



CODE ENFORCEMENT DEPARTMENT  
14811 MANCHESTER ROAD  
BALLWIN, MO 63011

# PERMIT INFORMATION HANDBOOK

**(636) 227-2129**  
**FAX: (636) 207-2360**  
**[www.code@ballwin.mo.us](http://www.code@ballwin.mo.us)**

UPDATED JUNE 2010

# HELPFUL PHONE NUMBERS



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## ***BALLWIN ADMINISTRATIVE OFFICES***

Permit & Housing Inspections ..... (636) 227-2129  
Planning & Zoning ..... (636) 227-8580  
Public Works/City Engineer ..... (636) 227-9000

## ***BALLWIN POLICE DEPARTMENT***

Emergency ..... 911  
Non-Emergency ..... (636) 227-9636

## ***ST. LOUIS COUNTY***

Clayton Government Center ..... (314) 615-5000  
West County Government Center ..... (314) 615-0900

## ***FIRE INSPECTIONS***

Metro West Fire Protection District ..... (636) 458-2100  
West County EMS & Fire Protection District ..... (636) 227-9350

## ***UTILITIES***

AmerenUE ..... (314) 342-1000  
Charter Communications ..... 1-800-211-4450  
Laclede Gas ..... (314) 621-6960  
Metropolitan Sewer District ..... (314) 768-6230  
    Emergency ..... (314) 768-6260  
Missouri American Water Company ..... (314) 991-0333  
    Emergency Service ..... (314) 991-3404  
Southwestern Bell New Service ..... 1-800-464-7928  
    Repair Service ..... 1-800-246-8464

**FOR LOCATION OF ALL UNDERGROUND UTILITIES  
1-800-DIG-RITE  
(1-800-344-7483)**



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*This handbook has been assembled to explain, in an uncomplicated manner, the process for obtaining permits in the City of Ballwin. It is not meant to be a complete checklist of all requirements. All applications are subject to a complete review at the time of submittal.*

*Permits can generally be issued quickly, simply, and easily if these instructions are followed, and all the required information is submitted.*

*If you have a question about applying for any of these permits, please call (636) 227-2129.*

# RESIDENTIAL PERMITS



**All construction work must be completed in accordance  
with the provisions of the following codes:**

2006 International Residential Code  
2006 International Building Code  
2006 International Plumbing Code  
2006 International Mechanical Code  
2006 International Fuel Gas Code  
2008 National Electric Code  
  
Ballwin Zoning Ordinance  
Ballwin Housing Code

**All permit application forms are available at  
the Ballwin Government Center  
or online at [www.ballwin.mo.us](http://www.ballwin.mo.us)  
CLICK ON  
“Permit & Inspection Forms & Information”  
in the left hand (red) column.**

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**ALL CONTRACTORS AND SUBCONTRACTORS  
MUST HAVE A CURRENT  
BALLWIN CONTRACTOR’S LICENSE**



## FEES & ESCROW SCHEDULE

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*The permit fee is due when the permit is picked up and must be paid before the commencement of any work.*

The permit fee is calculated at \$4.00 per \$1,000 of construction cost with a minimum of \$50.00.

*The City of Ballwin reserves the right to estimate construction cost, based on regional construction cost data, in order to ensure uniform permit fees.*

An *escrow deposit*, according to the following schedule, is required for **all construction projects**. Checks will be cashed and deposits will be returned upon final inspection approval, if there is no damage to City property (streets, sidewalks).

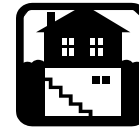
<i>Estimated Cost of Construction</i>	<i>Escrow Amount</i>
0 - \$2,500 .....	\$250
\$2,501 - \$5,000 .....	10% of cost
\$5,001 - \$25,000 .....	\$500
\$25,000 and above .....	2% of cost

When the escrow is greater than \$5,000, a surety bond may be filed with the city clerk in lieu of the cash deposit. Such bond shall run to the benefit of the City. (City will provide bond form).

City streets are to be kept clear of mud, rock, concrete, or any other materials related to the proposed construction. If the streets are not kept clean, City crews will be used and all expenses will be charged to the escrow account.

*Please refer to this fees & escrow schedule for all projects on pages 5-10*

## BASEMENT FINISH



*Finishing your basement requires a building permit. You will need to submit two complete sets of your plans.*

- Complete the appropriate section of the Multipurpose Permit Application form, including the signature of the owner or agent and the estimated cost of the project.
- Rooms must be labeled on floor plans.
- Provide heat loss/gain calculations for the area being finished. This can be done by a mechanical contractor and is needed to determine if the existing equipment is adequately sized to accommodate the new living space.
- Location of smoke detector (ceiling level near stairs).
- Show typical wall section.\*
- Provide a layout showing location of supply and return air grilles and registers. If mechanical work is to be enclosed in a small room, show location of combustion air (cannot be obtained from a garage or basement bedroom).
- Basement bathrooms must have an exhaust fan ducted to the exterior.
- Show location of service panel and meter (cannot be in a bathroom).
- Ceiling height shall be a minimum of 7 ft. 0 inches in all habitable spaces (6 ft. 6 in. at beams or ductwork).
- Basement sleeping rooms must have a means of emergency escape and rescue. Windows or doors, under some circumstances, may provide this.\*
- A separate plumbing permit is required for all new plumbing. Only a licensed plumber may obtain permit. Label any **existing** rough plumbing on the plans.
- A separate electrical permit is required for all new electrical installations. Drawings should include an electrical layout. Only a licensed electrician may obtain permits.
- Please see “Record of Inspections” paragraph on page 7.

