



SAINT LOUIS COUNTY
Transportation and Public Works

March 11, 2020

NOTICE TO RESIDENTIAL MASTER PLAN BUILDERS

St. Louis County has adopted the 2015 edition of the International Building Code (IBC), International Residential Code (IRC), International Mechanical Code (IMC) and the Uniform Plumbing Code (UPC) along with the 2014 National Electrical Code (NEC).

All five of these codes will be in effect on April 1, 2020. The ordinances, listed below, may be obtained from the County Clerk's Office.

	Ordinance Numbers
International Building Code (IBC)/2015 (building criteria for commercial or multi-family)	27654
International Residential Code (IRC)/2015 (building and mechanical criteria for one or two family dwellings and townhouses)	27654
International Mechanical Code (IMC)/2015 (mechanical criteria for multifamily and commercial)	27619
Uniform Plumbing Code (UPC)/2015 (criteria for all plumbing work)	27424
National Electric Code (NEC)/2014 (criteria for all electrical work)	27430

In order to continue being used after March 30, 2020, the residential master plans currently on file need to be amended to reflect new code requirements. To assist you in this process, we have updated the Single-Family Dwelling Checklist (includes two-family dwellings and townhouses) with the new code requirements, which are required to be shown on the construction documents. The popular "Simplified Bracing Method for One and Two Family Dwellings" has not changed with the exception of the title. It is now called "Basic Bracing Method for One and Two Family Dwellings" so it is not confused with the Simplified Method now found in Section R602.12 of the IRC. The revised SFD Checklist is available on the Public Works Web Site at www.stlouisco.com and is available at each of our four (4) office locations.

The changes required to update an existing master plan are minor requiring minimal drawings with the bulk of the changes being addressed by general notes. These changes are highlighted in yellow in the revised SFD Checklist. We require the design professional to address the changes by using 8 ½" x 11" detail sheets. Submission of full size sheets will be considered a new Master Plan requiring a complete new submission. See pages 3 through 5 of the SFD Checklist for items needed for a new/complete submission.

UPDATING EXISTING SINGLE-FAMILY DWELLING MASTER PLANS

We will require four sets of properly sealed 8 ½" x 11" drawings/general notes updating the Master Plan to the 2015 IRC as adopted by St. Louis County. The cover sheet of each of the four sets shall bear the original seal, signature and date of the Missouri Registered Design Professional. All other sheets under the cover or within the set must also be sealed, but may be copied or mechanically reproduced seals. This submission must be accompanied with two permit applications. One of the applications will be the "live" permit application with a specific lot. This "live" permit application will need to include four site plans along with four copies of a letter from the builder stating the structure shall be constructed in accordance with the 2015 IRC, 2015 UPC, and 2014 NEC as adopted by St. Louis County. We will issue an integrated permit allowing construction to proceed while the update is being reviewed. The second application, known as a "dummy" application, will accompany the 8 ½" x 11" addenda for regular review to update the Master Plan. No specific site is needed and there are no fees associated with this "dummy" permit application. The Master Plan update must be approved before additional integrated permits may be issued.

All Master Plans not updated by December 31, 2020 will cease to exist. Submission of a permit on January 2, 2021 or later must reference an approved, updated Master Plan, or the application must accompany a new/complete submission of plans as detailed on pages 3 through 5 of the SFD Checklist.

ALL CONSTRUCTION TO BEGIN COMPLYING WITH NEW CODES ON April 1, 2020

Each Builder is required to construct all houses that have an application date for permit on/after April 1, 2020 in accordance with the new codes regardless of whether or not the master plan has been updated. Our Inspection Staff has been instructed to inspect for new code compliance as of this date.

Builders are responsible for making all other necessary changes in the field to insure that the structure being constructed in the field complies with the requirements of the newly adopted codes while the update under the "dummy" application is being reviewed. Construction must otherwise be in accordance with the master plan. Until the plan is updated it will not be acceptable for Builders to make field changes that reduce construction requirements specified on the previously approved 2009 IRC Approved Master Plan even if the change complies with the new code. Please refer to the highlighted SFD Checklist for items changed between the older and newer codes.

PROFESSIONAL ETHICS, RULES, AND SEALS

Revisions to plans for the code updates must be made by or under the immediate personal supervision of the registered design professional who sealed the original plan. As previously indicated, we will only accept 8 ½” x 11” properly sealed addenda to update the Master Plans. Submission of full size plans will require a complete submission (truss plans, fireplace instructions, etc...). See topic “Single Family Dwellings Existing Master Plans” in this document for explanation of proper seals.

Only the Builder whose name appears on the title block of the plans may apply for permits against that master plan. Written verification regarding knowledge and approved use of the plan will be required from the Registered Design Professional for each new Subdivision.

Option: Listing the Subdivisions on the plan cover sheet or identifying the plan in the title block as a “Master Plan for (*insert builder’s name*)”

Therefore, as updated plans are submitted, each updated master plan will be assigned a new year (20 or higher). The Builder’s Number and the Plan number will stay the same.

OLD MASTER PLAN #	28	-	11	-	12
	Builder’s Number		Year plan was approved		The 12 th Plan or Model to be set up for this particular Builder (Plan Number)
UPDATED MASTER PLAN	28	-	20	-	12
	Builder’s Number		Year plan was updated		Plan Number

UPDATING A MASTER PLAN – BASIC SUBMITTAL REQUIRMENTS

Each submittal shall include the following:

- Two building permit applications (“live” and “dummy”). Include the original master plan number on both of the permit applications.
- Submit four site plans to a company the “live” application.
- Four copies of a letter from the builder stating the structure shall be constructed in accordance with the 2015 IRC, 2015 UPC, and 2014 NEC as adopted by St. Louis County. This information will accompany the “live” application.
- Four sets of 8 ½” x 11” written addenda with accompanying details or amended architectural/structural 8 ½” x 11” sheets to accompany the “dummy” application.

Important: All subsequent applications for permits with specific sites must reference the application number of the “dummy” application so it can be assigned to the reviewer responsible for updating that particular Master Plan. When the “dummy” permit application is approved, the Master is updated allowing for those subsequent permit applications to be approved.

UPDATE EXISTING TWO-FAMILY AND TOWNHOUSE MASTER PLANS

Master plan updating for abutting single-family dwelling units (townhouses and condominiums) will be handled in the same fashion described for Single-Family Dwelling Master Plans. All townhouse unit masters within a building of abutting units must be updated before any single permit may be issued, e.g., Building 7 has 5 townhouse units of A, B, A, A & C. All three townhouse units (A, B, & C) must be updated when permits are applied for on Building 7.

MULTIPLE-FAMILY DWELLINGS MASTERS

All master plans for, or related to, multiple-family dwellings must be updated to new code requirements by means of full and complete plans submittals. There will be no phasing schedule for Multiple-Family Dwelling Masters. Old masters will not be honored after March 31, 2020. All applications filed after that date must be accompanied by four full sets of construction documents conforming to the new codes. The design and construction of Multiple-Family Dwellings falls under the scope of the 2015 International Building Code (IBC), 2015 International Mechanical Code (IMC), 2015 Uniform Plumbing Code (UPC), and the 2014 National Electric Code (NEC).

We know that revising and updating all master plan drawings to reflect the new codes is a time-consuming and somewhat burdensome process for all parties. However, we feel that the long-term advantages will far out-weigh the short-term inconvenience. Your cooperation in this effort is greatly appreciated.

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