board of Building Appeals shall be entitled to a judicial review of the  
3 decision rendered by the Board of Building Appeals as provided in the Administrative  
4 Procedure and Review Act of the State of Missouri, being Sections 536.100 - 536.140 of the  
5 Revised Statutes of Missouri.

6 **R113.9 Hearing officer.** The Board of Building Appeals shall have the right to appoint a  
7 hearing officer to hear and render a decision on any appeal filed with the Board of Building  
8 Appeals.

9 **R113.9.1 Qualification.** The hearing officer shall be an attorney and on an approved list  
10 of attorneys who have administrative law experience. The Director of Public Safety shall  
11 compile and maintain said list.

12 **R113.9.2 Rights and duties.** The hearing officer shall have such rights, responsibilities,  
13 and duties as the Board of Building Appeals and the appellants shall have the same rights  
14 as an appellant appearing before the Board of Building Appeals, including the right to  
15 appeal pursuant to Missouri's Administrative Procedure and Review Act.

16 **SECTION R114**

17 **VIOLATIONS**

18 **R114.1 Unlawful acts.** It shall be unlawful for any person, firm, or corporation to grade for,  
19 excavate for, erect, construct, alter, extend, repair, move, remove, demolish, or occupy any

1 building, structure, premises, or equipment regulated by this code or cause same to be done  
2 in conflict with or in violation of the provisions of this code or any decision or order of the  
3 Board of Building Appeals.

4 **R114.2 Notice of violation.** The building official is authorized to serve a notice of violation  
5 or order on the owner as shown in the records of the City of Saint Louis Assessor's Office or  
6 on the person responsible for the grading, excavating, erection, construction, alteration,  
7 extension, repair, moving, removal, demolition, or occupancy of a building, structure, or  
8 premises in violation of the provisions of this code, or in violation of a detail statement or  
9 construction documents approved hereunder, or in violation of a permit or certificate issued  
10 under the provisions of this code. Such order shall direct the discontinuance of the illegal  
11 action or condition and the abatement of the violation. Such notice shall be permitted to be  
12 served by the United States mail. Posting of the premises shall also constitute notice. It shall  
13 be a violation of this code for any person to remove any such notice lawfully posted pursuant  
14 to this code unless otherwise ordered by the building official.

15 **R114.2.1 Investigation of records.** Upon the receipt of a written request from the  
16 owner of the property, or the real estate agent for the property, or the attorney, architect,  
17 or engineer representing the owner of the property, the Permit Section Supervisor shall  
18 ask the various Building Division sections for copies of any existing violation letters  
19 concerning the property. If the request is not on the owner's letterhead, a notarized  
20 authorization from the owner must be submitted.

21 The response letter written by the permit section supervisor shall list any known

1 violations and must contain the following statement: “This letter does not certify that  
2 there are no actual existing violations of the ordinances for which the Division of  
3 Building and Inspection is responsible. To determine if there are any violations of any  
4 ordinances, an application for an occupancy permit must be filed in accordance with  
5 Section R111.5 and the subsequent inspections completed. This letter does certify there  
6 are no existing letters of violation on record other than those attached herein. There will  
7 be a \$25 fee charged for this service. Five working days will be allowed to respond to  
8 this request.”

9 **R114.3 Prosecution of violation.** If the notice of violation is not complied within the time  
10 prescribed by such notice, the building official is authorized to request the legal counsel of  
11 the City of Saint Louis to institute the appropriate proceeding at law or in equity to restrain,  
12 correct, or abate such violation or to require the removal or termination of the unlawful  
13 occupancy of the building, structure, or premises in violation of the provisions of this code or  
14 of the order or direction made pursuant thereto.

15 **R114.4 Violation penalties.** Any person who violates a provision of this code or fails to  
16 comply with any of the requirements thereof or who erects, constructs, alters, or repairs a  
17 building or structure in violation of the approved construction documents or directive of the  
18 building official or of a permit or certificate issued under the provisions of this code shall be  
19 subject to penalties as prescribed by law.

20 **R114.5 Abatement of violation.** The imposition of penalties as set forth in Section Four of  
21 the adopting ordinance shall not preclude the legal officer of the City of Saint Louis from



1 instituting appropriate action to prevent unlawful construction; to restrain, correct, or abate a  
2 violation; to prevent illegal occupancy of a building, structure, or premises; or to stop an  
3 illegal act, business, or use.

4 **SECTION R115**

5 **STOP WORK ORDER**

6 **R115.1 Authority.** Whenever the building official finds any work regulated by this code  
7 being performed in a manner contrary to the provisions of this code or in a dangerous or  
8 unsafe manner, the building official is authorized to issue a stop work order.

9 **R115.2 Issuance.** The work order shall be in writing and shall be given to the owner of the  
10 property involved, or to the owner's agent, or to the person doing the work. Upon issuance of  
11 a stop work order, the cited work shall immediately cease. The stop work order shall state  
12 the reason for the order and the conditions under which the cited work will be permitted to  
13 resume.

14 **R115.3 Emergencies.** When an emergency exists, the fire official shall not be required to  
15 give a written notice prior to stopping the work.

16 **R115.4 Unlawful continuance.** Any person who shall continue any work in or about the  
17 building, structure, or premises after having been served with a stop work order, except such  
18 work as they are directed to perform to remove a violation or unsafe condition, shall, upon  
19 conviction thereof, be subject to the penalties as set forth in Section Four of the adopting

1 ordinance. Each day that a violation continues shall constitute a separate and distinct  
2 offense.

### 3 SECTION R116

#### 4 UNSAFE BUILDINGS, STRUCTURES AND EQUIPMENT

5 **R116.1 Conditions.** Buildings, structures, or equipment that are or hereafter become unsafe,  
6 unsanitary, or deficient because of inadequate means of egress, facilities, or light and  
7 ventilation; which constitute a fire hazard; are otherwise dangerous to human life or the  
8 public welfare; or which involve illegal or improper occupancy or inadequate maintenance  
9 shall be deemed unsafe. Unsafe buildings or structures shall be taken down and removed or  
10 made safe as the building official deems necessary and as provided for in this section. A  
11 vacant structure that is not secured against entry shall be deemed unsafe.

12 **R116.2 Record.** The building official shall cause a report to be filed on an unsafe condition.  
13 The report shall state the occupancy of the structure and the nature of the unsafe condition.

14 **R116.3 Notice.** If an unsafe condition is found, the building official shall serve on the  
15 owner, agent, or person in control of the building or structure a written notice that describes  
16 the condition deemed unsafe and specifies the required repairs or improvements to be made  
17 to abate the unsafe condition, or that requires the unsafe structure to be demolished within a  
18 stipulated time. Such notice shall require the person thus notified to declare immediately to  
19 the building official acceptance or rejection of the terms of the order.

1 **R116.4 Method of service.** Such notice shall be deemed properly served if a copy thereof is  
2 (a) delivered to the owner personally; (b) sent by certified or registered mail addressed to the  
3 owner at the last known address with the return receipt requested; or (c) delivered in any  
4 other manner as prescribed by local law. If the certified or registered letter is returned  
5 showing that the letter was not delivered, a copy thereof shall be posted in a conspicuous  
6 place in or about the structure affected by such notice. Service of such notice in the  
7 foregoing manner upon the owner’s agent or upon the person responsible for the structure  
8 shall constitute service of notice upon the owner.

9 **R116.5 Restoration.** Where the building, structure, or equipment determined to be unsafe  
10 by the building official is restored to a safe condition to the extent that repairs, alterations, or  
11 additions are made or a change of occupancy occurs during the restoration of the structure,  
12 such repairs, alterations, additions, or change of occupancy shall comply with the  
13 requirements of Section R105.2.2 and the Existing Building Code.

## 14 **SECTION R117**

### 15 **PROFESSIONAL ARCHITECTURAL AND ENGINEERING SERVICES**

16 **R117.1 Responsibilities.** The provisions of this section shall define the construction  
17 controls required for buildings involving professional architectural or engineering services  
18 and delineate the responsibilities of such professional services during construction.

19 **R117.1.1 Design.** All design for new construction, alteration, repair, expansion,  
20 addition, or modification work involving the practice of professional architecture or

1 engineering as defined by the statutory requirements of the professional licensing laws of  
2 the State of Missouri shall be prepared by licensed design professionals certified by the  
3 Missouri Board for Architects, Professional Engineers, Professional Land Surveyors and  
4 Professional Landscape Architects. All construction documents required for a building  
5 permit application for such work shall be prepared by or under the direct supervision of a  
6 Missouri licensed design professional and bear their seal, signature, and date in  
7 accordance with the State’s statutes and regulations governing the professional licensing  
8 and certification of architects, professional engineers, professional land surveyors, and  
9 professional landscape architects.

10 **R117.1.2 Review.** The Missouri licensed design professional whose seal is on the  
11 approved construction documents shall be responsible for review of shop drawings and  
12 samples as required by the approved construction documents and for approval for  
13 conformance to the design concept and this code. This review process shall be permitted  
14 to be contracted by the owner to another Missouri licensed design professional should the  
15 original design professional not desire to provide such services.

16 **R117.1.3 Application of seal, signature, and date.** All construction documents  
17 submitted with an application for a building permit shall comply with Section 107.1.1.

18 **R117.1.4 Reproduction of sealed documents.** Construction documents sealed by a  
19 Missouri licensed design professional shall not be reproduced for anyone, other than the  
20 owner, without the expressed written permission of Missouri licensed design professional  
21 who sealed said documents, or as ordered by a court of law.

1 **R117.2 Special professional services.** When applications are filed for unusual designs or  
2 magnitude of construction which require construction document review or inspection  
3 services beyond the capacity of the building official's staff or where Referenced Standards  
4 require special architect or engineer inspections, the building official shall be permitted to  
5 require the owner to retain a properly qualified Missouri licensed design professional to  
6 perform the services necessary for code compliance in addition to that provided in Section  
7 117.1.2. This project representative shall keep daily records and submit reports as required  
8 by the building official. Upon completion of the work, the Missouri licensed design  
9 professional shall file a final report indicating whether or not all required inspections were  
10 performed and listing pertinent deviations from the building code requirements or from the  
11 approved construction documents and the source of authority for such deviations.

