

**CRYSTAL LAKE PARK
BUILDING PERMIT PROCEDURES
April, 2009**

Neil Cantwell, Building Inspector
City of Rock Hill
9511 Manchester Road
Rock Hill, Missouri 63119
314-968-1410
ncantwell@rockhillmo.net

I. Introduction

- A. This memorandum is intended to provide information and guidance to the residents of Crystal Lake Park regarding the building permit process. In adopting these procedures, the City has attempted to secure the expertise necessary to ensure safe and code-compliant construction while keeping application fees as affordable as possible. To that end, Crystal Lake Park has contracted with the City of Rock Hill, and the Building Inspector of that city, Mr. Neil Cantwell, is now serving as the Building Inspector for Crystal Lake Park. Crystal Lake Park has also contracted with St. Louis County for the review of electrical, heating, and plumbing permit applications.
- B. This document outlines the process by which building permits are obtained in the City of Crystal Lake Park. It also addresses other requirements that might be applicable for construction approval, such as land disturbance, flood plain requirements, zoning, and architectural review. However, this document is for administrative use only and is NOT an ordinance. Any conflict between this document and any ordinance of the City shall be resolved in favor of the ordinance's application.
- C. Residents and their contractors are encouraged to contact Building Inspector Cantwell (contact information above) for further assistance. All references in this document to the "Building Inspector" shall include any duly-named designee, who may exercise all of the authority of the Building Inspector.

II. Application

- A. Applications may be filed by any person with a financial, contractual, or proprietary interest in the property on which the construction is to occur.
- B. Applicants are advised to consult with the Building Inspector concerning procedural requirements before submitting a permit application.
- C. Applications are to be submitted on forms provided by the Building Inspector or the City Clerk and are to be accompanied by an appropriate fee, the schedule of which shall be established by the Board of Alderpersons from time to time and made available through the Building Inspector or the City Clerk.

- D. The Building Inspector shall establish reasonable requirements necessary for the submission of permit applications, which may include site plans, floor plans, elevations, models, descriptions or samples of construction materials, or multiples thereof. Professional drawings will be required for all construction involving a new building, a building addition, or structural changes to an existing building and such drawings must include the signature and seal of the submitting architect or engineer.

III. Initial Building Inspector Review

- A. The Building Inspector shall review each application and inform the applicant of any deficiencies, additional required information, or fees. The Inspector may withhold action on an application until such time as any deficiency is satisfied or additional information or fees are provided.
- B. If the permit application does not comply with the City's zoning regulations, or if the application otherwise requires any variance, adjustment, or other approval, the Building Inspector shall so advise the applicant and refer the application to the appropriate reviewing body, which could include the Board of Alderpersons, the Board of Adjustment, the Planning and Zoning Commission, or the Architectural Review Board. No permit shall issue until all necessary approvals have been obtained.
- C. If the permit application complies with the City's zoning regulations or has been granted any and all necessary approvals, the Building Inspector shall consider the application and determine whether the application is to be reviewed by the City or by St. Louis County.

IV. Permit Application Review—City of Crystal Lake Park

- A. If the Building Inspector determines that the proposed construction project is to be reviewed by the City, the Inspector shall review the application to ensure that it complies with the City's construction codes.
- B. Proposed construction to be reviewed by the City generally includes any new building, a building addition, structural changes to an existing building, or accessory structures, regardless of size, which have unique uses that may present a hazard or nuisance to the public or neighbors. In addition, a permit is required for:
- Decks, balconies, porches, steps (over 4 risers in height);
 - Carports, garages, sheds, fences, driveways, excavations and additions of dirt that will change the grade lines;
 - Fire escapes, retaining walls over 2 feet high, exterior masonry fireplaces, swimming pools over 24 inches high, slabs of concrete or asphalt that is more than 150 square feet in size;
 - Public sewer and water line replacement, public street repairs, public sidewalk replacement, and signs; and
 - Renovations of interiors, if there are structural changes made.

- C. Attached is a list of work that generally does not require a building permit, but if in doubt, please contact the Building Inspector. See Attachment A. The following types of construction work (for all Use Groups, unless noted otherwise) shall be considered as ordinary repairs or minor work for which a building permit will not be required.
- D. If the permit application complies with the City's building codes, the building Inspector shall issue the permit. The building Inspector shall inspect the property to ensure that the actual construction is in compliance with the authorized permit and the City's building codes.

V. Permit Application Review—St. Louis County

- A. The St. Louis County Department of Public Works issues permits for all electrical, plumbing, and heating, ventilating and air conditioning (HVAC) projects and installations governed by St. Louis County Codes. The contractor is responsible for securing the required permits through the St. Louis County Department of Public Works.
- B. The contact information for St. Louis County construction permit matters is:

St. Louis County Department of Public Works
41 South Central
6th Floor
St. Louis, MO 63105

VI. Miscellaneous

- A. Notwithstanding anything herein to the contrary, the City of Crystal Lake Park reserves the right to enforce all permits, regardless of the issuing authority, and to stop work or prosecute the applicant for failure to comply with permits so issued.
- B. Applicants are on notice that in addition to the permits noted herein, the City of Crystal Lake Park may enforce other applicable regulations as required or allowed by law, including but not limited to regulations pertaining to land disturbance, floodplain requirements, zoning, or architectural review and the payment of construction escrows or street bonds (if street excavations or resurfacing is necessary) or obtaining additional permits (such as dumpster or sign permits).
- C. If the construction proposed by an applicant is beyond the scope of the projects contemplated by these Procedures, the City shall retain an independent authority to review and approve the application and ensure construction compliance. The applicant shall bear the costs so incurred, in addition to the City's application fee.
- D. The Building Inspector and the City Clerk shall maintain the fee schedule established for construction permit services provided by Crystal Lake Park, and the schedule shall be posted on the City's website. The fee schedule shall be distributed to applicants with these Procedures on request.