*\*Additional information is available in the  
Basement Finish brochure available at the Government Center  
or online at [www.ballwin.mo.us](http://www.ballwin.mo.us)*



## ROOM, GARAGE & DECK ADDITIONS

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*Room, garage and deck additions require a building permit. You will need to submit two complete sets of your plans.*

- Complete the appropriate section of the Multipurpose Permit Application form, including the signature of the owner or agent and the estimated cost of the project.
- Submit a plot plan (*see page 18*), drawn to scale, showing the location of the proposed addition and the existing structures on the lot. The distance from the new addition to adjacent property lines in feet and inches must be shown. All zoning requirements must be met.
- Plans of the proposed structure must be submitted. The type of material to be used must be shown. The plans must be drawn to scale, with sufficient clarity and detailed dimensions to show the nature and character of the proposed work. This generally includes, but is not limited to:
  - Elevations of all sides of the addition
  - Cross section of the footing, foundation wall, and roof construction showing size and spacing of all structural members
  - Foundation and floor plans
  - Heat gain/loss calculations for room additions
  - Location and number of supply and return air grilles and registers
  - Any other necessary details pertaining to the construction of the proposed structure
  - Meter location and drop over new deck
- A **plumbing permit** must be obtained from Ballwin if any plumbing work is to be performed. Only a St. Louis County licensed plumber may apply for and obtain this permit.
- An **electrical permit** must be obtained if any electrical work is to be performed. Only a St. Louis County certified electrician may apply for and obtain this permit.

## ROOM, GARAGE & DECK ADDITIONS

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- A **Record of Inspections** card will be issued with the permit. The applicable inspections required will be circled. As the work progresses, call for an appointment for the required inspection **at least** 24 hours in advance (more notice may be required during busier times). A \$25 reinspection fee will be charged for any scheduled inspection that cannot be made at the time scheduled. No further inspections will be made until this fee is paid. Lost inspection cards will be replaced at a cost of \$50 per card.
- Please check with your subdivision trustee organization to see if there are additional regulations regarding room, garage or deck additions.

*Additional information is available in the  
Typical Deck Plans & Details and  
Room Addition brochures  
available at the Government Center  
or online at [www.ballwin.mo.us](http://www.ballwin.mo.us)*

*Please refer to the fees & escrow schedule on page 4*



## RETAINING WALLS (30 inches or higher)

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*Retaining Walls require a building permit. You will need to submit two complete sets of your plans.*

- A Multipurpose Permit application form must be filled out completely and submitted, including the signature of the owner or agent and the estimated construction cost.
- Submit two copies of your plot plan showing location of wall.
- For block walls (such as interlocking walls), provide construction details from the manufacturer. Any deviation from the manufacturer's installation instruction or details will require plans designed and sealed by a licensed engineer or architect.
- If a walking surface is located within 2 feet of the edge of the wall, guard rails are required along the top of the wall. Provide a detail of the proposed guard rail.
- If a driveway is located on top of the retaining wall, the plans for the wall must be designed and sealed by a licensed engineer or architect.
- No materials such as rock or retaining wall blocks may be stored on the public street during the construction of a retaining wall. In addition, no trailers or other equipment may be left parked on the street overnight. Failure to comply with this requirement will result in the issuance of a ticket by the Ballwin Police Department.
- Inspections are required for the wall-base before blocks are installed and at each level of reinforcing. The reinforcement must be inspected before it is covered. If the base or the reinforcing is covered prior to the inspection, all material must be removed back to the last level inspected.
- Please check with your subdivision trustee organization to see if there are additional regulations regarding retaining walls.
- Please see "Record of Inspections" paragraph on page 7.

*Please refer to the fees & escrow schedule on page 4*

## STORAGE SHEDS



*Storage sheds require a building permit. You will need to submit two complete sets of your plans.*

- A Multipurpose Permit application form must be filled out completely and submitted, including the signature of the owner or agent and the estimated construction cost.
- Submit two copies of the plot plan showing the lot lines with dimensions, location of existing structures, location of the storage shed, and exact dimensions from the storage shed to the property lines and any existing building on the lot.
- Minimum yard setbacks: 5 feet from rear property lines, 10 feet from existing buildings. Side yard setbacks are subject to the zoning district classification. Check with Plans Examiner and subdivision trustees for exceptions.
- Maximum allowed structure height is 20 feet.
- Maximum Size: Not greater in gross floor area than the smaller of 1½ times the ground floor area of the main building on the premises, or 25 percent of the minimum rear yard required by the applicable zoning district classification for the parcel of land where it is being built.
- The shed must be built of a material and in a style that is architecturally compatible with the main building on the premises.
- All buildings must be anchored by one of the following means:
  - Footing and foundation with anchor bolts
  - Piers with anchor bolts
  - Metal strapping tied to ground mounted anchors
- Buildings over 600 sq. ft. in size must be on footings a minimum of 30 inches deep.
- Please check with your subdivision trustee organization to see if there are additional regulations regarding storage sheds.

