

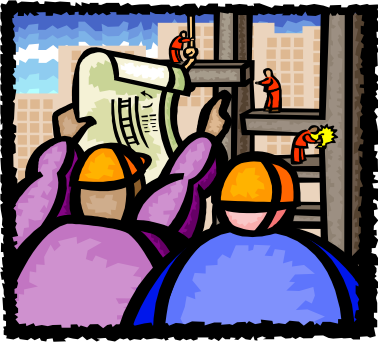


**COMMERCIAL – INDUSTRIAL
BUILDING & RENOVATION
CITY OF UNION**



**GENERAL INFORMATION
AND
PERMIT REQUIREMENTS**





**BUILDING & ENGINEERING DEPARTMENT
CITY OF UNION
500 E. LOCUST ST. – UNION, MO 63084
(636) 583-1805 BUILDING INSPECTOR
(636) 583-1805 CITY ENGINEER
(636) 583-4509 FAX NUMBER
JONATHAN ZIMMERMANN – CITY ENGINEER
DONNA KOSSMANN – ENGINEERING ASSISTANT
KEVIN SCHEER – BUILDING INSPECTOR**

GENERAL INFORMATION & GUIDELINES FOR COMMERCIAL/INDUSTRIAL BUILDINGS

PRESENT CODES OBSERVED

ICC International Building Code 2009 Edition
ICC International Residential Code 2009 Edition
ICC International Plumbing Code 2009 Edition
ICC International Mechanical Code 2009 Edition
ICC International Fire Protection Code 2009 Edition
NEC 2008 Electric (As amended for area of jurisdiction.)
1996 BOCA Property Maintenance Code

NOTE: These codes are used at the minimum standard that must be adhered to. Additional restrictions and additions placed on new or existing buildings by the City of Union supercede and/or override codes as stated within the above referenced guidelines.

GENERAL

1. Any institutional, commercial, or industrial project must be reported to the City of Union Building Department
2. All work affecting the structure or structural supports of an existing building; all work creating a new structure; any commercial or industrial, whether new construction or an alteration of an existing building, which includes a deck, porch, storage shed, garage, etc., must have a building permit
3. All commercial, industrial, institutional and multi-family units must also submit plans to the Union Fire Protection District for a permit. (Call the Fire Marshal at (636) 583-2515.)
4. Builders, contractors, and/or owners of commercial or industrial projects are responsible for all review fees incurred due to their project. All fees are to be paid prior to receiving any building permit.
5. Building Permits and fees will include sewer and water permits and/or fees. When the water and sewer permit fees have been paid and the contractor is ready for water and sewer hook-up, please call the Union Water Department at (636) 583-3522 or the Building Department at (636) 583-1805.
6. NO construction can commence until a permit has been acquired.
7. The permit requirements are the responsibility of the property owner and/or builder.
8. Permits will be issued for construction only if all other regulations and zoning restrictions are complied with as required by the City of Union Code or Ordinance.
9. At this time, please call to find out about building in a flood plain.
10. **Permit holders are responsible for making sure that all contractors and/or subcontractors have a valid City of Union Business License BEFORE work begins. Permit holders will be responsible for any fines and/or work stoppage due to no compliance. Business Licenses may be picked up at the Union City Hall. The cost for a Business License is \$50.00 per year. Renewal is \$30.00 due the end of April.**

Call (636) 583-1805 for Inspections.

Give name, address, permit number, and type of inspection needed.