12 **R117.2.1 Building permit requirement.** The necessity for special professional services  
13 shall be determined prior to issuance of the building permit unless waived to a later date  
14 by the building official. Refusal by the applicant to provide such services as required by  
15 the building official shall result in the denial of the permit.

16 **R117.2.2 Fees and costs.** All fees and costs related to the performance of special  
17 inspection services shall be borne by the owner.

18 **R117.2.3 Visits to site.** When so directed by the building official or when required by  
19 the special inspection provisions of this code, the Missouri licensed design professional  
20 shall make visits to the site at intervals appropriate to the stage of the construction to  
21 observe the progress and quality of the work; to observe construction components

1 requiring controlled materials or construction as specified in Chapter 44, Referenced  
2 Standards; and to determine if the work is proceeding in accordance with the construction  
3 documents approved for the building permit. The Missouri licensed design professional  
4 shall periodically submit reports to the building official showing the results of such  
5 periodic visits.

6 **SECTION R118**

7 **WORKMANSHIP**

8 **R118.1 General.** All work shall be conducted, installed and completed in a neat,  
9 workmanlike and acceptable manner so as to secure the results intended by this code.

10 **SECTION R119**

11 **CONDEMNATIONS**

12 **R119.1 Notification.** If upon making an inspection and examination of any occupied or  
13 unoccupied building, structure, or premises, the building official finds one or more of the  
14 defects described below, the building official shall notify in writing, as provided in Section  
15 R119.2, the owner(s) of said building, structure, or premises as recorded most recently in the  
16 City of Saint Louis Assessor's Office of the defects found in said building, structure, or  
17 premises and shall order them to proceed to properly demolish, repair and secure, or correct  
18 all conditions causing condemnation of said building, structure, or premises within seven  
19 days. This document is to be known as a Notice of Condemnation. If the conditions have

1 not been corrected by the date listed in the notice, the building, structure, premises, or portion  
2 thereof or appurtenance thereto will be condemned and shall be required to be vacated, if  
3 occupied, and secured. Possible defects shall be permitted to be one or more of the following:

- 4 1. The building or structure is in a condition which endangers either the lives or safety  
5 of persons, whether occupants or otherwise, or other property;
- 6 2. The condition of the building or structure by reason of the making of an excavation  
7 on the lot on which it is located, or any adjoining lot, endangers either the lives or  
8 safety of persons, whether occupants or otherwise, or other property;
- 9 3. The building, structure or premises is a fire hazard for any reason, including without  
10 limitation: obsolescence; dilapidation; deterioration; damage; lack of sufficient  
11 fire-resisting qualities; poor sanitation; or faulty electrical wiring, gas connections, or  
12 heating apparatus;
- 13 4. The building or structure lacks safe or adequate facilities for means of egress in case  
14 of fire or panic;
- 15 5. The building or structure has any one or more of the following conditions:
  - 16 A. Improperly distributed loads upon the floors or roof;
  - 17 B. Overloaded floors or roofs;
  - 18 C. Insufficient strength to be reasonably safe for its actual or intended use;
- 19 6. Any portion of the building or structure has been so damaged by fire, earthquake,  
20 wind, flood, vandalism, malicious mischief, or any other cause, that the building or  
21 structure is no longer safe or suitable for its actual or intended use;
- 22 7. Any interior or exterior portion, member, appurtenance, ornamentation, or any other

- 1 component of the building or structure is likely to fall or collapse, or become  
2 detached or dislodged and thereby injure persons or damage property;
- 3 8. Any portion of the building or structure has racked, warped, buckled, or settled to  
4 such an extent that its walls or other structural portions have insufficient resistance to  
5 fire, earthquake, wind, flood, or similar perils;
- 6 9. Part or all of the building or structure is in danger of collapsing for any reason;
- 7 10. The building or structure has exterior walls or other vertical structural members  
8 which list, lean, or buckle;
- 9 11. The building, structure, or premises or any portion thereof is, for any reason, unsafe  
10 for its actual or intended use;
- 11 12. The building or structure has been so damaged by fire, earthquake, wind, flood,  
12 vandalism, malicious mischief, or any other cause or has become so dilapidated,  
13 deteriorated, or decayed as to come within any one or more of the following  
14 categories:
- 15 A. The building or structure will attract and result in harm to children;
- 16 B. The building or structure is, or is likely to become, a harbor for vagrants or  
17 criminals;
- 18 C. The building or structure enables persons to resort thereto for the purpose of  
19 committing unlawful acts;
- 20 13. The building, structure, or premises has been constructed, exists, or is being  
21 maintained in violation of any provisions of this code or of any law of the City of  
22 Saint Louis;



- 1 14. The building or structure does not have the strength, fire-resisting qualities or  
2 weather-resisting qualities required by this code for newly constructed buildings of  
3 like area, height, and occupancy;
- 4 15. The building, structure, or premises is used or intended to be used for purposes that  
5 are likely to injure the health, safety, or welfare of persons who occupy or could  
6 occupy said building or structure by reason of any one or more of the following  
7 conditions:
- 8 A. Inadequate maintenance, dilapidation, deterioration, decay, or damage;
  - 9 B. Faulty construction;
  - 10 C. Inadequate light, ventilation, or sanitation facilities;
  - 11 D. The building, structure or premises is being used for any illegal purposes;
- 12 16. Any portion of the building or structure has been left remaining on a site after its  
13 demolition or destruction;
- 14 17. The building or structure is vacant for a period in excess of six months and because  
15 of its condition is unsafe, unsanitary, or endangers property or public health, safety,  
16 or welfare;
- 17 18. The building or structure is vacant and has been ordered secure or has been secured  
18 by order of the building official for a period in excess of twelve months and has been  
19 condemned for occupancy or has been used in the commission of a crime subsequent  
20 to being ordered secured or being secured.
- 21 19. The building or structure is only partly constructed and construction has stopped for a  
22 period in excess of six months, and because of its condition, affects the health, safety

1 and welfare of the adjacent properties.

2 **R119.1.1 Evacuation order; failure to comply.** Any person who refuses to leave,  
3 interferes with the evacuation of other occupants, or continues any operation after having  
4 been given an evacuation order by the building official, except such person(s) directed to  
5 perform work to remove a violation or unsafe condition, shall be deemed in violation of  
6 this section whereupon it shall be the duty of the Police Department to immediately  
7 remove such person from said building, structure, or premises and prevent anyone from  
8 re-entering the building, structure, or premises until such time that the Police Department  
9 shall have been notified by the Division of Building and Inspection that the same is in a  
10 safe condition. Any person who shall violate this section shall be guilty of a  
11 misdemeanor and subject to the penalties as set forth in Section Four of the adopting  
12 ordinance.

13 **R119.1.2 Dangerous conditions.** Whenever the building official shall find any building,  
14 structure or premises in such a condition that it presents a safety hazard, but not  
15 dangerous enough to warrant condemnation and demolition, and repair is relatively small  
16 in relation to the building as a whole, the building official shall post a sign on the  
17 premises which reads as follows:

18 **WARNING**

19 **ALL PERSONS ARE WARNED TO**

20 **USE EXTREME CAUTION IN OR**

21 **AROUND THESE PREMISES**

1           Additionally, a letter shall be posted indicating those conditions in violation of this  
2           code and a copy of said letter shall be mailed to the owner(s) of said building, structure,  
3           or premises.

4           **R119.2 Service of notice.** The notice to the owner(s) of the building, structure, or premises  
5           found by the building official to be in violation of this code shall be directed to the owner(s)  
6           of such building, structure, or premises as recorded most recently in the City of Saint Louis  
7           Assessor’s Office. The notice shall be served in one of the following ways:

- 8           1. Delivering directly to owner(s).
- 9           2. Posting a copy of said notice upon the building, structure, or premises.
- 10          3. Mailing a copy of said notice by regular mail, postage prepaid, direct to owner(s)’  
11           place of business or the address currently recorded in the Assessor’s Office of the  
12           City of St. Louis.
- 13          4. Publication in a newspaper of general circulation in the City of Saint Louis.

14          **R119.2.1 Posting copy of notice.** In case such building, structure, or premises is in the  
15          occupancy of a tenant(s), in addition to the above notice it shall be the duty of the  
16          building official to post a copy of such notice upon said building, structure, or premises.  
17          It shall be a violation of this code for any person to remove any notice or copy thereof  
18          lawfully posted pursuant to this code unless otherwise ordered by the building official.

19          **R119.3 Failure to comply; authority to enter into contracts.** If the owner(s) fail to  
20          comply with the order of the building official by the date indicated in the Notice of  
21          Condemnation and in such a manner that can be approved by the building official, then such

1 owner(s) shall have violated this code and the building official shall be permitted to forthwith  
2 proceed to undertake and complete whatever work is necessary to eliminate the dangerous  
3 condition. The Building Commissioner shall have the authority to enter into contracts with  
4 no other review, signature, or approval (except for insurance) from any other City agency.  
5 Such contracts shall be permitted to include, but not be limited to, demolition, environmental  
6 investigation, remedial work, professional, or contractual services. Competitive bids shall  
7 not be required for emergency situations where there is a danger to life or property. The cost  
8 of such work performed by the building official under the provisions of Sections R119 or  
9 R120 shall be paid for by the City of Saint Louis. The building official shall certify to the  
10 Comptroller the cost of such work including the administrative costs incurred by the Division  
11 of Building and Inspection in performing said work, but in no event shall such administrative  
12 costs exceed ten percent of the contract price incurred by the Division of Building and  
13 Inspection in performing such work. The Comptroller, upon certification by the building  
14 official of the cost expended for said work, shall prepare bills for such work against the  
15 owner(s) of said building, structure, or premises. In case said bills are not paid upon  
16 presentation, they shall be referred to the City Counselor, who shall proceed to collect same  
17 by suit or lien if necessary, and the amounts when collected shall be credited to a special  
18 revolving fund for the purposes herein designated.