*Please refer to the fees & escrow schedule on page 4*



## SWIMMING POOLS & HOT TUBS (SPAS)

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*Swimming Pools and Hot Tubs/Spas require a building permit. You will need to submit two complete sets of your plans.*

- A Multipurpose Permit application form must be filled out completely and submitted, including the signature of the owner or agent and the estimated construction cost.
- Submit a plot plan drawn to scale showing the location of the proposed swimming pool, existing structures on the lot and the location of overhead and/or underground utility lines. The distance from the pool to adjacent property lines in feet and inches must be shown. A method of disposing of pool water that will not create a nuisance to adjoining property must be shown on the plans.
- Drawings of the pool showing structural details must be submitted. A detail or description of the surrounding fencing is required (4 feet minimum height). Swimming pool pump and filter details, including horsepower and capacity are also required. Fence gates must be self closing and self latching and must swing away from the pool area. Doors leading to pool area must be alarmed in accordance with the building code.
- An electrical permit must be obtained. Only a St. Louis County Certified Electrician may obtain this permit.
- Pool locations must be approved by AmerenUE prior to pool installation. For information, contact AmerenUE at 314-342-1000.
- Please check with your subdivision trustee organization to see if there are additional regulations regarding swimming pools, hot tubs, and spas.

*Detailed information pertaining to barrier and alarm requirements are contained in the "Swimming Pools, Spas & Hot Tubs" brochure available at the Government Center and online.*

*Please refer to the fees & escrow schedule on page 4*

## PLUMBING PERMITS



*Only Master Plumbers and Drainlayers licensed by St. Louis County may obtain plumbing permits or do plumbing or drain laying in the City of Ballwin. The only exception to this rule is repairs involving the working parts of a faucet or valve, the clearance of stoppages and the installation, maintenance or repair of lavatory and kitchen sink traps. A plumbing or drainlaying permit may be revoked if it is determined that the work under the permit is not proper per the guidelines of the applicable Plumbing Code.*

*In contrast to the surrounding unincorporated areas around Ballwin that fall under the jurisdiction of St. Louis County, Ballwin has not amended the International Plumbing Code to require thermal expansion tanks on all new water heater installations. **Thermal expansion tanks are not required on new or replacement water heaters unless it is determined that there is a check valve or a backflow prevention device on the house water system.***

- Complete a Plumbing/Drainlaying Permit application.
- Applicant must show proof that he/she is a properly licensed plumber or drainlayer in St. Louis County.
- The permit fee is based on the number of fixtures, number of inspections required, number of connections to water or sewer and other factors.

### **Plumbing Inspections**

- Once a permit is obtained, inspection requests can be made by calling **(636) 227-2129**. Inspections will be scheduled on a first-come first-served basis as schedules allow, but not with less than 24 hours notice. Office hours are Monday - Friday, 8:00 a.m. to 5:00 p.m.
- The types of inspections that are typically required are: Ground Rough, Stack Rough, and Finish.
- Water or air tests are required on all rough inspections.
- No plumbing work may be covered or concealed until it has been inspected and approved by the City of Ballwin Plumbing Inspector. **There are no exceptions to this rule.**



## FENCE PERMITS

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*New and replacement fences require a fence permit. You will need to submit two complete sets of your plans.*

- A Fence Permit form must be filled out completely and submitted, including the signature of the owner or agent. The permit fee for fences is \$35.00.
- Submit a copy of a plot plan showing the location of the fence, as well as any existing fences, pools, buildings, etc. (*see page 18*).
- You will need the following information:
  - Location of fence (address)
  - Name, address, telephone number of owner
  - Type of fence
  - Material
  - Height above ground at the highest part of the fence
  - Depth of posts in ground
- No connection to adjacent property fencing is permitted.
- General fence regulations:
  - A maximum height of 8 feet for any wall or fence.
  - A 6-foot maximum height for solid fences (8 feet if top 2 feet are at least 50% open).
  - Fences in residential districts are not permitted in any yard between the main structure and any roadway (public or private) without first obtaining a Front Yard Fence permit (*see next page*).
- Please check with your Subdivision Trustee organization to see if there are additional regulations regarding fences.



## **Front Yard Fence Permit**

*Generally, front yard fences are **not permitted** in the single family residential areas of the City. The exception to this rule is the case of lots that have two front yards such as corner lot or a lot with a street passing along both the front and rear of the house.*

*If this exception applies, you may obtain a front yard fence for one of the front yards only. Issuance of a front yard fence permit is contingent on the following conditions:*

- No part of the fence may be located on the public right-of-way.
- The fence must have a gate or other access to all adjacent rights-of-way.
- The fence must be erected with the finished side facing the roadway.
- The fence must blend with existing nearby front yard fences in orientation, color, style, height, materials of construction, and location.
- The fence must be located so as not to obstruct the view of motorists or pedestrians in the vicinity.
- A front yard fence is only allowed in one of the front yards.