24 Hours notice is required on ALL inspections.

To: Contractors, Builders, etc.
From: Jonathan Zimmermann, City Engineer

RE: Commercial/Industrial/Institutional Construction Plans

I am writing this letter in order to clarify the construction document requirements. Our current building code is the 2009 International Building Code as published by the International Code Council. The construction documents should be complete, i.e. indicate all aspects of the proposed building construction. The construction documents are required to be sealed by a design professional in accordance with State of Missouri Law. A general set of plans would typically contain but not necessarily be limited to:

- 1.) Exterior Building Elevations
- 2.) Floor Plan(s)
Use Group, Occupancy Classification, Occupant Load, Means of Egress Requirements
- 3.) Electrical/Lighting Plan
- 4.) Mechanical Plan
Duct Sizing
Heating/Cooling Equipment
Heating/Cooling Calculations
- 5.) Plumbing Plan
Building Supply and Drainage Plan
- 6.) Structural Plans
- 7.) Site Improvement Plan(s)
Existing/Final Grades, Grading
Stormwater Routing/Drainage, with supporting calculations to support compliance with stormwater management
Building Setbacks, Easements, Property Boundaries
Parking/Paving Limits w/Engineers Estimate of Cost for Paving
Connection to Utilities
Siltation and Erosion Control if Required

Additional plans may be required depending upon building use, size, or location. Architectural and engineering services may vary with the building project. Architects and engineers (both are design professionals) are governed by the Missouri Board for Architects, Professional Engineers and Land Surveyors. Missouri law dictates what type of service each type of design professional can provide. Generally, if you look at the numbered items above, 1 and 2 would be provided by an architect. An architect would also provide services for building planning. Items 3 through 7 would be provided by an engineer. A land survey, if required would be prepared by a registered land surveyor. If you have any question or comments, please feel free to contact me at (636) 583-1805 or email me at engdept@unionmissouri.org.

Jonathan Zimmermann, P.E.
City Engineer, City of Union

EXAMPLE OF A LETTER OF CREDIT

Institutional Letter Head

(Date)

City of Union
500 East Locust Street
Union, MO 63084

Re: ()

Dear Sir or Madam:

We hereby establish out Irrevocable Letter of Credit No. _____ in favor of the City of Union for the account of _____ up to the aggregate amount of _____ available upon request.

1.) Your sight draft bearing reference to Letter of Credit No. _____

And

2.) Beneficiary's written statement certifying the following: "We certify that the amount of any draws hereunder represent the cost of completing the minimum improvements per the Engineer's Estimate for Cost of Improvements for the project referred to as the "_____"."

This letter of credit is effective as of _____, 20__ and shall expire upon completion of the above named project. At that time this credit will be terminated unless otherwise negotiated by _____ and _____.

This credit is subject to the most recent edition of the Uniform Customs and Practice for the Documentary Credit, published by the International Chamber of Commerce or the Uniform Commercial Code.

Sincerely,

BUILDING PERMIT INSPECTION & PROCESS

1. We will verify all setbacks and zoning regulations based upon owner submitted plat and site plan.
2. The property will be checked for flood plain regulations.
3. The address will be verified and, if needed, a number will be assigned.
4. New Construction, Additions, Alterations:
 - a. Footing & Foundation Wall Inspections
 - b. Under-floor Plumbing*
 - c. Sewer & Water Inspections (Separate permits required)
 - d. Rough-in Framing, Electric, Mechanical and Plumbing*
 - e. Electric Service
 - f. Fire Alarm, Sprinklers, Suppression Hoods, etc.
 - g. Gas line (if applicable)
 - h. Drywall inspection (fire walls & bathrooms)
 - i. Signage (location and size) separate permit required
 - j. Occupancy Inspection
 - k. Final Inspection

- **Plumbing requires air or water pressure testing.**

PLEASE CALL 24 HOURS IN ADVANCE FOR NEEDED INSPECTIONS!!!!

(636) 583-1805

MISSOURI ONE CALL
1-800-344-7483

I. About Missouri One Call

The Missouri Underground Facility Safety and Damage Prevention statute (RSMo Chapter 319) provides for a notification center to be used by participating utilities to receive locate requests. Missouri One Call System, Inc. (MOCS), operating as a non-profit Missouri Corporation is such a notification center providing a single-point of contact for notification to its members through a state wide toll-free telephone number operating 24 hours a day, seven days a week. MOCS was established in 1986 and currently is providing statewide services to utilities and excavators to comply with the law. This law applies to any person excavating in the state of Missouri. MOCS was established as a means to protect underground facilities and assist excavators and utilities in complying with Missouri's statute and OSHA Rules 1926.651. By using the service that MOCS provides, the general public's safety and the environment also are protected.

