



City of Hazelwood Building Permit

415 Elm Grove Lane
Hazelwood, Missouri 63042
Phone: 314-513-5033
Fax: 314-839-0249
www.hazelwoodmo.org

Please **COMPLETE ALL INFORMATION** or **APPLICATION** will not be **ACCEPTED**

DATE _____ **Within 100-YEAR FLOOD PLAIN Boundary** Y or N

TYPE OF CONSTRUCTION:

- NEW COMMERCIAL (NC)
- COMMERCIAL RENOVATION (CR)
- RESIDENTIAL ADDITION (RA)
- FIRE REPAIR (FD)
- MECHANICAL *St. Louis County License Required* (M)
- DECK ADDITION (DA)
- PATIO COVER / ENCLOSURE (P)
- COMMERCIAL ADDITION (CA)
- NEW RESIDENTIAL (NR)
- RESIDENTIAL RENOVATION (RR)
- FIRE PROTECTION (FP)
- RE-ROOF (R-R)
- GARAGE (G)
- UTILITY (U)
- STORAGE BUILDING (ST)

REQUIRED DOCUMENTS

- SITE PLAN
- CONTRACT/TOTAL COST
- CONSTRUCTION PLANS**
- All Commercial/Industrial
- 4 SETS – ORIGINAL CITY
- 3 SETS – ANNEXED AREAS
- All Residential - 3 SETS

Pursuant to the 2015 IBC section 109.5.1, there is a \$100 fee, due at submittal, for commercial and industrial projects that have not been bid and the contract awarded.

DESCRIPTION OF CONSTRUCTION _____

ADDRESS OF CONSTRUCTION _____

Total Cost of Construction \$ _____ **(COPY of CONTRACT REQUIRED)**
GENERAL INFORMATION

Owner of Property _____ Address/City/Zip _____ Phone _____

Architect/Engineer _____ Address/City/Zip _____ Phone _____

Contractor _____ Address/City/Zip _____ Phone _____

***Signature Owner/Agent** (Printed Name) Address/City/Zip _____ Phone _____

***My signature certifies all of the above information is accurate**

Protecting the Health, Safety and Welfare of our City!

DO NOT WRITE BELOW THIS LINE

FEE INCLUDES INSPECTIONS
HAZELWOOD FIRE PERMIT
AND PLAN REVIEW:

Total Fee \$ _____

Revised August 28, 2019

OTHER REQUIRED PERMITS

Inspections:

- Pier/Footing
- Foundation
- Frame
- Drywall
- Special Inspections
- Construction Final
- Occupancy Inspection

Fire Jurisdiction

- Hazelwood FD
- Florissant FD
- Robertson FD

St Louis County

- Electrical
- Plumbing

Licensed Mechanical Contractor



Residential Re-Roof Permit Checklist

ADDRESS _____

- I will abide by attached City “Re-Roofing Building Permit Required” Guidelines.

- Attached is contractor’s signed contract and, if applicable, the insurance company scope of work.

- I will schedule exposed decking inspection with City upon removal of shingles and underlayment on one roof slope.

- Ice and water shield and drip edge are required.

- I, _____ (Name)
_____ (Company)
_____ (Address)
_____ (Phone)

I certify information provided is true and re-roof work will meet CITY of HAZELWOOD “Re-Roofing Building Permit Required” GUIDELINES

_____ Date

_____ Signature



The following Inspections and Requirements are an obligation of this permit and final permit approval.

Permit R-R-_____Address_____

- 1. Inspection - Sheathing/decking** (once shingles and felt/tar paper have been removed) **New Decking** (if necessary) - “H” clips (if on 24” o/c joists), fasteners 8d common nails – 6” on seams/edges and 12” in field, maximum 1 layer decking.
- 2. Inspection – Ice and Water shield** (from the eave to 24 inches inside of the exterior wall)
- 3. Inspection – Drip Edge** (around full perimeter, top of felt/tar paper rakes and over Ice and Water shield on eaves.
- 4. Requirements – Install per manufacturer’s instructions**
 - Shingles** (two layer maximum)
 - Felt/tar paper** (minimum 15#)
 - Flashing** (metal, 30# felt, ice and water shield)
 - Attic Ventilation** (1 sq. ft. for each 150 sq. ft.)



Re-Roofing Guidelines

Building Permit Required

August 28, 2019

City of Hazelwood adopted the 2015 International Residential Code

- ✓ *A Building Permit is required for all Residential re-roofing projects*
- ✓ *No Partial or Half Re-Roofs Allowed*
- ✓ *Any Proposed Repairs require City approval PRIOR to commencement of work*

City Permit Inspections

- ✓ *Sheathing inspection after shingles and underlayment (felt) has been removed.*
- ✓ *Proper installation of ice and water shield and "H" clips (if necessary) underlayment (felt), flashing and drip edge*
- ✓ *Final upon completed re-roof*

Code Considerations and Requirements for Residential Re-Roofing:

- **The plywood sheathing is part of the structural lateral restraint system and is an essential element. If plywood has the incorrect span rating or is not attached properly, it can affect structural stability of the structure.**
Sheathing shall be inspected for thickness, structural integrity and APA rated span. If replacement is required, the building inspector will advise the APA rated panel required based on spacing of trusses or rafters. Replaced plywood should be fastened with a minimum of 8d common nails or 16ga staples (1-3/4" long with a 7/16" crown). Fastener spacing shall be 6"oc. at panel edges and 12"oc. in the field. "H" clips are required on spans of 24" and additional fasteners may be required for lateral loads.
- **Ice and Water Shield is required.**
Ice and water shield shall extend from the lowest roofs eaves edge to a point of 24" minimum measured horizontally to a point being the interior of the exterior wall, (usually a minimum of two [2] rows)
- **Metal Drip Edge is required.**
Metal drip edge shall be applied to the perimeter of the roofs exposed edges. Metal drip edge shall be placed over the roof felt on the gable/rake edges and under the Ice and Water shield on the eave edges.
- **The roof slope will determine the roof covering material requirements.**
The normal installation of composition shingles are for roof with a slope of 4:12 or greater. For roof slopes less than 4:12 check the manufacturer's installation guidelines found on each bundle of roofing
- **A maximum number of two (2) layers of shingles is allowed.**
The maximum number of layers for a composition shingle roof is two (2)
- **A maximum number of one (1) layer of decking is allowed.**
The maximum number of layers for roof sheathing is one (1)
- **Flashing shall be properly installed.**
Flashing helps prevent water from entering the building and varies depending on the roofing material. Valleys, sidewalls and other intersection of the roof and vertical or different plane surfaces all require flashing. Check the manufacturer's installation guidelines found on each bundler of roofing. Metal, 30# underlayment and/or Ice and Water shield are several of the products that can be used. All chimneys impeding water shed will require a cricket.

- **Underlayment (tar paper/ felt) shall be properly lapped.**
Minimum of one (1) layer of 15# underlayment is required. The underlayment should be lapped 4" at the vertical seams and 2" at the horizontal seams. Special installation requirements are required on roofs that slope less than 4:12. Check the manufacturer's installation guidelines found on each bundle of roofing material.
- **Roof ventilation shall provide minimum ventilation requirements.**
Ventilation of the roof is required to help prevent damage from water vapor and condensation within the attic space. Roof ventilation should be calculated at rate of 1 sq. ft. of net vent area for every 150 sq. ft. of roof area. Each roof vent will have the total amount of area the vent will provide. Proper ventilation should be verified when new roofing materials are installed,
- **All clothes dryer, bathroom and kitchen exhaust fans ducted through the attic shall extend to the exterior or to a dedicated roof vent.**
Exhaust vented through the attic must be vented to the exterior or connected to a dedicated roof vent to assure exhausted air is vented to the exterior. During the removal of the existing roofing material dedicated roof vents are sometimes disconnected from the venting duct and are required to be reconnected.
- **Roofing material shall be installed per the manufacturer's specifications and per the 2015 International Residential Code.**
Each bundle of roofing material comes from the manufacturer with the installation requirements. These installation guidelines are typically code compliant. If shingles are not installed per the specifications, the warranty of the roofing maybe voided.
- **Recovering versus replacement of roofing.**
Wood shakes, slate, clay, cement or asbestos-cement tiles are required to be removed. Recovering of composition shingle materials is permitted provided there is only one (1) existing layer. Shingles shall be removed prior to installation of any unlike roofing material. If any roofing material is deteriorated or water-soaked and cannot provide an adequate base for the new material, the existing roof material is required to be removed and replaced.

These guidelines may not cover all re-roof permit requirements;
Please call 314-513-5033 with any questions you may have.

City of Hazelwood Code Enforcement
415 Elm Grove Lane
Hazelwood, Missouri 63042

City Policy and Adopted Codes requiring all Siding and Entire Roof Match

2015 International Property Maintenance (PM) and 2015 Residential Code (R)

PM102.5 Workmanship.

Repairs, maintenance work, alterations or installations which are caused directly or indirectly by the enforcement of this code shall be executed and installed in a workmanlike manner and installed in accordance with the manufacturer's installation instructions.

R201.3 Terms defined in other codes.

Where terms are not defined in this code such terms shall have meanings ascribed to them as in other code publications of the International Code Council.

SECTION R104 DUTIES AND POWERS OF THE BUILDING OFFICIAL

R104.1 General.

The building official is hereby authorized and directed to enforce the provisions of this code. The building official shall have the authority to render interpretations of this code and to adopt policies and procedures in order to clarify the application of its provisions. Such interpretations, policies and procedures shall be in conformance with the intent and purpose of this code. Such policies and procedures shall not have the effect of waiving requirements specifically provided for in this code.

R104.3 Notices and orders. The building official shall issue all necessary notices or orders to ensure compliance with this code.

R104.9 Approved materials and equipment. Materials, equipment and devices approved by the building official shall be constructed and installed in accordance with such approval.

City of Hazelwood Municipal Code

ARTICLE IV. ARCHITECTURAL CONTROL

SECTION 500.120: PURPOSES OF ARTICLE

- A. The general purposes of this Article are to promote and protect the public health, safety and the general welfare of the community.
- B. The City Council finds there is a need to exercise architectural control so as to prevent the erection or construction of inappropriate and harmful structures which have the following characteristics:
 1. Floor areas less than the standards of surrounding buildings in the same residential neighborhood;
 2. Stereotype exterior design with buildings in the same residential neighborhood;
 3. Appears unsightly, grotesque and unsuitable, when compared with residential and other buildings erected in the same residential neighborhood, for occupancy as single-family residence purposes;
 4. Impair the benefits of occupancy of existing residential property in such areas;
 5. Impair the stability and value of both improved and unimproved real property in such areas;
 6. Prevent the most appropriate use of such real property, and the most appropriate development of such areas;
 7. Produce degeneration of residential property in such areas with attendant deterioration of conditions; and
 8. Deprive the City of tax revenue which it otherwise could receive and destroys a proper balance in relationship between the taxable value of real property in such areas and the cost of the municipal services provided therefor. It is the purpose of this Article to prevent these and other harmful effects to promote and protect the health, safety, morals and general welfare of the community. (CC 1997 §7.16; Ord. No. 2776-96, 7-17-96)