***Fences intended for use as a pool, spa, or hot tub barrier must comply with the requirements contained in the “Swimming Pools, Spas & Hot Tubs” brochure available at the Government Center and online.***



## MECHANICAL PERMITS

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*Mechanical permits are required for the following or similar types of work:*

- New and replacement heating and cooling systems
  - Changing a heating system from one energy source to another
  - Wood stoves
  - Prefab fireplaces
  - Natural gas fired fireplace and gas logs
  - Hot water heating systems
  - Ventilation and exhaust systems
  - Ductwork and exhaust systems for room additions and basement finishes
  - Gas piping
  - Commercial air handling systems
  - Commercial kitchen exhaust systems
- 
- A Mechanical Permit Application form must be filled out completely and submitted, including the signature of the owner or agent. For permit fees, please refer to the permit application form.
  
  - Mechanical installations in commercial buildings must be done by St. Louis County licensed contractors.
  
  - For the installation of new equipment, a copy of the manufacturer's specifications and installation instructions must accompany the permit application.

## DEMOLITION PERMITS



- A Demolition Permit form must be filled out completely and submitted, including the signature of the owner or agent. The permit fee is \$100.
- All utility disconnect notices must be provided to the City of Ballwin: Laclede Gas, Ameren UE, Metropolitan Sewer District, and St. Louis County Water Company.  
*NOTE: Water tap destroy and sewer tap destroy require a Ballwin Plumbing permit and all associated inspections. Water and sewer tap destroys should be done as close as possible to the main, but must be located out of the way of any future excavation or grading.*
- Provide a signed approval of asbestos abatement from St. Louis County (form attached to demolition permit).
- Provide a signed waste disposal permit from St. Louis County (contact Allen Reinhardt at St. Louis County for this permit 314-854-6955)
- Provide a site restoration plan which includes revegetation details for all disturbed areas.
- Keep the property free of high grass, weeds, debris and yard waste at all times.
- Provide estimated date and time of demolition operations.

***The following processes must be witnessed by a Ballwin inspector:***

- Septic tanks are required to be emptied by a licensed special waste hauler. Tanks must be removed if roadways or buildings are to be placed in their location. Under certain circumstances, tanks may also be filled with granular fill after the bottom has been broken out.
- Septic drainage fields must be disturbed or destroyed.
- Fresh water wells must be properly capped by a licensed well drilling company. (Upon completion of capping process the property owner must notify the Department of Natural Resources, Geology Office, Rolla 573-368-2100.)
- Cisterns and in-ground swimming pools must be emptied and destroyed such that they will no longer hold water.

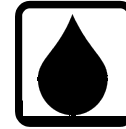


## LAWN IRRIGATION

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- ❑ **Plumbing Permit required for backflow prevention device:** No landscape irrigation system may be installed unless a Ballwin plumbing permit has been obtained for a backflow prevention device. Such permits may only be obtained by a St. Louis County licensed plumber in compliance with the plumbing code. **At final inspection, the backflow prevention device must have a durable, dated test tag showing the month, day and year.**
  
- ❑ **Excavation Permit:** An excavation permit is required if any part of a lawn irrigation system will be in the street right-of-way. The right-of-way generally extends 12 feet back from the back of street curb. An application is available at the Government Center and the fee is \$50. The contractor must submit an insurance certificate in the amount of \$300,000, with the City shown as additional insured.
  
- ❑ **System Location Requirements:**
  - No sprinkler head or similar discharge fixture or piping may be located within 24 inches of any roadway, driveway, sidewalk or other pavement.
  - Except for vertical connections to sprinkler heads, all irrigation system piping within a roadway right-of-way must be buried a minimum of 18 inches below grade.
  
- ❑ **Inspections:** Two inspections are required for all landscape irrigation system permits. Inspections may be obtained by calling (636) 227-9000. Inspections will be scheduled on a first-come first-served basis as schedules allow, but not with less than 24 hours notice.
  - **Depth inspection:** An inspection of the depth and distance from the curb of all sprinkler heads or other discharge fixtures must be made by the public works inspector prior to the installation of the devices.
  - **Final inspection:** A final inspection must be made by the public works inspector on completion of the landscape irrigation project.

## LAWN IRRIGATION



- Property owner responsible for relocation or removal:** The property owner of the premises on which a landscape irrigation system has been installed is responsible for the relocation and/or removal of the system or parts of the system if it is obstructing the Ballwin Public Works Department or utility companies working within the public right-of-way. Ballwin assumes no responsibility for damage to irrigation systems in the right-of-way due to work being performed by the City.

*For more information,  
please contact the Public Works Department  
at (636) 227-9000.*

## EXCAVATION PERMITS



*Prior to excavating in any public street or right-of-way (which, in most cases, extends 12 feet back from the curb), an Excavation Permit must be obtained. The types of work typically requiring an excavation permit are:*

- Water service repairs or demolition in right-of-way
  - Sewer line repairs or disconnects in right-of-way
  - Driveway installation or repair involving the public sidewalk or street.
  - Lawn irrigation systems.
- Proof of insurance must accompany the application.
  - The \$50.00 fee is due when the permit is applied for.