II. Who Calls and When

Missouri law requires that any person making or beginning any excavation notify all underground facility owners/operators which may be affected by said excavation **at least two but not more than ten** working days in advance, except in the case of an emergency. Missouri law defines a "working day" as everyday, except Saturday, Sunday, or a legally declared local, state, or federal holiday. "Working hours" are considered to be 8 a.m. to 5 p.m. An "emergency" is defined as a situation resulting from a sudden unexpected occurrence and presenting a clear and imminent danger demanding immediate action to prevent or mitigate loss or damage to life, health, property or essential public services. Requesting an emergency that does not meet the definition of the law is in direct violation of the law and may be treated as such. MOCS should be called prior to excavating in order to comply with the state law. MOCS will inform callers which MOCS members are to be notified of the locate request. It is important that you contact any utilities at your dig site that were not named on your locate request.

III. How to Use the MOCS System

Using the MOCS system correctly is easy, if you know how. When you call MOCS, your call is routed to the next available operator. He/she will ask for specifics about the planned excavation. Once the computer processes this information, you will be given a list of member utilities that will be notified of your excavation. The computer then sends this locate request to all member utilities with facilities in your dig site area. After the utility has been notified of the planned excavation, they will either:

1. Mark the approximate location of their underground lines;
2. Request additional information if necessary; or
3. Advise you if they have no facilities at your excavation site.

Methods of advising the excavator of no facilities include:

1. Calling the contact number between 8 a.m. and 5 p.m.
2. Leaving a message on an answering device.
3. Transmitting a facsimile.
4. Marking "No Facilities" at the site.
5. Meeting at the site.

"Approximate location" is defined by Missouri law as a strip of land not wider than the width of the underground facility plus two feet on either side thereof. Excavation within this area should be done in a "careful and prudent manner." Hand-digging is suggested.

Here are some simple steps you can take to speed up the process:

1. Call during off-peak hours. Weekdays between 8:30 a.m. and noon; 2:00 p.m. and 4:00 p.m. can be very busy. You will get better service by avoiding these times.
2. Use the FAX-A-LOCATE service. If you are a frequent caller, you might be interested in faxing in your locate requests. You can sign up for this service by calling the Missouri One Call Office.
3. Assemble the facts before you call. (See Section IV.)
4. Be as specific as you can. An operator who has all the information required can complete your notification in an average of 3 or 4 minutes. However if the information is not available, your call could take considerably longer and you may be required to call back to complete the notice.

IV. Preparing Locate Requests to MOCS

MOCS operators are professionally trained to obtain specific information concerning locate requests. The operators enter information into a computer terminal and, as a result, the order of questions is preset. There is a definite reason for each question asked. This section will provide a brief explanation of the reason for each. Locate request processing is easy if the caller is "prepared" to answer all questions. The best way to prepare for a call is to use the LOCATE REQUEST FORM, making sure all information is ready before the phone is dialed.