19 **R119.3.1 Secured buildings.** For a building or structure to be “secured” in those cases  
20 in which securing is specifically required by this code, a covering shall be placed over all  
21 doors, windows, or other openings at the first floor level; all doors and windows that are  
22 accessible from any porch, service stair, or fire escape; and all basement or cellar

1 windows. This cover shall consist of not less than  $\frac{3}{8}$  inch plywood or other such material  
2 approved by the building official attached to the framing of all such doors and windows  
3 by wood screws, or any other material approved by the building official, of a minimum  
4 length of 1½ inches, placed not more than twelve inches on center. Such plywood or  
5 other such material approved by the building official shall be painted with a minimum of  
6 two coats of exterior grade paint of a brick red or other color which is approved by the  
7 building official. It shall be the duty and responsibility of the building official to re-enter  
8 any premises or building or portion thereof that has previously been secured and boarded  
9 either by the City of Saint Louis or any other party when, in the opinion of the building  
10 official, there is reason to believe that there happens to be new or additional violations of  
11 this code. The building official shall not be held responsible for any damage to the  
12 building, structure, or premises caused by the act of securing.

13 **R119.3.2 Reentry of secured buildings.** The occupancy of any building or structure  
14 which has been ordered secured or has been secured by order of the building official shall  
15 be prohibited until the owner of said building or structure obtains a certificate of  
16 inspection or an occupancy permit from the building official. Work performed on any  
17 building or structure as a prerequisite to a certificate of inspection shall not be considered  
18 occupancy of said building or structure.

19 **R119.4 Building not to be rented or leased.** No owner or agent of the owner of any  
20 building, structure, or premises, after notice from the building official that such building,  
21 structure, or premises is unsafe or dangerous, shall rent or lease the same or any part thereof

1 or collect any rent therefor until such building, structure, or premises has been placed in a  
2 safe and secure condition. The building official shall be permitted to require an occupancy  
3 permit to be issued prior to occupancy or re-occupancy. Any person found guilty of violating  
4 the provisions of this section shall be subject to the penalties as set forth in Section Four of  
5 the adopting ordinance regarding fine and imprisonment. Each day that a violation continues  
6 constitutes a separate and distinct offense.

7 **R119.5 Cost; method of payment; lien; penalty.** The building official shall have the  
8 authority to require any violator of this code to correct, remove, or abate any condition  
9 caused or permitted by them in violation of this code; and the building official shall be  
10 permitted to correct, remove, or abate the same upon their failure to comply with the  
11 requirements of this code when the public interest so requires. For all emergency condemned  
12 buildings or structures, the building official shall have the authority to receive and publicly  
13 open bids and award the contract to the lowest qualified bidder meeting the specifications  
14 without first sending said contract to the Comptroller. These contracts shall be signed by the  
15 Building Commissioner and countersigned by the Director of Public Safety and shall have  
16 the full effect of a city contract. All costs attending such action in such cases shall be paid  
17 from the appropriate fund as provided in Section 119.3 and then collected from the party  
18 offending as therein provided. A lien for such costs shall be placed against the property  
19 whereon such violation was permitted to exist. The cost shall also be certified to the  
20 Collector of Revenue or other official collecting real estate taxes, who shall cause a special  
21 tax bill against the property to be prepared and collected in the same manner and procedures  
22 as other real estate tax bills. Said special tax bill shall be deemed a personal debt against the

1 property owner(s) and shall also be a lien on the property until paid. These bills or liens shall  
2 not be forgiven except by the City Counselor, who shall, in writing, instruct the building  
3 official to forgive such bills or liens. Further, board-up and demolition bills shall be  
4 permitted to be waived when ownership of said property for which the bill or lien was issued  
5 is accepted by Land Reutilization Authority, Saint Louis Development Corporation, or any  
6 other City agency. Any person, firm or corporation who shall refuse or neglect to comply  
7 with the provisions of this section or who shall violate any of the provisions thereof shall be  
8 subject to the penalties as set forth in Section Four of the adopting ordinance. In addition,  
9 any payments deemed to be in arrears shall be subject to interest charges at a rate set by the  
10 Comptroller.

11 **R119.5.1 Prohibited expenditures.** The building official shall not expend any monies  
12 for demolition of buildings owned by Land Reutilization Authority, Operation Impact,  
13 Saint Louis Development Corporation, Port Authority, or any other governmental agency  
14 except in emergency situations where immediate action is required to preserve public  
15 health, safety, and welfare.

16 **R119.6 Vacation of buildings; duties of police; penalty.** Upon effecting condemnation of  
17 any building, structure, or premises by the building official, it shall be unlawful for any  
18 person to enter or remain in or on such building, structure, or premises until such time as the  
19 Police Department shall have been notified in writing by the building official that the same is  
20 in a safe condition. It shall be the duty of the Police to remove any person from such  
21 building, structure, or premises so condemned and to prevent any person from entering same

1 until such time as the Police Department shall have been notified in writing by the building  
2 official that such building, structure, or premises is in compliance with this code. The  
3 provisions of this section shall not apply to licensed security guards or persons directly  
4 employed in securing the building, structure, or premises or otherwise abating the conditions  
5 causing the condemnation. Any violation of this section of the code shall be subject to the  
6 penalties as set forth in Section Four of the adopting ordinance.

7 **R119.7 Removal of decayed or unsafe trees.** Whenever it shall come to the knowledge of  
8 the Forestry Commissioner that any tree on private property is in such a decayed or  
9 dangerous condition as to endanger the lives of persons or is likely to cause immediate  
10 damage to the property of others, the Forestry Commissioner shall cause said tree to be  
11 removed or cause such dangerous conditions to be remedied by the owner of the property  
12 whereon it is situated. The powers and duties of the Forestry Commissioner in respect to any  
13 such tree, the notice to the owner of the property whereon it is located, the cost of its removal  
14 or remedying the dangerous condition caused thereby, the lien of such cost, the method of its  
15 collection, the penalties to be incurred by the owner, and the procedure to be followed by the  
16 Forestry Commissioner shall, as nearly as practicable, be those prescribed by this section in  
17 respect to the building official's procedures for buildings and other structures which are in a  
18 dangerous condition.

19 If the Forestry Commissioner cannot secure removal of the dangerous tree by Forestry  
20 Division forces or by response of the owner to the Forestry Division notice, the Forestry  
21 Commissioner shall be permitted to request the assistance of the building official in  
22 condemning the tree and securing removal after emergency or public bid by private



1 contractors resulting in a City of Saint Louis contract to remove the tree.

2 The condemnation, if appealed to the Board of Building Appeals, shall require the  
3 defense testimony of Forestry Division personnel knowledgeable about trees.

4 The Building Division shall be permitted to make available for tree removal contracts on  
5 private property a sum not to exceed five percent of the first two hundred thousand dollars of  
6 general fund demolition monies appropriated in a fiscal year, in addition to not more than  
7 three percent of any appropriated amount over \$200,000. The Forestry Division will prepare  
8 bid specifications and receive, process, and award such contracts billable to the Building  
9 Division demolition account subject to the dollar limits above. This procedure is for dead or  
10 dangerous trees on private property only and is not for encroachments, trimming, pruning, or  
11 other concerns.

12 **R119.8 Appeal.** Any person aggrieved by the decision of the building official pursuant to  
13 Sections R119.1 through R119.7 shall be permitted to appeal such decisions to the Board of  
14 Building Appeals within ten calendar days of the date on the Notice of Condemnation. The  
15 Condemnation Committee of the Board of Building Appeals, selected by the chairman, shall  
16 hear said appeal and render its decision affirming, modifying, or reversing the decision of the  
17 building official and, to such end, shall possess all the powers on appeal granted the building  
18 official under Sections R119.1 through R119.7. Such decision shall be subject to the  
19 procedures and review provided by the Administrative Procedure and Review Act of the  
20 State of Missouri. Filing of an appeal of any portion of Sections R119.1 through R119.7  
21 does not stay any action provided in these sections.

1 **R119.9 Penalties.** If the owner(s) fail to repair, demolish, or otherwise comply a building,  
2 structure, or premises as ordered by the Notice of Condemnation of the building official  
3 pursuant to Section R119.2 either within the seven day period specified in Section R119.1 or  
4 within ten days after any appeal from said notice as provided in Section R119.8 is finally  
5 adjudicated adversely to said owner(s), then said owner(s) shall be guilty of a violation of  
6 this Section and shall, upon conviction thereof, be subject to penalties as set forth in Section  
7 Four of the adopting ordinance. Each day that any violation continues shall constitute a  
8 separate and distinct offense.

9 **R119.10 Responsibility of ownership.**

- 10 1. Disclosure: It shall be unlawful for any seller or grantor to convey, give, or transfer  
11 property to any buyer or grantee without first disclosing in writing to the buyer or  
12 grantee the existence of all Notices of Condemnation or any other violations of this  
13 code. The grantor shall keep and make available for inspection by the building  
14 official such disclosure signed by the grantee for a period of one year from the  
15 conveyance, gift, or transfer.
- 16 2. Liability to prosecution and conviction: Any person shall be permitted to be  
17 prosecuted and convicted for violation of Section 119.1.1, notwithstanding that said  
18 person has not been given the notice specified in Section R119.1, provided that the  
19 building, structure, or premises in question had one or more of the defects described  
20 in Section R119.1 during the period that said person was responsible for said  
21 building, structure, or premises as owner, corporate officer, partner, or otherwise, and  
22 provided further that said prosecution is commenced during the one year period after

1           said person ceased to be so responsible.

