



City of Creve Coeur Building Division

Sun Deck Information

The construction of a sun deck requires a building permit. Here are some helpful guidelines to help you with the project.

Permit submittal requirements:

Before coming to the permit counter at the Creve Coeur Government Center, you need to prepare and bring the following with you.

1. Two (2) copies of a current site plan showing existing structures, the proposed deck and its distances to all lot lines and other structures on your lot. Include a site coverage calculation to show the percentage of impervious surfaces on the entire lot.
2. Two (2) separate, complete sets of building construction plans drawn to scale and containing the following:
 - Foundation/pier plan and detail. Piers to be 30" below grade and must be at least 10" in diameter. Piers should be belled at the bottom. Columns must be centered on the piers.
 - Deck floor-framing plan. Specify joist size, joist spacing, joist hangers, beam size, attachments, column size, column anchorage, band board attachment details and type of wood. Non-corrosive flashing is required over the band board. Deck tension ties are required to address lateral loads.
 - Stair detail that specifies 7 ¾" maximum riser height, 10" minimum tread depth, closed risers, number and size of stairway stringers, stringer attachment method, guardrail detail, handrail detail and all dimensions.
 - Elevations views from all three sides of the deck.
 - All engineered or synthetic products must have an ICC-ES report in order to be approved. This applies to all plastic or hybrid type wood products, deck boards and railing systems.
 - Subdivision trustee approval signatures are requested and can be placed directly on the plans.
 - Exterior stairways must be illuminated with artificial light.
 - All overhead electrical service lines must be at least 10 feet above the deck surface.

Important notes:

If the deck project is intended to support unusual loads or surcharges, such as a hot tub or room addition, your construction plans will need to bear the original seal and dated signature of a Missouri Registered Architect or Professional Engineer on each individual sheet of both sets of plans. Plans not prepared by a registered design professional must have the State required disclaimer of “not prepared by a registered architect” on each sheet.

Permit submittals are accepted at the Creve Coeur Department of Community Development window in the Creve Coeur Government Center. Permit applications are available at the front desk. Deck projects with an estimated cost of construction over \$5,000.00 are also required to provide a refundable escrow deposit of \$500.00.

When the Plan Reviewer has approved your application, you will be notified that your permit is ready. You will also be advised of any remaining permit fee balance. The permit fee includes the cost of the review and the minimum required inspections. Permit fees are calculated at \$7.00/thousand of project cost with a minimum permit fee of \$80.00.