Locate Request Form

1. **Caller Identification:** Missouri law requires that each notice of intent to excavate contain the name, address, and telephone number of both the person filing the intent and the excavator. In order to speed up the process of taking locate request you will be assigned an identification number. The operator will ask for this identification number at the beginning of each call. The operator will also ask for the company name, if any, contact person and telephone number, whether someone is available between 8:00 a.m. and 5:00 p.m. on working days at the contact number given and whether the phone is equipped with a recording device.
2. **Specifics About the Excavation:** The operator will ask for the type and depth of work you are planning, along with the type of equipment you plan to use. He/she will also need to know if you intend to use explosives and whether or not you will be tunneling or horizontally boring.
3. **Identifying the Location:** The operator will ask for the county and town that the excavation will be in or near. Identifying the correct location of your excavation is essential to protect you, the utilities, the general public and the environment. Missouri law requires the location of the excavation to be specified by street address or by reference to a specific quarter-section. The law also requires the location of the excavation at the site to be described by direction and distance from prominent features of the site. If your excavation site has a street address, this information needs to be given with the proper prefix and suffix. (For example: West Elm Street, North Main Avenue, etc.) along with the nearest intersecting street, road or highway.
4. **Location:** In order to speed up the actual location of facilities, the operator will need to know more specific details about the planned excavation and will ask for marking instructions at the job site.
5. **Start Date of Excavation:** The operator will ask for the date and time of the planned excavation.
6. **Remarks:** Providing this additional information will eliminate unnecessary call-backs from the utility locator and wasted time for both parties. Any additional information or details involving the work to be done should be provided here.
7. **Meeting Information:** If a meeting on site is required or if marks need to be placed at the time of the meeting, inform the operator.
8. **Township, Range, Section** and quarter section information and latitude and longitude coordinates can be provided here.
9. **Serial Number:** The operator will assign a unique reference number, which identifies your excavation site. This serial number should be kept as your record of the call and be used for any future references to this excavation notification.
10. **After Recording** the above information about your planned excavation, the operator will give you a list of member utilities that will be notified of your plans. Any other facilities at the dig site you should contact directly.

Responsibilities of the Excavator

1. Excavators are required to dig carefully and act responsibly.
2. Excavators must notify all owners/operators with underground facilities in the excavation site at least two and not more than ten working days in advance of the excavation.
3. To ensure the safety of the excavation crews and the public, it is suggested that you not begin work until you are confident that all facilities have been marked correctly.
4. Excavators must re-notify utilities who have not responded and give them the next working day to respond.
5. The excavator must make the excavation in a careful and prudent manner.
6. If the excavator discovers the facility was incorrectly located, the excavator must notify the owner or operator by calling the entity originally notified.
7. If an underground facility is damaged or dislocated, the excavator must notify the owner of the facility. The excavator must also notify Missouri One Call at 1-800-344-7483.
8. It is illegal for the excavator to conceal or attempt to conceal damage or to make repairs unless authorized by the owner. Emergency temporary repairs may be made only to sewer lines, without prior authorization.
9. Excavators shall exercise reasonable care not to unnecessarily disturb or obliterate markings provided for location of underground facilities.

Water & Sewer Permits
City of Union

Water Permits: The permit fee for a commercial or industrial water permit is \$50.00. In addition to the permit fee, the current cost of the meter(s) plus the cost of other fittings and equipment, tap fee, and inspection fee will be added for a total permit fee. The City of Union has water meters up to 2". Any meter larger than 2" has to be ordered by the City or purchased by the contractor and approved by the City of Union Water Department. Please call (636) 583-3522 or (636) 583-1805 for details.

The City of Union DOES NOT do any taps over 1". The contractor must contract out for the tap.

Sewer Permits: The permit fee for a commercial/industrial water permit is \$50.00. In addition to the permit fee, the current cost of fittings, a tap fee and an inspection will be added for the total permit fee.

The City of Union Water Department has to inspect all water and sewer hook-ups. Please call (636) 583-3522 or (636) 583-1805 for the needed inspections before backfilling at least 24 hours in advance. Permits must be available for signature upon completion of inspection.

Procedures for Water And Sewer Taps

All Permit Fees must be paid at City Hall before any Taps can be performed.

All locates and taps must have at least 24 hours advanced notice.

Contact the Union Water Department @ (636) 583-3522 or City Hall Building Dept. @ (636) 583-1805

Water

1. After the water lines have been located, contact City Hall for the actual digging date. All taps must be ready by not later than 2:00 p.m.
2. The City provides the tapping saddle, the corporation valve and the actual tap up to 1".
3. Ditch dimension requirements:
 - a. Must have a minimum of 36" width.
 - b. Must be at least 4" below and behind the water main.
 - c. Must be at least 4" level with the main on home side.
 - d. Must have at least 18" of water main exposed and cleaned.
4. K Copper is to be used from the water main to the home. Copper should extend at least 6" past the water main.
5. A pressure test must be performed on the connections.