2           3. Liability to suit and judgment: Any person shall be permitted to be sued by and held  
3           liable to the City of Saint Louis, as provided in Section R119.3, for funds expended  
4           by the City of Saint Louis pursuant to said section, notwithstanding that said person  
5           has not been given the notice specified in section R119.1, provided that the building,  
6           structure, or premises in question had one or more of the defects described in said  
7           section during the period that said person was responsible for said building, structure,  
8           or premises as owner, corporate officer, partner, or otherwise, and provided further  
9           that said suit is commenced during the one year period after said person ceased to be  
10          so responsible.

11           Owner(s) are presumed by law to know the conditions of their property whether  
12          or not such notice was given. Notices sent to the address of the owner(s) shown on  
13          the City of Saint Louis Assessors Office records on the date sent shall constitute legal  
14          notice in accord with Section R119.2.

15          **R119.11 Dangerous, hazardous, unsanitary, or unapproved plumbing, mechanical, and**  
16          **electrical installations.** The building official shall have the authority to seal out of service  
17          the items listed below when, in the building official's opinion, any of these items are in an  
18          unsafe, hazardous, or unsanitary condition; if a Certificate of Inspection has not been issued  
19          by the building official; or if the installation was made without obtaining the necessary  
20          permit(s):

21           1. Plumbing equipment, fixtures, piping, devices, and appurtenances covered by the  
22           Building and Plumbing Codes;

- 1        2. Mechanical equipment, devices, and appurtenances covered by the Building and  
2            Mechanical Codes.
- 3        3. Electrical equipment, fixtures, devices, wiring, and appurtenances covered by the  
4            Building and Electrical Codes;

5        **R119.11.1 Notice of sealing out of service.** Before sealing any device out of service, the  
6            building official, except in cases of emergency, shall serve seven days written notice  
7            upon the building owner(s) or occupant(s) by United States mail stating intention to seal  
8            the equipment out of service and the reasons therefore. Notice shall be permitted to  
9            alternately be served by posting upon or immediately adjacent to the device proposed to  
10          be sealed.

11       **R119.11.2 Unlawful to remove or tamper with seal.** Any device sealed out of service  
12          by the building official shall be plainly marked with a sign or tag indicating such sealing  
13          and any defacing or removal of the sign or tag, any tampering with or removal of the seal  
14          without approval of the building official, or operation of the sealed unit shall constitute a  
15          violation of this code and shall subject the violator to the penalties as set forth in Section  
16          Four of the adopting ordinance.

17       **119.12 Cancellation of condemnation.** The building official shall have authority to cancel  
18          prior condemnations either for defects or for occupancy. A condemnation shall be permitted  
19          to be rescinded by the building official only after, in the official's opinion, all necessary  
20          repairs are made to such building, structure, or premises or otherwise compliance is obtained

1 with the building official's orders to make such building, structure, or premises safe or  
2 occupiable and defects noted have been corrected.

3 **R119.12.1 Notice of cancellation of condemnations.** Upon cancellation of a  
4 condemnation, a notice shall be directed to the owner(s) of the building, structure, or  
5 premises stating that the condemnation has been canceled. The service of such notice  
6 shall be done in the same manner as provided for in Section R119.2.

7 **R119.13 Vacant building inspection.** The building official shall cause to be inspected any  
8 property that potentially is subject to the registration fee as established in Section R109.2.12.  
9 The inspecting officer shall report his findings and it shall be determined whether any such  
10 property shall be subject to the registration fee by the city. Within five business days of such  
11 determination, the building official shall notify by mail the owners of property on which the  
12 registration fee has been levied at the last known address according to the records of the  
13 Office of the Assessor. The property owner shall have the right to appeal the decision of the  
14 building official to the municipal court within 30 days of such notification. Absent the  
15 existence of any valid appeal or request for reconsideration the registration fee shall begin to  
16 accrue on the beginning of the second calendar quarter after the decision of the building  
17 official.

18 **R119.13.1 Reconsideration.** Should the property owner, within 30 days of the building  
19 official making such notification, complete any improvements to the property that would  
20 be necessary to revoke the levy of the registration fee, they shall request a reinspection of  
21 the property and a reconsideration of the levy of the registration fee by the city. If the

1 building official revokes the registration fee, no such assessment shall be made and the  
2 matter shall be considered closed. If the building official affirms the assessment of the  
3 registration fee, the property owner shall have the right to appeal the reconsideration  
4 decision to the municipal court within thirty days of such decision. Absent the existence  
5 of any valid appeal to the municipal court or other court of competent jurisdiction, the  
6 registration fee shall begin to accrue on the beginning of the second calendar quarter after  
7 the reconsideration decision of the building official.

8 **R119.13.2 Payment and penalties.** The building official shall establish procedures for  
9 the payment of the registration fee and penalties for delinquent payment of such fees.  
10 Any registration fees which are delinquent for a period of one year shall become a lien on  
11 the property and shall be subject to foreclosure proceedings in the same manner as  
12 delinquent real property taxes. The owner of the property against which the assessment  
13 was originally made shall be able to redeem only by presenting evidence that the  
14 violations cited by the building official have been cured and presenting payment of all  
15 registration fees and penalties. Upon bona fide sale of the property to an unrelated party  
16 said lien shall be considered released and the delinquent registration fee forgiven.

17 **SECTION R120**

18 **EMERGENCY MEASURES**

19 **R120.1 Procedure.** When, in the opinion of the building official, a building, structure, or  
20 premises poses an immediate or imminent danger to the public health, safety, or welfare as

1 defined in Section R119.1, the building official shall order the immediate evacuation and  
2 securing of said building, structure, or premises and shall be permitted to order all utilities to  
3 be disconnected without sending a notice. Each principle entrance shall be posted with a  
4 notice which reads as follows:

5 **DANGER**  
6 **THIS PREMISES IS UNSAFE AND HAS BEEN**  
7 **CONDEMNED**  
8 **ALL PERSONS ARE WARNED TO**  
9 **KEEP AWAY**

10 Any person who refuses to leave, interferes with the evacuation of other occupants,  
11 occupiers, or continues any operation after the property has been posted pursuant to this  
12 section, except such person(s) who is directed to perform work to remove a violation or  
13 unsafe condition, shall be deemed in violation of this section and it shall be the duty of the  
14 Police Department to immediately remove such person(s) from said building, structure, or  
15 premises and prevent anyone, unless approved by the building official, from re-entering the  
16 building, structure, or premises until such time that the Police Department shall have been  
17 notified that the same is in a safe condition. The building official assumes no responsibility  
18 for persons entering upon said property, and said persons proceed at their own risk and  
19 assume all liability.

20 **R120.2 Temporary safeguards.** When, in the opinion of the building official, there is  
21 actual and immediate danger of collapse or failure of a building or structure or any part

1    thereof which would endanger life, the building official shall be permitted to cause the  
2    necessary work to be done to render such building or structure or part thereof temporarily  
3    safe whether or not the legal procedure herein described has been instituted.

4    **R120.3 Closure.** When necessary for public safety, the building official shall temporarily  
5    close sidewalks, streets, buildings, structures, and places adjacent to such unsafe building,  
6    structure, or premises and prohibit the same from being used.

7       **R120.3.1 Catchment enclosures.** If, in the opinion of the building official, it is  
8       determined that there exists an imminent structural hazard, catchment enclosures shall be  
9       erected protecting adjoining property and the public right-of-way. The cost for such  
10      catchment enclosures shall be the responsibility of the owner of record immediately  
11      adjacent to the catchment enclosure and the recovery of said costs will be as described in  
12      Section 120.5.

13    **R120.4 Emergency repairs; remedies.** For the purpose of this section, the building official  
14    shall be permitted to employ the necessary labor and materials to perform the required work  
15    as expeditiously as possible. Further, when it is found that potable water is running inside a  
16    vacant building or structure and the owner or the owner's representative cannot be contacted,  
17    and where severe structural or other damage can thus occur to adjacent properties, the  
18    Building Commissioner or the Health Commissioner shall be permitted to order the Water  
19    Division to cease the problem flow by whatever means the Water Division finds necessary.  
20    The Water Division shall comply with any order issued pursuant to this section.

21    **R120.5 Cost of emergency repairs or demolition.** Costs incurred in the performance of



1 emergency work shall be paid from the Treasury of the City of Saint Louis on certification of  
2 the building official. The legal counsel of the City of Saint Louis shall institute appropriate  
3 action against the owner(s) of the premises where the unsafe building or structure is or was  
4 located for the recovery of such costs plus a ten percent administrative fee. If such cost is not  
5 collected, a lien shall be requested to be placed upon the property by the Comptroller. The  
6 costs shall also be certified by the Collector of Revenue or other official collecting real estate  
7 taxes, who shall cause a special tax bill against the property to be prepared and collected in  
8 the same manner and procedures as other real estate tax bills. Said special tax bill shall be  
9 deemed a personal debt against the property owner(s) and shall also be a lien on the property  
10 until paid.

11 **R120.6 Emergency demolition or removal.** If, in the opinion of the building official, a  
12 building, structure, tree, or premises, in whole or in part, poses an immediate and imminent  
13 danger to the public health, safety, or welfare by virtue of its condition or conditions in  
14 violation of this code, the building official shall be permitted to cause the immediate removal  
15 of said building, structure, or tree without the notice set forth elsewhere in this code. Further,  
16 the building official shall have the authority to award a sole source contract for demolition of  
17 said dangerous building, structure, or tree.

18 **SECTION R121**

19 **REGISTRATION OF VACANT BUILDINGS**

20 **R121.1 Vacant building registration fee.** The owner of any parcel of residential property

1 improved by a residential structure or of commercial property improved by a structure  
2 containing multiple dwelling units which is vacant and has been vacant for at least six  
3 months and which is in violation of this code shall pay a semiannual registration fee of two  
4 hundred dollars.

