

City of Creve Coeur Building Division



Residential Room Additions/Garage Additions

A residential addition can add needed living space and value to your home. If you're feeling the need for more room the simple steps in this brochure will assist you in getting all needed approvals and permits for your project.

A residential addition does require a building permit to be issued by the city. St. Louis County will issue an electrical and plumbing permit to your licensed electrician and plumber.

Permit submittals:

1. Two copies of a current site plan showing existing structures, the proposed addition and its distances to lot lines as well as from other structures on the lot.
2. Two sets of building plans drawn to scale and containing the following:
 - Foundation plan and floor plan. Specify room names and ceiling heights.
 - Building elevations. Specify exterior finish materials and locations where tempered glass is required.
 - Wall section and stair detail. Specify 7 ¾" maximum riser height and 10" minimum tread depth. Specify all R-values, material sizes/thicknesses and add firestopping notes.
 - Show all wall bracing details, lengths and locations.
 - Specify roof slopes and show 15# asphalt felt underlayment over the entire roof and an ice and water shield on all pitched roofs.
 - Pre-engineered roof truss drawings are required unless the roof structure is constructed as a stick-built system of conventional framing.
 - Fireplace manufacturer's installation instructions.
 - If applicable, two (2) subdivision trustees' original and dated signatures on the cover sheet of each set of plans.
 - Heat loss/heat gain calculations for the addition. Mechanical plans that show all new ducts, register sizes, specify the CFM at all registers and the FPM at all return air openings. Your mechanical contractor can provide this information to you.
3. Smoke detection system upgrade: code section R313.1.1 requires that the whole house smoke detection system be upgraded to today's standards in conjunction with any room addition project. Detectors are required to be AC/DC powered and interconnected. Detectors are required to be located in each bedroom, outside of the bedroom area and on all levels. When existing structures undergo an alternation under a permit, smoke and carbon monoxide detectors may be battery powered only and interconnection is required by hardwiring or approved wi-fi wireless smoke detectors.

Permit process:

The plans must bear the original seal and dated signature of a Missouri Registered design professional on each individual sheet of both sets of plans.

Bring your construction drawings to the permit counter at the Creve Coeur Government Center, located at 300 N. New Ballas Rd. At that time, you will need to complete an application for a building permit.

When your plans have been approved, by the Plan Reviewer, you will be notified that your permit is ready. You will also be advised of the cost of the permit. The city will keep one (1) set of the city approved plans for our records. The other set of City approved plans should be kept on site for inspector use.

No permits are required from the Fire District.

Once you receive your permit you can then schedule an inspection request for the footing or foundation of your project. It is highly recommended that you communicate directly with the city inspector and that you do not rely solely upon what the contractor tells you. Ask to see all inspection reports. The city inspector is here to help you with your project and make sure that your project is code compliant and that you are getting what you paid for.