Sewer

1. After the sewer lines have been located, contact City Hall for the actual digging date. All sewer taps must be ready by no later than 2:00 p.m.
2. The city provides the tapping saddle and the actual tap. The contractor must provide all other materials.
3. Ditch dimension requirements:
 - a. Must have a minimum width of 36".
 - b. Must be at least 3" below and behind the sewer line.
 - c. Must be at least 4" level with the sewer line on the home side.
 - d. Must have at least 18" of sewer line exposed and cleaned.
4. The contractor must be ready to make their connection when the tap is completed.
5. The connection must be concreted and inspected by the City Water Department.

THE WATER DEPARTMENT REPRESENTATIVE HAS THE RIGHT
TO FAIL THE EXCAVATIONS.

EXCAVATION PERMITS City of Union

ANY EXCAVATION IN THE CITY STREETS OF UNION REQUIRES AN EXCAVATION PERMIT!!!

A non-refundable permit fee of \$30.00 shall be paid for any Excavation Permit. There is also a fee of \$5.00 times the square footage of roadway to be excavated. The City of Union Street Department will measure the area that determines the square footage. **The permit holder will be billed upon completion of work.**

**ALL HARD-BASED STREETS MUST BE SAWCUT PRIOR TO
EXCAVATION !!!!!**

Excavations in any surfaced street or alley, whether a permanent or temporary surfacing exists on the street or alley at the time the excavation is made, shall be made to minimize effect on existing pavement, and all materials removed from the excavation shall be disposed of at some different location other than its origin by the permittee. Such excavations shall first be backfilled with proper bedding material to the depth recommended by the City Engineer. The remaining back-fill of the excavation shall be accomplished by lifts of 6 inches in depth of Type 1 Aggregate as specified in the current edition of the Missouri Standard Specifications for Highway Construction. Each lift shall be compacted to ninety-five percent (95%) of standard proctor density. An optional method of backfilling of the excavation may be accomplished by the use of concrete flowable fill. Backfill material shall be brought to the level of the bottom of the pavement surface, or three (3) inches below the top surface of a bituminous pavement, whichever is more. Prior to paving, saw cuts shall be made of straight and true lines on all sides a minimum of one (1) foot beyond the trench and backfill area limits. The pavement material shall match the type of pavement material existing on the street, whether bituminous material or concrete material as currently specified by the City Engineer. All right-of-way restoration shall be complete within two (2) weeks of permit approval by the permittee unless an extension is approved by the City Engineer for weather or other reasons.

**ALL WATER & SEWER CONNECTIONS MUST BE INSPECTED
BY THE CITY OF UNION WATER or BUILDING DEPARTMENT
PRIOR TO BACKFILLING THE DITCH.**

FOR INSPECTIONS CALL (636) 583-1805 OR (636) 583-3522.

What You Should Know Before You Build

A Buyer's and Developer's Guide to Environmental Regulations

Environmental Assistance Office fact sheet

10/2003

What you build and how you build it makes a difference. By adhering to environmental standards, you can help keep healthy air, clean drinking water, pure streams and lakes, and preserve the land for future generations.

What do you need?

Most new construction projects must meet a variety of requirements that are designed to protect public health and the environment. State environmental regulations administered by the Missouri Department of Natural Resources pertain to air pollution control, drinking water supplies, water pollution control, solid waste, hazardous waste, dam construction and well drilling.

Before you buy land, many lenders require an environmental assessment of the land. Knowing whether the property is polluted before it is purchased could avoid expensive cleanup costs. Environmental consulting firms can provide an assessment.

Before you build, you should find out if you need permits or other approvals from the department. By acquainting yourself with environmental requirements ahead of time, you can avoid costly modifications during or after construction. In addition, you can protect the environment and enhance your investment.