5 **R121.2 Inspection.** The Building Commissioner or his designee shall inspect any property  
6 that may be subject to the registration fee established in Section R121.1. The inspecting  
7 officer shall report his findings and recommendations and the Building Commissioner or his  
8 designee shall determine whether any such property shall be subject to the registration fee.  
9 Within five business days of such determination, the Building Commissioner or his designee  
10 shall notify by mail the owners of property on which the registration fee has been levied at  
11 their last known address according to the records of the office of the Assessor. The property  
12 owner shall have the right to appeal the decision of the Building Commissioner to the  
13 municipal court within thirty days of such notification. Absent the existence of any valid  
14 appeal or request for reconsideration pursuant to Section R121.3, the registration fee shall  
15 begin to accrue on the beginning of the second calendar quarter after the decision of the  
16 Building Commissioner.

17 **R121.3 Revocation of fees.** Within thirty days of the Building Commissioner making  
18 notification pursuant to Section R121.2, the property owner may complete any improvements  
19 to the property that may be necessary to revoke the levy of the registration fee and then may  
20 request a reinspection of the property and a reconsideration of the levy of the registration fee  
21 by the city. If the Building Commissioner or his designee revokes the registration fee, no

1 such assessment shall be made and the matter shall be considered closed. If the Building  
2 Commissioner or his designee affirms the assessment of the registration fee, the property  
3 owner shall have the right to appeal the reconsideration decision of the Building  
4 Commissioner to the municipal court within thirty days of such decision. Absent the  
5 existence of any valid appeal to the municipal court or other court of competent jurisdiction,  
6 the registration fee shall begin to accrue on the beginning of the second calendar quarter after  
7 the reconsideration decision of the Building Commissioner.

8 **R121.4 Payment of fees.** The Building Commissioner is hereby authorized to establish  
9 procedures for the payment of the registration fee and penalties for delinquent payments of  
10 such fees. Any registration fees which are delinquent for a period of one year shall become a  
11 lien on the property and shall be subject to foreclosure proceedings in the same manner as  
12 delinquent real property taxes. The owner of the property against which the assessment was  
13 originally made shall be able to redeem only by presenting evidence that the violations of the  
14 applicable code cited by the Building Commissioner have been cured and presenting  
15 payment of all registration fees and penalties. Upon bona fide sale of the property to an  
16 unrelated party, said lien shall be considered released and the delinquent registration fee  
17 forgiven.

18 **R121.5 Registration.** The property owner shall provide their name, street address, phone  
19 number, and email address to the Assessor's Office. If the property owner does not reside in  
20 Missouri or Illinois, the property owner is required to provide the name, street address, and  
21 telephone number of a natural person eighteen years of age or older designated by the

1 property owner as the authorized agent for receiving notices of code violations and for  
2 receiving process in any court proceeding or administrative enforcement proceeding on  
3 behalf of such owner or owners in connection with the enforcement of this code. This person  
4 must maintain an office in either the State of Missouri or Illinois or must actually reside in  
5 either the State of Missouri or Illinois. The Building Commissioner shall be responsible for  
6 providing the information to the City Information Technology Services Agency and the  
7 information shall be available through the Geo St. Louis website.

8 **R121.6 Vacant Building Maintenance.** The owner of any building that has become vacant  
9 shall, within thirty days, do the following:

- 10 1. Enclose and secure the building as defined under Section 119 of this code. All doors  
11 must be properly secured and windows on all floors of the building shall be properly  
12 secured.
- 13 2. Maintain the building in a secure and closed condition until the building is again  
14 occupied or until repair or completion of the building has been undertaken.

15 **R121.7 Collected Funds.** The Comptroller of the City of St. Louis is hereby authorized and  
16 directed to establish a Special Account to be known as the Vacant Building Initiative Fund in  
17 which all funds received pursuant to this section shall be deposited and such funds shall be  
18 kept separate and apart from all other funds. Such funds are hereby appropriated for the costs  
19 associated with this section. All interest generated on deposited funds shall be accrued to the  
20 Vacant Building Initiative Fund Account.

21 **R121.8 Penalties.** If an owner fails to pay the registration fee under Section R121.1 thirty

1 days after the registration fee is assessed, a penalty shall be assessed of \$250.00 per  
2 occurrence. Any owner found to be in violation of provisions of Section 121.5 shall be  
3 subject to a fine of not more than \$500.00, to a term of imprisonment of not more than ninety  
4 days, or to both a fine and imprisonment. Any owner found to be in violation of provisions  
5 of Section 121.6 shall be subject to a fine of not more than \$500.00, to a term of  
6 imprisonment of not more than ninety days, or to both a fine and imprisonment. Every day  
7 that a violation continues shall constitute a separate and distinct offense.

8 **CHAPTER 2 IS ~~[AMENDED]~~ AMENDED AS FOLLOWS:**

9 Modify Section R202 Definitions by the addition or changing of definitions to read as  
10 follows:

11 **BALCONY.** A projecting platform on a building, sometimes supported from below,  
12 sometimes cantilevered enclosed with a railing or balustrade.

13 **BUILDING or CODE OFFICIAL.** The Building Commissioner of the City of Saint Louis  
14 or any duly authorized representative.

15 **CONSTRUCTION COST.** The cost of all construction portions of a project, generally  
16 based upon the sum of the labor and materials used in the performance of the construction  
17 contract and other direct construction cost; does not include the compensation paid to the  
18 architect and consultants, the cost of the land, right-of-way, or other costs which are defined  
19 in the construction documents as being the responsibility of the owner.

20 **LICENSED DESIGN PROFESSIONAL.** An individual who is licensed to practice their

1 respective design profession as defined by Chapter 327 of the Revised Statutes of the State of  
2 Missouri.

3 **PROJECT COST.** The total cost of a project including professional compensation, land  
4 cost, furnishings and equipment , financing, and other charges as well as the construction  
5 cost.

6 **REGISTERED DESIGN PROFESSIONAL.** *same as* **LICENSED DESIGN**  
7 **PROFESSIONAL.**

8 **SUN DECK.** A roof area, balcony, open porch, etc. which is exposed to the sun.

9 **CHAPTER 3 IS [~~AMENDED~~] AMENDED AS FOLLOWS:**

10 Change Table R301.2(1) to read as follows:

<b>TABLE R301.2(1)</b>						
<b>CLIMATIC AND GEOGRAPHIC DESIGN CRITERIA</b>						
<b>GROUND SNOW LOAD</b>	<b>WIND DESIGN</b>		<b>SEISMIC DESIGN CATEGORY (g)</b>	<b>SUBJECT TO DAMAGE FROM</b>		
	Speed (d) (mph)	Topographic Effects (k)		Weathering (a)	Frost Line Depth (b)	Termite (c)
20 psf	115	NO	C	Severe	30 inches	Moderate to Heavy
<b>WINTER DESIGN TEMP (f)</b>	<b>ICE SHIELD UNDERLAYMENT REQUIRED (j)</b>	<b>FLOOD HAZARDS (h)</b>	<b>AIR FREEZING INDEX (j)</b>	<b>MEAN ANNUAL TEMP (k)</b>		
5° F	Not Required	May 24, 2011	963° F - days	55° F		

**No Change to Notes.**

11 Change Table R302.1(1) to read as follows:

**TABLE R302.1 (1)**  
**EXTERIOR WALLS**

EXTERIOR WALL ELEMENT		MINIMUM FIRE-RESISTANCE RATING	MINIMUM FIRE SEPARATION DISTANCE
Walls	(Fire-resistance rated)	1 hour-tested in accordance with ASTM E 119 or UL 263 with exposure from both sides	≤ 3 feet
	(Not fire-resistance rated)	0 hours	> 3 feet
Projections	(Fire-resistance rated)	1 hour on the underside, or heavy timber, or fire-retardant-treated wood <sup>a,b</sup>	≥ 2 feet to 3 feet
	(Not fire-resistance rated)	0 hours	> 3 feet
Openings in walls	Not allowed	N/A	<3 feet
	25% maximum of wall area	0 hours	3 feet
	Unlimited	0 hours	> 3 feet
Penetrations	All	Comply with Section R302.4	< 3 feet
		None required	≥ 3 feet

For SI: 1 foot = 304.8 mm.

NA = Not Applicable.

- a. The fire resistance rating shall be permitted to be reduced to 0 hours on the underside of the eave opening if fireblocking is provided from the wall top plate to the underside of the roof sheathing.
- b. The fire-resistance rating shall be permitted to be reduced to 0 hours on the underside of the rake overhang where gable vent openings are not installed.

- 1 Change Section R302.2 to read as follows:
- 2 **R302.2 Townhouses.** Common walls separating townhouses shall be assigned a fire-
- 3 resistance rating in accordance with Section R302.2, Item 1 or 2. The common wall shared
- 4 by two townhouses shall be constructed without plumbing or mechanical equipment, ducts,
- 5 or vents in the cavity of the common wall. The wall shall be rated for fire exposure from
- 6 both sides and shall extend to and be tight against exterior walls and the underside of the roof
- 7 sheathing. Electrical installation shall be in accordance with the Electrical Code.
- 8 Penetrations of the membrane of common walls for electrical outlet boxes shall be in
- 9 accordance with Section R302.4.

- 1        1. Where a fire sprinkler system in accordance with NFPA 13D is provided, the  
2            common wall shall be not less than a 1-hour fire-resistance-rated wall assembly  
3            tested in accordance with ASTM E 119 or UL 263.
- 4        2. Where a fire sprinkler system in accordance with NFPA 13D is not provided, the  
5            common wall shall be not less than a 2-hour fire –resistance-rated wall assembly  
6            tested in accordance with ASTM E 119 or UL 263 or the common wall shall be two  
7            independent 1-hour fire-resistance-rated wall assemblies.

8        Change Section R303.5.2 to read as follows:

9            **R303.5.2 Exhaust Openings.** Exhaust air shall not be directed below six feet eight  
10           inches onto public walkways.