*For more information,  
please contact the Public Works Department  
at (636) 227-9000.*



## WHAT IS A PLOT PLAN?

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A plot plan is an accurate drawing or map of a property that shows the size and configuration of the lot and the size and precise location of most man-made features (buildings, driveways, walkways). Plot plans show both what currently exists on the property and what improvements are proposed which will change the physical appearance or function of the premises.

### ***When do you need a plot plan?***

Plot plans are required to accompany most permit applications that you will submit to the City.

### ***What does a plot plan show?***

A plot plan must contain the following information:

- Name and address of the property owner.
- Address of the property, if different.
- The location and dimensions of all parking areas and driveways.
- Identification of adjacent streets.
- Legal description of the property.
- Any easements that cross the property.
- A north arrow.
- Identification of drawing scale (example: 1" = 20' ).
- The property lines and property dimensions.
- Location, size, and shape of any structures presently on the site, and proposed construction.
- Dimensions showing front, side, and rear yard setbacks, size of structures, paving, porches and decks.
- Lot number.
- Distance of all buildings from the lot lines.

# HOW TO PREPARE A PLOT PLAN



## **1. Determine property boundaries and legal description.**

There are several ways to determine what your property boundaries are and the legal description of your property. A legal description usually contains your property's lot number and the name of the subdivision in which your lot is located.

### **METHOD # 1:**

Refer to the surveyor's map that often accompanies a real estate deed or title to the property. The surveyor's plan shows the dimensions and configuration of the property, its relationship to abutting streets, where any easements exist and other similar legal restrictions on the property. This can sometimes be obtained at the County Government Center in Clayton.

### **METHOD # 2:**

Obtain copies of the subdivision plat from the St. Louis County Recorder's Office. This information will include the lot dimensions and configurations of the property, which can be used in preparing a plot plan.

## **2. Determine the location of all structures and other physical features to be shown on the plot plan.**

You will have to measure the size (not including height) of all the buildings on the property, as well as other important man-made structures (carports, pool, shed, driveways, decks and the like). You will also have to determine the distance between these items and the property lines and the main buildings. In order to make these measurements, you will have to locate your property lines on the ground. A fence is usually, but not always, located close to the property line.

*Continued* ⇨



## HOW TO PREPARE A PLOT PLAN

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### 3. Draw the plan.

After all the information has been obtained, drawing the plan should be relatively easy. The first thing to do is to decide the size of the paper needed and the scale of the drawing. “Scale” is a word used in the architectural and engineering professions to mean a variety of things. In this case, “drawing scale” or “scale of the drawing” denotes how many inches on the plan equals a given length on the actual property. Thus, if the scale is  $1/8" = 1'$ , one inch on the plan equals 8 feet on the property. Similarly, if the scale is  $1/8" = 1'$ , a 50' x 100' lot will appear as a  $6\frac{1}{4}" \times 12\frac{1}{2}"$  rectangle in the plot plan.

The preparation of a scale drawing is aided by using a tool called an “architect’s scale” or an “engineer’s scale”. These tools basically resemble rulers except that instead of being divided into inches, a given length can be measured directly by reading the markings on the scale. Inexpensive architect’s and engineer’s scales can be purchased at drafting supply stores, and some bookstores and stationery stores, usually for about \$2 to \$5. Other low-price helpful tools are a drafting triangle and a protractor. The most common scales for a plot plan are  $1/8" = 1'$ ,  $1/4" = 1'$ ,  $1" = 20'$ .

The next task is to draw the plan. It is usually easiest to begin by drawing in the property lines. Next add the existing features, and then show what additions or changes are to be made. Notes and dimensions are generally drawn last so they can be placed to avoid conflict with the lot and building elements.

Indicate the new work by notes and cross hatching. The dimension line “strings” through the property should add up to the overall property dimension.

# SEWER LATERAL REPAIR PROGRAM

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## ***What is a sewer lateral?***

A sewer lateral is the pipe that carries the sewage from the house to the sewer main which is owned and maintained by MSD. It starts at the outside wall of your house and continues to the sewer main.

## ***Why does a sewer lateral need to be repaired?***

Many of the houses in Ballwin were built before codes were changed and it became common practice to use PVC plastic pipe with glued joints for sewer laterals. Before PVC sewer laterals, clay pipe with bell and spigot joints were used for laterals. Many problems can occur with this type of lateral:

- The clay pipes could be easily cracked or damaged when they are installed, leading to an eventual failure at the damaged area.
- If joints are not properly connected, they can become loose, leading to separation at the joints and infiltration from the surrounding soil.
- Another common problem that occurs if joints are not properly connected is invasion of the pipe by tree roots. The roots can further separate the pipes, and eventually the pipes get so packed that cabling is no longer effective.
- The connection of the clay lateral to the house sewer, which was for many years cast iron pipe, can also be a problem area. Because of the dissimilar materials, this joint is made by using a rubber fitting, and if any shifting occurs, this joint can be compromised.
- Sewer laterals can settle over a period of years, leaving what is commonly called a “belly” in the lateral. Because laterals depend on gravity to flow properly, a belly will eventually inhibit flow and cause recurring backups.
- Finally, on occasion, even plastic pipes can fail if improperly installed or as a result of shifting ground.

