

## **Lake Saint Louis Building Department**

### ***Guidelines for Submission of Commercial Building Construction Designs***

The following shall serve as a guideline for the submission of designs pursuant to obtaining a building permit for commercial construction projects. Some projects may be more complex thus requiring additional information, while some may be simple requiring less information.

All projects shall be designed in accordance with the latest edition of the 2009 International Building Code.

**All plans shall be sealed by Design Professionals in accordance with the requirements of Missouri State Law.**

#### **New Commercial Buildings**

Three copies of building construction drawings should be submitted on paper no smaller than 18" X 24" and be at a scale of 1/8" equals 1'-0" or larger. New commercial construction plans must include a geotechnical report and site plan as well as structural calculations, structural, architectural, mechanical, electrical, plumbing and fire suppression designs. All construction designs must bear the seal of an appropriate Design Professional. Initial review of these plans and, if necessary, a request for revisions from the plans examiner is most often completed within two to three weeks. If revisions are necessary, a revision request will be forwarded by email or fax.

Construction designs may be submitted for review by the Building Department prior to approval by the Planning & Zoning Commission and the Development Review Board; however no building permit shall be issued without P&Z and DRB approval having first been obtained.

#### **Commercial Tenant Finish or Remodeling**

A building permit is required should a change of occupancy type be sought or modifications to an existing building or space be proposed. The requirements to obtain a building permit for a tenant space are similar to those for obtaining a building permit for a new structure. Three copies of construction plans bearing the seal of an appropriate Design Professional registered with the State of Missouri and including, as applicable, structural, architectural, mechanical, electrical, plumbing and fire suppression plans must be submitted to the Lake Saint Louis Building Department.

Neither Planning & Zoning Commission nor Development Review Board approval is required for commercial tenant finish or remodeling work unless a significant change to the exterior of the building is proposed. A building permit must be obtained prior to the commencement of work.

**All designs for constructing new or modifying existing commercial structures shall be submitted to and approved by the appropriate Fire Protection District.**