11        Change Section R303.8 to read as follows:

12           **R303.8 Exterior stairway illumination.** Exterior stairways shall be provided with an  
13           artificial light source located at the top landing of the stairway or at an adjacent wall if the  
14           stair serves an uncovered deck or stoop. Exterior stairways providing access to a basement  
15           from the outdoor grade level shall be provided with an artificial light source located at the  
16           bottom landing of the stairway.

17        Change Section R311.3.2 to read as follows:

18           **R311.3.2 Floor elevations for other exterior doors.** Doors other than the required  
19           egress door shall be provided with landings or floors not more than 8¼ inches below the  
20           top of the threshold.



1           **Exception:** A top landing is not required where a stairway of not more than four  
2           risers is located on the exterior side of the door, provided that the door does not  
3           swing over the stairway.

4   Change Sections R311.7.5.1 and R311.7.5.2 to read as follows:

5           **311.7.5.1 Riser.** The riser height shall be not more than 8¼ inches. The riser shall be  
6           measured vertically between leading edges of the adjacent treads. The greatest riser  
7           height within any flight of stairs shall not exceed the smallest by more than ⅜ inch.  
8           Risers shall be vertical or sloped from the underside of the nosing of the tread above at  
9           an angle not more than 30 degrees from the vertical. Open risers are permitted provided  
10          that the openings located more than 30 inches, as measured vertically, to the floor or  
11          grade below do not permit the passage of a 4-inch-diameter sphere.

12                   **Exceptions:**

- 13                   1. The opening between adjacent treads is not limited on spiral stairways.  
14                   2. The riser height of spiral stairways shall be in accordance with Section  
15                   R311.7.10.1.

16           **R311.7.5.2 Treads.** The tread depth shall be not less than 9 inches. The tread depth  
17           shall be measured horizontally between the vertical planes of the foremost projection  
18           of adjacent treads and at a right angle to the tread's leading edge. The greatest tread  
19           depth within any flight of stairs shall not exceed the smallest by more than ⅜ inch.

20           **R311.7.5.2.1 Winder treads.** Winder treads shall have a tread depth of not less

1 than 9 inches measured between the vertical planes of the foremost projection of  
2 adjacent treads at the intersections with the walkline. Winder treads shall have a  
3 tread depth of not less than 6 inches at any point within the clear width of the  
4 stair. Within any flight of stairs, the largest winder tread depth at the walkline  
5 shall not exceed the smallest winder tread by more than  $\frac{3}{8}$  inch. Consistently  
6 shaped winders at the walkline shall be allowed within the same flight of stairs as  
7 rectangular treads and do not have to be within  $\frac{3}{8}$  inch of the rectangular tread  
8 depth.

9 **Exception:** The tread depth at spiral stairways shall be in accordance with  
10 Section R311.7.10.1.

11 Change Sections R313.1 through R313.2.1 to read as follow:

12 **R313.1 Townhouse automatic fire sprinkler systems.** A builder of townhouse units shall  
13 offer to any purchaser on or before the time of entering into the purchase contract the option,  
14 at the purchaser's expense, to install or equip fire sprinklers in the townhouse unit. No  
15 purchaser of such a townhouse unit shall be denied the right to choose or decline to install a  
16 fire sprinkler system in such townhouse being purchased.

17 **Exception:** An automatic residential fire sprinkler system shall not be required where  
18 additions or alterations are made to existing townhouses that do not have an automatic  
19 residential fire sprinkler system installed.

20 **R313.1.1 Design and installation.** Automatic residential fire sprinkler systems for  
21 townhouses shall be designed and installed in accordance with the Plumbing Code or

1 NFPA 13D.

2 **R313.2 One- and two-family dwellings automatic fire systems.** A builder of single family  
3 dwellings or residences or multi-unit dwellings of four or fewer units shall offer to any  
4 purchaser on or before the time of entering into the purchase contract the option, at the  
5 purchaser's expense, to install or equip fire sprinklers in the dwelling, residence or unit. No  
6 purchaser of such a single family dwelling, residence, or multi-unit dwelling shall be denied  
7 the right to choose or decline to install a fire sprinkler system in such dwelling or residence  
8 being purchased.

9 **Exception:** An automatic residential fire sprinkler system shall not be required for  
10 additions or alterations to existing buildings that are not already provided with an  
11 automatic residential sprinkler system.

12 **R313.2.1 Design and installation.** Automatic residential fire sprinkler systems shall be  
13 designed and installed in accordance with the Plumbing Code or NFPA 13D.

14 Change Section R319.1 to read as follows:

15 **R319.1 Premises identification.** Approved numbers or addresses shall be provided for all  
16 new buildings in such a position as to be plainly visible and legible from the street or road  
17 fronting the property. These numbers shall contrast with their background. Address  
18 numbers shall be Arabic numerals or alphabet letters. Numbers shall be a minimum of four  
19 inches high with a minimum stroke width of ½ inch.

20 If there is an alley, numbers shall also be placed on the alley elevation of the premises on

1 which the house, building or structure is located. If there is a garage or carport fronting on an  
2 alley, house numbers shall also be placed on the alley elevation of the garage or carport.

3 Change Section R322.1.7 to read as follows:

4 **R322.1.7 Protection of water supply and sanitary sewer systems.** New and  
5 replacement water supply systems shall be designed to minimize or eliminate infiltration  
6 of flood waters into the systems in accordance with the provisions of the Plumbing Code.  
7 New and replacement sanitary sewer systems shall be designed to minimize or eliminate  
8 infiltration of floodwaters into systems and discharge from systems into floodwaters in  
9 accordance with the Plumbing Code.

10 Add Sections R328 and R329 to read as follows:

11

## **SECTION R328**

12

### **MODULAR UNITS**

13 **R328.1 Regulatory Authority.** Modular units intended for use as permanent structures shall  
14 conform to Chapter 700 of the Revised Statutes of Missouri. All on-site construction or  
15 alterations such as site work, foundations, porches, stairs, accessory buildings, and other  
16 alterations required to complete the construction of the modular unit shall conform to this  
17 code, the electrical, mechanical, and plumbing codes, and the City of St. Louis Zoning Code.

18 **R328.2 Permits.** In order to obtain a building permit to construct a permanent building as  
19 real property utilizing a modular unit, the following information shall be required:

- 1        1. A completed building permit application;
- 2        2. Five complete sets of construction drawings prepared, sealed, and signed by a
- 3                Missouri licensed design professional as required by Chapter 327 of the Revised
- 4                Statutes of Missouri showing all on-site construction:
- 5                A.    Site plan indicating the city block, lot number and subdivision, location of the
- 6                        modular unit on the lot, location of any accessory structure, dimensions around
- 7                        the unit perimeter and to the property lines and building lines, and proposed
- 8                        drainage pattern,
- 9                B.    Foundation plans indicating the length and width of the foundation, reinforcing,
- 10                        size and location of structural system (beams, columns, and footings), and
- 11                        method of attachment used to connect the modular unit to the foundation. The
- 12                        foundation system shall extend down to the frost line. In almost all cases it is
- 13                        necessary to include or incorporate the manufacturer's unit drawings to verify
- 14                        compatibility with the proposed foundation relative to the transferred loads,
- 15                        anchors, etc.,
- 16                C.    Basement stair plan, section, and details, if applicable,
- 17                D.    Floor plans indicating any changes to the manufacturer's unit drawings.
- 18                        Indicate smoke detector locations. Smoke detectors shall be AC powered with
- 19                        battery back-up and interconnected throughout. Vent interior bathrooms,
- 20                        dryers, and range hoods to the exterior,
- 21                E.    Exterior porch, sun-deck, ramp, step, or stair plans, sections, and details, if
- 22                        applicable,

1 F. Elevations indicating any changes to the manufacturer's unit drawings such as  
2 location of door and window openings, exterior siding or veneer, soffit, rake  
3 and fascia boards, gutters, and downspouts. Downspouts shall conform to the  
4 plumbing code,

5 G. Wall section or building section indicating size of footing and foundation wall,  
6 reinforcing, depth of footing below finished grade, method of attachment used  
7 to connect the modular unit to the foundation and to other units, exterior siding  
8 or veneer material, soffit, rake and fascia board, gutters, and downspouts.  
9 Indicate floor-to-floor dimensions.

10 3. Verification of the Missouri Public Service Commission seal identification number  
11 or U.S. Department of Housing and Urban Development (HUD) label, or its agent, is  
12 required to be submitted prior to issuance of the building permit to verify compliance  
13 with the current state codes.

14 Separate permits are required for mechanical, electrical, plumbing, sprinklers, and fire  
15 alarms, if applicable.

16 **R328.3 Inspections.** The Division of Building and Inspection will make no inspection of  
17 individual modular units themselves nor assume any responsibility for their code compliance.

18 The Division of Building and Inspection will review, approve, and inspect all on-site  
19 construction and alterations required to setup a modular unit as a permanent building and real  
20 property.

21 **SECTION R329**

1 **TINY HOUSES**

2 **R329.1 General.** Detached single-family dwellings and multiple attached single family  
3 dwellings with a gross floor area of less than 400 square feet shall conform to this section.

4 **R329.2 Construction.** Tiny houses intended to be used as a dwelling unit shall be anchored  
5 to an approved foundation. Manufactured tiny houses constructed on a permanent chassis  
6 with wheels by either the manufacturer or owner and which have an affixed HUD or FHA  
7 certification tag may be located in a designated house-trailer park for mobile homes. All  
8 other tiny houses constructed on wheels will be considered as similar to RVs intended for  
9 occasional recreational use and not allowed to be used as a dwelling unit or mobile home for  
10 living purposes.

11 **R329.3 Light, ventilation, and occupancy limitations.** Tiny houses shall conform to  
12 Chapter 4 of the property maintenance code for light, ventilation, room size, ceiling height,  
13 and occupant load. Tiny houses may be designed as efficiency units in compliance with  
14 Section 404.6 of the Property Maintenance Code.