***Continued ⇨***



## SEWER LATERAL REPAIR PROGRAM

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### ***What are the indications of a damaged sewer lateral?***

The most likely indication of a damaged or failing sewer lateral is a backup in your house, which usually occurs in the basement. At first it may only occur when you are running a lot of water, like when you are using an automatic clothes washer, but as it gets worse, even taking a shower or flushing a toilet will cause a backup.

Sewer leaks are another problem with sewer laterals, but this problem most likely will not show up as a backup. With a sewer leak, the problem is untreated sewage leaking out into the environment through a yard or into an adjacent street, storm sewer or creek. The indications can be a bad odor, presence of black or gray colored water in the yard, small deep holes in the ground, and in some instances, undermining of driveways, sidewalks or street slabs.

### ***Sewer Lateral Repair Program***

In April, 1999, Ballwin voters approved the establishment of a \$28.00 annual fee to be collected with the Real Estate property tax. The fees collected are deposited into a sewer lateral repair program fund, designated only for the repair of sewer laterals. In the first few years of the program, we repaired an average of 100 sewer laterals each year before the money in the fund was exhausted.

The large number of applications and the demand for sewer lateral repairs exceeded funding. As a result, the Board of Aldermen has instituted a cap of \$3,500 per job in order to be able to do more repairs each year. In addition, when funds are depleted for the current year, applicants will be put on the waiting list for the following year.

## SEWER LATERAL REPAIR PROGRAM

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### ***How do I find out if I qualify?***

- Fill out a sewer lateral repair application form, available at the Ballwin Government Center.
- Submit the application, along with documentation proving that there is a structural problem with the sewer lateral that cannot be permanently corrected by cabling or that back ups will likely continue to occur. If the lateral can be opened enough that a video camera can be put into the lateral, a video of the line should be prepared and submitted with the application. If the lateral cannot be opened with cabling, paid invoices from the cabling contractors indicating a frequently recurring problem should be submitted with the application.
- Applications will be reviewed and the applicant will be informed of approval or disapproval of the application.
- If the application is approved, the homeowner can call one of the approved program contractors to get the repair work scheduled.
- The contractor, homeowner and the City will sign a joint contract and the contractor will obtain a plumbing permit before any work can begin.
- No bids are necessary since all the contractors have agreed to make the repairs based on a set of unit prices for the work.
- When the repair work is completed, it will be inspected by the City and measured to determine the cost of the repair.

***Continued*** ⇨



## SEWER LATERAL REPAIR PROGRAM

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### ***Payment or Reimbursement***

- If money is available from the program fund and the repair does not exceed the cap of \$3,500, the contractor will bill the City directly for the repair. If the repair exceeds \$3,500, the contractor will bill the homeowner for the excess over \$3,500.
- If program funds have been exhausted for the year, the homeowner must pay the contractor directly for the repair and the homeowner will be reimbursed up to \$3,500 when funds become available. When you make an application for a sewer lateral repair, you will be informed as to the availability of funds.
- Payments (\$3,500 max.) cover
  - Excavation and repair of the failed section of sewer lateral,
  - Backfill and restoration of the backfill consisting of grading into a mound to allow for settlement and seeding and straw,
  - Removal and hauling away construction and pavement materials that were removed to make way for the repair,
  - Patching of private driveways, sidewalks, public sidewalks, curbs, and street pavement.

### ***Excluded from payment under the program:***

- The cost of cabling to clear a blockage or to document a sewer lateral failure
- The cost of having a video done of the sewer lateral in order to document a sewer lateral problem
- The cost of removal, replacement, or loss of trees or shrubs
- Any future settlement of the back filled sewer lateral trench
- The cost to repair any damage to or restoration of adjoining private property or utilities as a result of any sewer lateral repair work. This type of potential damage should be discussed between the contractor and the owner prior to the start of any sewer lateral repair work so that the owner will have a clear understanding of what to expect.
- Removal and/or replacement of fences, retaining walls, or other structures
- Special color or finished pavement or sidewalks

# COMMERCIAL PERMITS



**All construction work must be completed in accordance  
with the provisions of the following codes:**

2006 International Building Code  
2006 International Plumbing Code  
2006 International Mechanical Code  
2006 International Fuel Gas Code  
2008 National Electric Code  
Ballwin Zoning Ordinance

*The sign code is detailed and complicated.  
It is recommended that applicants discuss their proposed signs  
with a City representative prior to incurring any  
commitment or expense.*

**All permit application forms are available at  
the Ballwin Government Center  
or online at [www.ballwin.mo.us](http://www.ballwin.mo.us)**

**ALL CONTRACTORS AND SUBCONTRACTORS  
MUST HAVE A CURRENT  
BALLWIN CONTRACTOR'S LICENSE**



## TENANT FINISH

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*Remodeling an existing commercial space requires a building permit. You will need to submit two complete sets of your plans.*

