

## After City Approval

The city will keep one set of the city-approved plans for our records.

Be sure to submit plans to Metro West Fire District for permit approval. Metro West Fire District is located at 17065 Manchester Road. They can be reached at:

Phone: 636-458-2100

Fax: 636-458-2199

[www.metrowest-fire.org](http://www.metrowest-fire.org)

- ⇒ Metro West Fire District, St. Louis County and any other applicable entities will need to approve the improvements prior to the City of Ellisville conducting a final inspection.
- ⇒ Check with the Ellisville Planning Department at 636-227-9660 regarding building setback and site coverage requirements and/or limitations.
- ⇒ Electrical and mechanical permits should be obtained from the St. Louis County Department of Public Works.

## Helpful Tips

- Check with your subdivision trustees for any subdivision approval or restrictions.

## Residential Room Additions



*City of Ellisville  
#1 Weis Avenue  
Ellisville, MO 63011  
Phone: (636)227-9660  
Fax: (636)227-9486  
[www.ellisville.mo.us](http://www.ellisville.mo.us)*

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## Residential Room Additions

A residential room addition can add needed living space and value to your home – so if you're feeling the need for more *room*, the simple steps in this brochure will assist you in getting all needed approvals and permits for your project.

A residential room addition does require a building permit, and before you come to the permit counter at City Hall, you need to prepare and bring some documents with you.

Three copies of a current signed and sealed site plan, drawn to scale, showing existing structures, the proposed room addition, and its distances to property lines as well as from other structures on the lot. *Note: site plan must show direction of water run-off.*

⇒ Size and location of all existing structures, including the proposed room addition.

⇒ The existing and finished grades at each corner of the addition relative to the first floor level.

⇒ If you have chosen to install a prefabricated fireplace, wood-burning stove, or gas log appliance, be sure to include two copies of the manufacturer's specification sheets and two copies of the manufacturer's installation instructions.

⇒ Three sets of building plans drawn to scale and containing the following:

- Foundation/floor plans
- Building elevation
- Wall, stair, fireplace sections and details
- If applicable, two subdivision trustees' original and dated signatures on the cover sheet of each set of plans.
- Heat loss/heat gain calculations for the addition (your mechanical contractor can provide this information to you)
- If the project is over 400 sq.ft., the plans must bear the original seal and dated signature of a Missouri registered architect or engineer on each individual sheet of all sets of plans.

⇒ Depending upon your choice of roof framing system, you will need to include one of the following:

- If by *conventional framing method*, indicate the size and spacing of rafters, ceiling joists and/or ties on the sections and details included in the plans submitted.

OR

- If by the *TRUSS* method, submit two copies of a Missouri registered engineer's sealed truss plan, which can be obtained from the lumber dealer or the *TRUSS* fabricator.

## Once your plans are prepared

Bring your three sets of building plans to the permit counter at City Hall located at #1 Weis Avenue, Ellisville, MO 63011. At that time you will need to complete an application for a building permit.

When your plans have been approved by the plan reviewer, you will be notified by phone that your permit is ready. You will also be told the cost of the permit (which includes the cost of plan review and the minimum number of required inspections). Payment is required before the permit can be issued.

*Note: Electrical and mechanical permits (if applicable) must be obtained from the St. Louis County Department of Public Works before any new electrical or plumbing work may be performed. For more information, call 615-5184.*

*Note: Your addition may require ARB (Architectural Review Board) approval if significant changes to the exterior front façade/elevation are proposed.*

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