15 **R329.4 Means of egress.** Vertical egress from habitable levels shall be by a 36 inch wide  
16 stairway having a maximum riser height of 8 ¼ inches and a minimum tread depth of 9  
17 inches and minimum 5 feet 8 inches headroom measured vertically. Winder treads and spiral  
18 stairs complying with Section R311 are permitted. Ladders are not permitted. Hallways, if  
19 provided, shall be not less than 36 inches wide.

20 **R329.5 Utility connections.** Tiny houses intended for use as dwelling units shall have

1 permanent connections to public utilities.

- 2 1. Mechanical. Heat and hot water shall be provided. Space shall be provided for  
3 mechanical equipment and hot water appliances to maintain required clearances to  
4 combustible materials and to provide access for maintenance. A minimum of 30  
5 inches of clearance is required at the front of the appliance for service.
- 6 2. Electrical. An electrical system connected to the public utility shall be provided.  
7 Circuit breaker panels shall not be concealed and are not permitted in a bedroom,  
8 bathroom, or clothes closet. A minimum 36 inch deep by 30 inch wide unobstructed  
9 clearance area having a minimum 6 feet 6 inches headroom is required in front of  
10 electric panels. Doors cannot open towards an electrical panel. Counters and  
11 cabinets cannot be installed under the electrical panel.
- 12 3. Plumbing. All plumbing fixtures shall be connected to the public sanitary sewer  
13 system. Water supply to all plumbing fixtures shall be connected to the public water  
14 system.

15 **R329.6 Modular units as tiny houses.** Modular units intended to be occupied as tiny  
16 houses shall conform to Section R328.

17 **R329.6.1 Off-site construction.** For tiny houses constructed off site that are not  
18 manufactured units, five complete sets of construction drawings prepared, sealed, and  
19 signed by a Missouri licensed design professional as required by Chapter 327 of the  
20 Revised Statutes of Missouri shall be submitted and a building permit obtained prior to  
21 the start of construction. The architect shall submit a sealed, signed, and dated statement



1 affirming that the structure was built in conformance with all City of St. Louis  
2 construction codes or a third-party inspection shall be provided from a reputable  
3 inspection agency to the building inspector prior to placement of the structure on its  
4 foundation.

5 **CHAPTER 4 IS ~~[AMENDED]~~ AMENDED AS FOLLOWS:**

6 Change Section R403.1.4.1 to read as follows:

7 **R403.1.4.1 Frost protection.** Except where otherwise protected from frost,  
8 foundation walls, piers, and other permanent supports of buildings and structures  
9 shall be protected from frost by one or more of the following methods:

- 10 1. Extend 30 inches minimum below finished grade.
- 11 2. Constructing in accordance with Section R403.3.
- 12 3. Constructing in accordance with ASCE 32-01.
- 13 4. Erecting on solid rock.

14 **Exception:** Freestanding accessory structures with an area of 200 square feet  
15 or less and an eave height of twelve feet or less shall not be required to be  
16 protected.

17 Change Section R 404.1.3.2 to read as follows:

18 **R404.1.3.2 Reinforcement for foundation walls.** Concrete foundation walls shall  
19 be laterally supported at the top and bottom. Horizontal reinforcement shall be  
20 provided in accordance with Table R404.1.2(1). Vertical reinforcement shall be

1 provided in accordance with Table R404.1.2(2), R404.1.2(3), R404.1.2(4),  
2 R404.1.2(5), R404.1.2(6), R404.1.2(7), or R404.1.2(8). Vertical reinforcement for  
3 flat basement walls retaining four (4) feet or more of unbalanced backfill is permitted  
4 to be determined in accordance with Table R404.1.2(9). For basement walls  
5 supporting above-grade concrete walls, vertical reinforcement shall be the greater of  
6 that required by Tables R404.1.2(2) through R404.1.2(8) or by Section R608.6 for  
7 the above-grade wall. In buildings assigned to Seismic Design Category D<sub>0</sub>, D<sub>1</sub>, or  
8 D<sub>2</sub>, concrete foundation walls shall also comply with Section R404.1.4.2.

9 **Exceptions:**

10 1. Where unstable soil or ground water conditions do not exist, plain  
11 concrete foundation walls may be constructed a minimum of eight inches  
12 thick where the wall height from the top of the footing to the top of the  
13 wall does not exceed eight feet and when the unbalanced backfill height  
14 from the top of the basement slab to the finished grade immediately  
15 adjacent to the wall does not exceed seven feet. A minimum of two No. 4  
16 horizontal reinforcing bars shall be provided in the top and bottom of  
17 plain concrete foundation walls. A minimum of two No. 5 reinforcing  
18 bars shall be provided around all window and door openings in plain  
19 concrete foundation and basement walls. Bars shall extend a minimum  
20 24 inches beyond the corners of the openings.

21 2. Where unstable soil or ground water conditions do not exist, plain  
22 concrete foundation walls may be constructed a minimum of ten inches

1 thick where the wall height from the top of the footing to the top of the  
2 wall does not exceed nine feet and when the unbalanced backfill height  
3 from the top of the basement slab to the finished grade immediately  
4 adjacent to the wall does not exceed eight feet. A minimum of two No. 5  
5 reinforcing bars shall be placed horizontally in the top, middle, and  
6 bottom of the foundation wall.

7 3. Where unstable soil or ground water conditions do not exist, plain  
8 concrete foundation walls may be constructed a minimum of ten inches  
9 thick where the wall height from the top of the footing to the top of the  
10 wall does not exceed eight feet and when the unbalanced backfill height  
11 from the top of the basement slab to the finished grade immediately  
12 adjacent to the wall does not exceed eight feet. A minimum of two No. 5  
13 reinforcing bars shall be placed horizontally in the top, middle, and  
14 bottom of the foundation wall.

15 Change Section R405.1 to read as follows:

16 **R405.1 Concrete or masonry foundations.** Drains shall be provided around all concrete or  
17 masonry foundations that retain earth and enclose habitable or usable spaces located below  
18 grade. Drainage tile, gravel, or crushed stone drains, perforated pipe, or other approved  
19 systems or materials shall be installed at or below the area to be protected and shall discharge  
20 to an approved sump, fifteen inches in diameter and eighteen inches deep with fitted cover.  
21 A sump located in a space containing a finished area shall have a sump pump and piping  
22 installed to discharge the water to a separate storm (not sanitary) lateral, or if approved, to the

1 ground surface a minimum of 6 feet away from the building. Gravel or crushed stone drains  
2 shall extend at least one foot beyond the outside edge of the footing and six inches above the  
3 top of the footing and be covered with an approved filter membrane material. The top of the  
4 open joints of drain tiles shall be protected with strips of building paper, and the drainage  
5 tiles or perforated pipe shall be placed on a minimum of two inches of washed gravel or  
6 crushed rock at least one sieve size larger than the tile joint opening or perforation and  
7 covered with not less than six inches of the same material.

8 Drainage tiles, gravel, or crushed stone drains, perforated pipe, or other approved system  
9 shall be placed on both the inside and the outside of foundations in areas where a high water  
10 table or other severe soil-water conditions exist or where water is present in the excavation.  
11 The drainage system shall discharge to an approved sump having a sump pump and piping to  
12 discharge the water to a separate storm (not sanitary) lateral, or if approved, to the ground  
13 surface a minimum of six feet away from the building.

14 **Exception:** A drainage system is not required where the foundation is installed on well-  
15 drained ground or sand-gravel mixture soils according to the Unified Soil Classification  
16 System, Group I Soils, as detailed in Table R405.1

17 **CHAPTER 6 IS ~~AMENDED~~ AMENDED AS FOLLOWS:**

18 Delete Section 602.7.5 and Table 602.7.5.

19 **CHAPTER 8 IS ~~AMENDED~~ AMENDED AS FOLLOWS:**

1 Change Section R802.10.2 to read as follows:

2 **R802.10.2 Design.** Wood trusses shall be designed in accordance with accepted  
3 engineering practice. The design and manufacture of metal-plate-connected wood trusses  
4 shall comply with ANSI/TPI 1. The truss design drawings shall be prepared and sealed  
5 by a Missouri Licensed Professional Engineer.

6 **CHAPTER 9 IS ~~[AMENDED]~~ AMENDED AS FOLLOWS:**

7 Change Section [~~R905.2.8.2~~] **R903.4.1** to read as follows:

8 **R903.4.1 Secondary (emergency overflow) drains or scuppers.** Where roof  
9 drains are required, secondary emergency overflow roof drains or scuppers shall be  
10 provided where the roof perimeter construction extends above the roof in such a  
11 manner that water will be entrapped if the primary drains allow buildup for any  
12 reason. Overflow drains having the same size as the roof drains shall be installed  
13 with the inlet flow line located 2 inches above the low point of the roof, or overflow  
14 scuppers having three times the size of the roof drains and having a minimum  
15 opening height of 4 inches shall be installed in the adjacent parapet walls with the  
16 inlet flow located 2 inches above the low point of the roof served. The installation  
17 and sizing of overflow drains, leaders and conductors shall comply with the  
18 Plumbing Code, as applicable

19 Overflow drains shall discharge to the approved location and shall not be  
20 connected to roof drain lines.+

1 Change Section R905.2.8.2 to read as follows:

2 **R905.2.8.2 Valleys.** Valley linings shall be installed in accordance with the  
3 manufacturer's instructions before applying shingles. Valley linings of the following  
4 types shall be permitted:

5 1. For open valleys (valley lining exposed) lined with metal, the valley lining  
6 shall be at least 24 inches wide and of any of the corrosion-resistant metals in  
7 table R905.2.8.2.

8 2. For open valleys, valley lining of two plies of mineral surfaced roll roofing  
9 complying with ASTM D 3909 or ASTM D 6380 Class M shall be permitted.  
10 The bottom layer shall be eighteen inches and the top layer a minimum of 36  
11 inches wide.