- A Multipurpose Permit application form must be filled out completely and submitted, including the signature of the owner or agent and the estimated construction cost.
- Submit plans/drawings of proposed construction/modification including:
  - Floor plans and layouts.
  - Cross sections and elevations as required.
  - All applicable details and specifications.
- All commercial projects must include an egress plan and a code block: Use group, type of construction, occupant load, number of exits, height and area calculation.
- A **Fire Permit** must be obtained from the appropriate Fire Protection District (Metro West, 636-458-2100 or West County EMS & Fire Protection District, 636-227-9350). No fire permit is required for uncovered structures such as decks.
- A **plumbing permit** must be obtained from Ballwin if any plumbing work is to be performed. Only a St. Louis County licensed plumber may apply for and obtain this permit.
- An **electrical permit** must be obtained if any electrical work is to be performed. Only a St. Louis County certified electrician may apply for and obtain this permit.
- A **Record of Inspections** card will be issued with the permit. The applicable inspections required will be marked. As the work progresses, call for an appointment for the required inspections **at least** 24 hours in advance (more notice may be required during busier times). Lost inspection cards will be replaced at a cost of \$50 per card.

*A \$25.00 reinspection fee will be charged for any scheduled inspection that cannot be made at the time scheduled. No further inspections will be made until this fee is paid.*

## STANDARD SIGN PERMIT



*Permits are required for all signs. The sign code is detailed and complicated. It is recommended that applicants discuss their proposed signs with a City representative prior to incurring any commitment or expense.*

- A Multipurpose Permit application form must be filled out completely and submitted, including the signature of the owner or agent and the estimated cost.
- Address or location of proposed sign.
- Property owner or business owner wanting the sign, along with their complete address and telephone number.
- Name, address and telephone number of sign contractor.
- Type of sign: wall, ground, etc.
- Sign dimensions and total square footage.
- Location of the sign with a site plan showing the location of the sign, including dimensions from the property lines and street right-of-way.
- A scaled drawing of the sign that also shows the means of attachment to the wall or mounting surface.
- For wall signs, a drawing of the front wall of the building or the individual tenant space and the proposed sign must be included. This drawing should include dimensions so the front wall area can be calculated.

### **Sign Size (Generally):**

- Wall signs are limited in area to 10% of the front wall area of the building or occupied tenant space up to a maximum of 100 sq. ft.
- Ground signs are limited in area to 100 sq. ft. including both sides of a two-sided sign. Only one ground sign is permitted on each site.

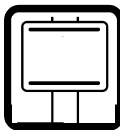
*For other types of signs or exceptions, contact the Plans Examiner.*

### **Sign Types Prohibited**

Flashing, fluttering, moving, paper, cloth, cardboard, post signs, except for directory signs, sandwich board or A-frame, fence mounted, tree mounted, and moveable signs.

### **Permit Fee**

The permit fee is based on the square footage of the sign and is assessed at a rate of \$2.00 per square foot, with a minimum permit fee



## TEMPORARY SIGN PERMIT

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of \$40.00.

*Permits are required for all signs. The sign code is detailed and complicated. It is recommended that applicants discuss their proposed signs with a City representative prior to incurring any commitment or expense.*

- Two permits are allowed each year per applicant (minimum 45 days apart).
- Each permit is good for 30 consecutive days maximum.
- Maximum size is 32 square feet.
- No more than two may be displayed at any one time at any multi-tenant building or location.
- The permit fee is based on the size of the sign (\$2.00/sq. ft.) with a minimum permit fee of \$50.00.
- A \$50.00 returnable deposit is required. The deposit is returned if the sign is taken down within the 30-day period.
- Signs such as banners must be firmly attached and must not flap in the wind. (Banners may be constructed of cloth).

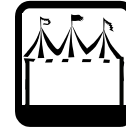
*Signs located on the ground must comply with the rules for ground signs:*

- Must be firmly attached to the ground (method to be shown on application). Signs on a sled base held down by sand bags or similar methods are prohibited.
- Cannot be taller than 6 feet in height.
- No closer than 6 feet from the adjacent street right-of-way.
- May not obstruct the vision at any intersection or entrance.

### **Cold Air Balloons**

- Balloons count towards the limit of temporary signs allowed each year (2 per year).
- May be displayed for a maximum period of 10 days.
- Must be securely attached to the ground or the building.
- May not obstruct the vision at any intersection or entrance
- Permit fee is a flat \$60 (non-returnable) plus \$50 compliance deposit.

## SPECIAL EVENTS



*Special Event permits are for grand openings, sidewalk sales, search lights, parades, or similar type events that create traffic congestion or involve exterior portions of the site.*

- A Special Event permit is required. Forms are available at the Police Station (300 Park Drive in Vlassis Park).
- There is no fee for the permit.
- Limited to 3 per year.
- Each Special Event is limited to no more than 3 consecutive days.

### **Tents**

*If an event includes the use of a tent, the following information must be submitted:*

- A site plan showing the location of the tent and the distance from the tent to any structures on the site.
- A certificate from an approved testing laboratory certifying that the tent is composed of flame resistant material or has been treated with a flame retardant in an approved manner and meets the requirements for flame resistance in accordance with NFPA701 and that the flame resistance is effective for the period specified by the permit.
- An affidavit attesting to the name and address of the tent owner; date the fabric was last treated; trade name of the chemical used; name of the person or company treating the tent; name of the testing agency and test standard by which the fabric was tested.