Attachment A

WORK THAT DOES NOT REQUIRE A BUILDING PERMIT

The following types of construction work (for all Use Groups, unless noted otherwise) shall be considered as ordinary repairs or minor work for which a building permit will not be required:

1. Tuck-pointing, plastering, painting (interior and exterior), floor sanding and refinishing, floor tile and/or carpeting, replacement of flooring with like material, application of wall paper (and other similar wall covering material), and cabinet installation.
2. Repair or replacement of existing gutters and above grade portions of downspouts.
3. Application of pre-finished aluminum or steel (or other like materials) on existing soffits, fascia boards and overhangs.
4. Replacement or repair of existing windows and frames (whenever no modification is made to the rough opening); installation of storm windows and doors (whenever no modification is made to the rough opening); glazing and glass replacement;
5. Replacement or repair of exterior and/or interior doors and/or frames provided the fire rating, when applicable, is maintained (whenever no modification is made to the rough opening).
6. Exterior ramps, stairs and/or steps, which are on grade (and not more than 12 inches above grade), not attached to the structure, and within property lines;
7. Sidewalks within property lines.
8. Paved areas (under 150 square feet) for single-family residential use (such as parking spaces, shooting area for a basketball goal, etc), on the same lot as the primary structure, without roofs, covers or enclosures; this includes brick and concrete pavers.
9. Concrete patio slabs, less than 150 square feet, which rest directly on the ground or on a rock base, provided they are not covered by a roof or canopy, are not supported by any type of permanent foundation, and are a maximum of 8 inches above the finished grade.
10. Miscellaneous site work, landscaping, gardens, retaining walls 24 inches or less in height; shrubbery and planting boxes, excavation or fill that does not create a change in property elevation along property lines, blocks drainage or creates erosion or damage to adjacent properties.
11. Fixed or retractable awnings installed on one and two family residential buildings which do not project into the front yard setback as required by the Crystal Lake Park Zoning Ordinance.
12. Wall paneling of any type when applied to existing residential room wall surfaces.
13. Ceiling tile of any type other than foam plastic when applied to existing ceiling surfaces except when within assembly rooms > 300 occupants, institutional room/spaces mercantile spaces exceeding 3,000 square feet. Replacement of damaged lay-in ceiling panels of like materials up to 25% of a room/space and a maximum of 500 square feet.
14. Installation of battery operated smoke detectors within existing homes/apartments.
15. Small accessory building/structures (such as, cabanas, "play houses" "tree houses", etc.) which are 40 square feet or less in area and less than 8 feet in height provided the structure maintains the front, rear and side yard setback requirements of the Crystal Lake Park Zoning Ordinance. *This does not include small accessory building/structures having unique uses such as BBQ and/or smoke houses, storage of fuel or other hazardous materials, having fuel fired equipment, and other uses that present an increased fire hazard or nuisance to adjoining property. A permit is required for all buildings/structures housing these types of uses regardless of size.*
16. Residential accessory structures such as; clothes poles, arbors, garden trellises, playground equipment, and other minor structures, provided such accessory structure maintain the front yard setback required by the Crystal Lake Park Zoning Ordinance.

Attachment A--Work That Does Not Require a Building Permit (continued)

17. Basketball goals and standards within the property lines.
18. Normal backyard playground equipment or playground structures that are not permanent, for residential property (does not include large unusual structures such as; skateboard ramps, batting cages, etc.), provided such equipment maintains the front yard setback required by the Crystal Lake Park Zoning Ordinance.
19. Swimming pools less than 24 inches deep (maximum water depth) and hot tubs and spas placed on a slab-on-grade, provided such structures maintain the property front, rear, and side yard setbacks required by the Crystal Lake Park Zoning Ordinance.
20. Goldfish pools, lily pad pools and other similar residential water landscaping type features not intended for bathing purposes and located on private property, provided such features maintain the proper yard setbacks required by the Crystal Lake Park Zoning Ordinance.
21. Roof covering replacement for roof slopes of 3:12 or more when done with a like material. Replacement. Roof sheathing of 25% or less of the roof will be allowed with like material;
22. New exterior siding (vinyl, metal, masonite, shingles, shakes, etc.).
23. Repair or replacement of minor elements of existing fencing. *(When enclosing swimming pools, spas, or hot tubs, in the rear or side yards up to 5 feet in height a permit will be required.)* Fencing on a corner cannot be located within the setbacks for both streets.
24. Radio or television antennae 12 feet or less in height, mounted on the ground (not in the front yard area), attached to, or on the roof of a building. Dish antennas 2 feet in diameter or less can be installed on grade or on the roof, provided such antennae maintain the rear and side yard setbacks required by the Crystal Lake Park Zoning Ordinance.
25. All repairs (including smoke/fire damage, termite, wind, repairs, etc.) to a building when the building official determines the work is of a minor cosmetic nature and there is no damage or change to any part of the building structure. *A field inspection is required to determine the nature of the repair.*
26. Resealing and/or restriping an existing paved parking lot, provided that the restriping done matches the existing configuration and the number of spaces will remain the same.
27. All tents used exclusively for recreational camping purposes.
28. Small statues on private property, placed on grade without need for a foundation, not attached to or part of a building or structure provided such statues maintain the front yard setback required by the Crystal Lake Park Zoning Ordinance.
29. Foundation and floor slab repair such as patching/filling of cracks (up to 3/8 inch in walls and 1/2 inch in slabs), waterproofing, etc., including underpinning, provided the building is otherwise structurally sound and plumb.
30. Relining, repairing, patching and/or shotcreting of existing swimming pool walls/floors, provided required minimum water depths under diving boards (if present) are maintained.