12 3. For closed valleys (valley covered with shingles), valley lining of one ply of  
13 smooth roll roofing complying with ASTM D 6380, or two plies of No. 15  
14 building paper complying with ASTM D 226 Type I, ASTM D 4869 Type I,  
15 or ASTM D 6757 and at least 36 inches wide, or valley lining as described in  
16 Item 1 or 2 above shall be permitted. Self-adhering polymer modified  
17 bitumen underlayment complying with ASTM D 1970 shall be permitted in  
18 lieu of the lining material.

19 Change Section R905.2.8.5 to read as follows:

20 **R905.2.8.5 Drip Edge.** A drip edge shall be provided at eaves and rake edges of  
21 shingle roofs where required as a condition of the shingle manufacturer's warranty.

1 Adjacent segments of drip edge shall be overlapped not less than 2 inches. Drip  
 2 edges shall extend not less than ¼ inch below the roof sheathing and extend up back  
 3 onto the roof deck not less than 2 inches. Drip edges shall be mechanically fastened  
 4 to the roof deck at not more than 12 inches o.c. with fasteners as specified in Section  
 5 R905.2.5. Underlayment shall be installed over the drip edge along eaves and under  
 6 the drip edge along rake edges.

7 **CHAPTER 11 IS AMENDED AS FOLLOWS:**

8 Change data for Climate Zone 4 in Table N1102.1.1 to read as follows:

9  
 10 **TABLE N1102.1.1 (R402.1.2)**  
 11 **INSULATION AND FENESTRATION REQUIREMENTS BY COMPONENT<sup>a</sup>**

CLIMATE ZONE	FENESTRATION U-FACTOR <sup>b</sup>	SKYLIGHT <sup>b</sup> U-FACTOR	GLAZED FENESTRATION SHGC <sup>b,e</sup>	CEILING R-VALUE	WOOD FRAME WALL R-VALUE
1	NR	0.75	0.25	30	13
2	0.40	0.65	0.25	38	13
3	0.32	0.25	0.25	38	20 or 13 +5 <sup>h</sup>
4 except Marine	0.32	0.55	0.40	38	20 or 13 +5 <sup>h</sup>
5 and Marine 4	0.30	0.55	NR	49	20 or 13 +5 <sup>h</sup>
6	0.30	0.55	NR	49	20 + 5 <sup>h</sup> or 13 + 10 <sup>h</sup>
7 and 8	0.30	0.55	NR	49	20 + 5 <sup>h</sup> or 13 + 10 <sup>h</sup>

13

MASS WALL R-VALUE <sup>i</sup>	FLOOR R-VALUE	BASEMENT <sup>c</sup> WALL R-VALUE	SLAB <sup>d</sup> R-VALUE & DEPTH	CRAW SPACE <sup>c</sup> WALL R-VALUE
¾	13	0	0	0
4/6	13	0	0	0
8/13	19	5/13	0	5/13
8/13	19	0	10, 2 ft	10/13
13/17	30 <sup>g</sup>	15/19	10, 2 ft	15/19
15/20	30 <sup>g</sup>	15/19	10, 4 ft	15/19
19/21	38 <sup>g</sup>	15/19	10, 4 ft	15/19

- 1 For SI: 1 foot = 304.8 mm.
- 2 NR = Not required.
- 3 a. *R*-values are minimum.. *U*-factors and SHGC are maximums. Where insulation is  
4 installed in a cavity that is less than the label or design thickness of the installation,  
5 the installed *R*-value of the insulation shall be not less than the *R*-value specified in  
6 the table.
- 7 b. The fenestration *U*-factor column excludes skylights. The SHGC column applies to  
8 all glazed fenestration.
- 9 **Exception:** In Climate Zones 1 through 3, skylights shall be permitted to be excluded  
10 from glazed fenestration SHGC requirements provided that the SHGC for such  
11 skylights does not exceed 0.30.
- 12 c. “10/12” means R-10 continuous insulation on the interior or exterior of the home or  
13 R-13 cavity insulation on the basement wall.. “15/19” mean R-15 continuous  
14 insulation on the interior or exterior of the home or R19 cavity insulation on the  
15 interior of the basement wall. Alternatively, compliance with “15/19” shall be R-13  
16 cavity insulation on the interior of the basement wall with plus R-5 continuous  
17 insulation on the interior or exterior of the home.
- 18 d. R-5 insulation shall be provided under the full slab area of a heated slab in addition to  
19 the required slab edge insulation *R*-value for slabs, as indicated in the table. The slab  
20 edge insulation for heated slabs shall not be required to extend below the slab.
- 21 e. There are no SHGC requirements in then Marine Zone.



- 1 f. Basement wall insulation shall not be required in warm-humid locations defined by  
2 Figure N1101.10 and Table 1101.10.
- 3 g. Alternatively, insulation sufficient to fill the framing cavity providing not less than an  
4 *R*-value of R-19.
- 5 h. The first value is cavity insulation, the second value is continuous insulation.  
6 Therefore, as an example, “13+5” means R-13 cavity insulation plus R-5 continuous  
7 insulation.
- 8 i. Mass walls shall be in accordance with Section N1102.2.5. The second *R*-value  
9 applies where more than half of the insulation is on the interior of the mass wall.

10 ~~[APPENDIX N IS AMENDED AS FOLLOWS:]~~

11 ~~[Delete Sections N1101.5 and N1101.5.1.]~~

12 ~~[Delete Section N1101.14.]~~

13 ~~[Change Section N1102.4 and N1102.4.1 to read as follows:]~~

14 ~~[N1102.4 (R402.4) Air leakage. The building thermal envelope shall be constructed to limit~~  
15 ~~air leakage in accordance with the requirements of Sections N1102.4.1 through R1102.4.4.]~~

16 ~~[N1102.4.1 Building thermal envelope. The building thermal envelope shall be durably~~  
17 ~~sealed to limit infiltration. The sealing methods between dissimilar materials shall allow~~  
18 ~~for differential expansion and contraction. The following shall be caulked, gasketed,~~  
19 ~~weatherstripped, or other wise sealed with an air barrier material, suitable film, or solid~~

- 1 material:]
- 2 [1. ~~Openings between window and door assemblies and their respective jambs and~~
- 3 ~~framing;]~~
- 4 [2. ~~Utility penetrations;]~~
- 5 [3. ~~Walls and ceiling separating the garage from conditioned spaces;]~~
- 6 [4. ~~Behind tubs and showers on exterior walls;]~~
- 7 [5. ~~Common walls between dwelling units;]~~
- 8 [6. ~~Rim joists;]~~
- 9 [7. ~~Other sources of infiltration;]~~

10 [~~Delete Sections N1102.4.1.1 and N1102.4.1.2 and Table N1102.4.1.1.]~~

11 [~~Delete Section N1102.4.2.]~~

12 [~~Delete Section 1102.4.5.]~~

13 [~~Delete Sections N1103 (R403) and N1104 (R404). Refer to the Mechanical, Electrical,~~

14 ~~and Fuel Gas Codes.]~~

15 **CHAPTERS 12 thru 43 ARE ~~AMENDED~~ AMENDED AS FOLLOWS:**

16 Delete Chapters 12 thru 23. Refer to the Mechanical Code

17 Delete Chapter 24. Refer to the Fuel Gas Code.

1 Delete Chapters 25 thru 33. Refer to the Plumbing Code.

2 Delete Chapters 34 thru 43. Refer to the Electrical Code.

3 **CHAPTER 44 IS [~~AMENDED~~] AMENDED AS FOLLOWS:**

4 Modify Chapter 44 by adding the following:

## IAPMO

International Association of Plumbing and Mechanical Officials  
5001 E. Philadelphia Street  
Ontario, CA 91761-2816

8 **UPC-09- Uniform Plumbing Code**

9 Table R301.2(1), R313.1.1, R313.2.1, R322.1.7, R903.4.1

10 Appendices E, F, G, H, J, K, M, R, S, and T are hereby adopted.

11 **SECTION FOUR. PENALTY CLAUSE.** Any person who shall violate a  
12 provision of this code or shall fail to comply with any of the requirements thereof, or who  
13 shall erect, construct, alter, extend, repair, remove, demolish, use, or occupy any building,  
14 structure, premises, or equipment regulated by this code in violation of an approved  
15 construction document or directive of the building official or the Board of Building  
16 Appeals, or of a permit or certificate issued under the provisions of this code, and shall,  
17 upon conviction thereof, be punished by a fine of not more than \$500, or by  
18 imprisonment not exceeding 90 days, or both such fine and imprisonment. Each day that  
19 a violation continues shall constitute a separate and distinct offense.

20

1       **SECTION FIVE. SEVERABILITY.** If a section, subsection, sentence, clause,  
2 or phrase of this code is for any reason held to be unconstitutional, such decision shall not  
3 affect the validity of the remaining portions of this code.  
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5       **SECTION SIX. SAVINGS CLAUSE.** That nothing in this Ordinance or in the  
6 Residential Code hereby adopted shall be construed to affect any suit or proceeding  
7 impending in any court, or any rights acquired, or liability incurred, or any cause or causes of  
8 action acquired or existing under any act or ordinance hereby repealed as cited in Section  
9 Two of this Ordinance; nor shall any just or legal right or remedy of any character be lost,  
10 impaired, or affected by this ordinance.  
11

12       **SECTION SEVEN. EMERGENCY CLAUSE.** This being an ordinance  
13 necessary for the immediate preservation of the public safety, it is hereby declared to be an  
14 emergency measure and shall become effective immediately upon its approval by the Mayor.  
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16       **SECTION EIGHT. CODIFIED.** It is the intent of the Board of Aldermen that  
17 Sections Two, Three, and Four of this ordinance be codified in the Revised Code of the City  
18 of Saint Louis.