If you buy an existing structure, business or dam, you should check to see if you need an environmental approval from the department. Approvals may not automatically transfer from one property owner to the next. You may need to reapply.

A few examples of facilities that might need permits are amusement parks, bars, restaurants, apartment complexes, campgrounds, churches, car washes, gas stations, grocery stores, dams, dry cleaners, condominiums, industry, hospitals, mobile home parks, retail shops, printers, single family residences and subdivisions.

Let us help you

If you need a permit or approval from the department, enough information must accompany your application for the department to determine that the proposed activity will comply with the law. In some instances, the information needed to support the application must be prepared by a registered professional engineer or geologist who is licensed to practice in Missouri.

Contact the department's Environmental Assistance Office (EAO) if you need assistance. EAO personnel will be glad to help you with information about Missouri's environmental laws and how they apply to your particular development project.

Once your application or request for approval is received, it is reviewed by the proper department staff. An appropriate permit or approval for the facility can be issued if the application and supporting information are in order, if any required public notice period has been observed and if the proposed activity will not violate environmental laws and regulations.

Additional department services

The department can provide many types of useful information for your project. Records on water quality, underground water supplies, land surveys, geologic data, soil properties and other information are available.

Where to get information

Missouri Department of Natural Resources

www.dnr.mo.gov

Environmental Assistance Office

P.O. Box 176
Jefferson City, MO 65102-0176
(573) 526-6627 or 1-800-361-4827

Kansas City Regional Office

500 N. E. Colbern Rd.
Lee's Summit, MO 64086-4710
(816) 622-7000

Northeast Regional Office

1709 Prospect Dr., Suite A
Macon, MO 63552-2602
(660) 385-2129

St. Louis Regional Office

7545 S. Lindbergh, Suite 210
St. Louis, MO 63125
(314) 416-2960

Southeast Regional Office

2155 North Westwood Blvd.
Poplar Bluff, MO 63901-1420
(573) 840-9750

Southwest Regional Office

2040 W. Woodland
Springfield, MO 65807-5912
(417) 891-4300

State Historic Preservation Office

For information on possible historical preservation or cultural resources conflicts call (573) 751-7858.

Geological Survey and Resource Assessment Division

For more information about land surveys, well drilling (private, heat pump, mineral exploration or injection), well driller permits, construction permits for new dams or registering existing dams contact:

Department of Natural Resources
Geological Survey and Resource Assessment Division
111 Fairgrounds Rd.
P.O. Box 250
Rolla, MO 65402
(573) 368-2100

Other Resources

If the property you are developing or buying is located in a city or county with its own requirements (e.g., planning and zoning regulations) you may need to obtain some permits and approvals from the city or county in addition to those required by this department. In some instances certain permits or approvals from local governments replace permits or approvals ordinarily obtained from the department. Check with city or county officials first. For example, in air pollution matters, the following local governments have authority to operate their own permit and variance programs:

Kansas City Air Pollution:	(816) 513-6314
St. Louis City Air Pollution:	(314) 613-7300
St. Louis County Dept. of Health:	(314) 615-8924
Springfield Air Pollution:	(417) 864-1662

The United States' Army Corp of Engineers needs to be contacted for:

- Any work or structure in, over, or under a “navigable water of the United States” (this may include stormwater projects).
- Discharges of dredged material or fill into any “water of the United States”, including isolated waters and wetlands.

Kansas City District:	(816) 983-3990
Little Rock District:	(501) 324-5295
Memphis District:	(901) 544-3471
Rock Island District:	(309) 794-5370
St. Louis District:	(314) 331-8574

Contact the U.S. Fish and Wildlife Service, (573) 876-1911, and the Missouri Department of Conservation, (573) 751-4115, to request a search for rare and endangered species in the project area.

The Department of Health and Senior Services regulates domestic waste water systems with a design capacity of less than 3,000 gallons per day and discharged to an approved soil absorption system, a holding tank or a lagoon serving a single-family residence. Phone: (573) 751-6095.

Missouri Utilities “Call Before You Dig”: 1-800-344-7483