## TEMPORARY STORAGE CONTAINERS

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### ***What are they?***

A temporary storage container is a fully enclosed and securable single unit for temporary storage purposes and typically similar in design to a containerized shipping unit. Trailers are not included in the definition of temporary storage containers.

### ***What is their purpose?***

The storage of any merchandise or materials outside a completely enclosed building is prohibited by the Ballwin Zoning Ordinance. The procedure for permitting temporary storage containers in Ballwin is an acknowledgment by the City that residents and businesses in Ballwin periodically encounter circumstances that require temporary expansion of their on-site storage facilities that exceeds the capacity of their buildings. The temporary storage container permit provides a means to temporarily expand storage capacity without having to undergo the prohibitive cost of a permanent addition.

### **❑ PERMITS REQUIRED / FEE**

***Commercial:*** No person can place or use a temporary commercial storage container in Ballwin without first obtaining a permit. The permit fee is \$150 for a commercial site. A permit application may be obtained at the Government Center.

***Residential:*** There is no charge or permit required for a residential location.

### **❑ PERMIT DURATION**

***Commercial:*** All permits for temporary storage containers are good for a 90 day period from the date of issuance. A permit may be obtained for one additional 90 day period by making an application and paying an additional \$150 fee. Each business is eligible for one permit and one renewal in each calendar year.

***Residential:*** Limited to 30 days with one 30-day extension or for the duration of a valid building permit.

# TEMPORARY STORAGE CONTAINERS

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## ❑ ELIGIBILITY

ONLY LICENSED BALLWIN BUSINESSES ARE ELIGIBLE FOR A TEMPORARY COMMERCIAL STORAGE CONTAINER PERMIT.

## ❑ NUMBER OF CONTAINERS PERMITTED

**Commercial:** Temporary storage containers are permitted at a ratio of 1 container per 10,000 square feet of floor area of the businesses requesting the permit.

**Residential:** Only one container is allowed at a residential location.

## ❑ LOCATION LIMITS:

- Shall not block the visibility for vehicles or pedestrians.
- Shall not be placed in such a way as to create a secluded area, that is difficult for a patrolling police officer, customer, employee or neighbor to observe.
- May not be placed in a front or side yard or closer to the roadway than the required building line for the zoning district.
- May not block fire lanes, no-parking zones or restrict emergency vehicles, delivery or other vehicle circulation.
- May not infringe on the width of any driveway required by ordinance or an approved site plan.
- Must adhere to minimum setback requirements for main buildings.
- May be located only in the C-1 Commercial and the S-1 Service Districts, or residential districts for residential units.
- May not be located less than 10 feet from any building.
- May not occupy parking spaces required by code.
- May not be located in a public right-of-way.



## TEMPORARY STORAGE CONTAINERS

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*Continued* ⇨

### ❑ SIZE LIMITS

Commercial temporary storage containers are subject to the following maximum exterior dimensions:

Length - 45 feet; Width - 10 feet; Height - 12 feet

Residential units shall not exceed 18'x8'x8'

### ❑ OCCUPANCY OR STORAGE LIMITS

- Petitioners must disclose the nature and condition of all materials intended to be stored in a temporary storage container.
- No hazardous, flammable, explosive, corrosive or biologically infectious or contagious materials may be stored.
- No live animals or plants.
- No trash, garbage or refuse is permitted in or around containers.
- No business activity may take place in a container other than storage.
- No individual may work or live in a temporary storage container.
- Nothing may be stacked or stored on top of any temporary storage container.

### ❑ CONDITION AND MAINTENANCE STANDARDS

All temporary storage containers must meet minimum condition and maintenance standards. Failure to meet these requirements will result in the enforcement of Ballwin's applicable codes and ordinances.

- All containers must be structurally sound, free of corrosion, rust, rot, holes, dents, leaks or other deterioration.
- Containers may not bear any advertising unless it is in compliance with the Ballwin sign code.
- Must be painted or otherwise decorated to be consistent with the character of the adjacent buildings.
- Must be securable and be kept secure at all times.
- Must be free of graffiti, posters, bills, refuse or any other blighting or deteriorating impacts.

# TEMPORARY STORAGE CONTAINERS

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## ❑ PLACEMENT

- All containers must be properly held in place or otherwise secured in accordance with the requirements of the Ballwin building code to prevent shifting, rolling or other movement.
- Utility service to a storage container must be installed according to the applicable code requirements. Overhead electrical service is permitted up to a maximum distance of 25 feet. Otherwise the service must be installed underground. Extension cords or other temporary connections may not be used.
- Containers must be placed on a reasonable flat surface and upon materials sufficient to bear the weight of the container, delivery vehicles and anticipated contents.
- Container doors must fact away from the building by a minimum of 90 degrees or be a minimum of 30 feet from the building. In no case may a container be closer to the main building than 10 feet.
- The area of the temporary storage container must be lighted to deter theft and provide safety for users.

## ❑ REMOVAL

All temporary storage containers must be removed upon expiration of the permit issued or upon receipt of a Notice to Remove from the Building Inspector. A notice to remove may be issued for failure to meet or adhere to the provisions of this ordinance.



## NOTES

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## NOTES

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