

## ANNOUNCEMENT

### FAX PERMIT SYSTEM FOR MECHANICAL PERMITS

In its continuing efforts to improve the permit application process, St. Louis County Department of Public Works announces the implementation of a FAX PERMIT SYSTEM for Mechanical Permits for the type and scope of mechanical, elevator, and sprinkler work that does not require a plan submittal or additional information from the applicant at the time of application. In the past these type of permits have been issued as walk -in over-the-counter or mail-in permits. Refer to the attached for a listing of types of permit requests which can be faxed. When construction documents or other information must be provided in support of an application for Mechanical, Elevator, or Sprinkler permits, applicants must make those submittal requests in person and can not use the FAX PERMIT SYSTEM.

With the implementation of the FAX PERMIT SYSTEM, Mechanical, Sheet Metal, HVAC Servicer -Installer, Sprinklerfitter, and Registered Financial Responsible Contractors will be able to obtain many of their Mechanical, Elevator and Sprinkler Permits directly from their offices via the fax, saving them valuable time and money.

To use the new FAX PERMIT SYSTEM, Contractors **must have funds on deposit** with the Public Works Accounting Section to draw against and cover the permit fee for permit requests made via the new FAX PERMIT SYSTEM. We recommend a start-up deposit equivalent to two (2) months of your normal permit fee expenditure but no less than \$500.00. Contractors having more than one contractor's license are advised that the funds on deposit under a particular contractor's license number cannot be moved to or cross-referenced with their other license numbers. Thus Contractors will need to have funds on deposit under each of their license numbers, or at least under the license number(s) for the work that they want to utilize the FAX PERMIT SYSTEM.

A new application form for mechanical permits, including elevators and sprinklers, has been created for use with the new FAX PERMIT SYSTEM. In addition we will continue for the time being with the use of the supplemental application forms which were developed to assist contractors in understanding the new licensing law. The new application forms, as well as the supplemental forms, may be obtained at any of our four office locations and in the near future will be available from our internet web site <http://www.stlouisco.com/pubworks>.

When faxing mechanical permit application requests to the Public Works Department include the following in the order indicated:

- \$ Company Fax Transmittal Form (Indicate number of applications being faxed as a group)
- \$ A completed St. Louis County Permit Application form for each building (and tenant space) together with the appropriate supplemental application form.

For application processing via the **FAX PERMIT SYSTEM use Fax No. (314) 615-8702.**

  
~~Garry W. Earls, P.E., Director of Public Works~~

*St. Louis County Department of Public Works  
Division of Code Enforcement*

## **FAX PERMIT SYSTEM FOR MECHANICAL PERMITS**

Mechanical permits that can be obtained via the new FAX PERMIT SYSTEM are generally those permits that do not require a plan submittal or additional information from the applicant at the time of the application. In the past these types of permits have been issued as walk -in-over-the-counter or mail-in permits. Examples of the types of permits that can be typically requested via the FAX PERMIT SYSTEM are as follows:

1. Repairs to mechanical systems and equipment; including, but not limited to, the replacements identified within this document.

Note: Permits are not required for ordinary repairs for the purpose of maintenance and service. This includes items such as the repair or replacement of any minor part of a piece of equipment that does not alter the approval of the equipment, the replacement of piping within heating or cooling equipment, replacement of leaking or defective valves, fittings or connections of system components, changing of belts, parts, filters and lubrication of equipment, recharging, testing and balancing of equipment and similar service work.

2. Replacement of heating and air conditioning units including condensing units, evaporators, roof top units (RTU's), air handlers, unit heaters, furnaces, boilers and chillers utilizing the same type of refrigerant and/or associated system flues, duct work, piping, grills, dampers, etc. Units and system components must be of the same nominal capacity and size, the same type of equipment and in the same location as the existing equipment. Minor modifications to accommodate unit/equipment connections are permitted. Work associated with a change in tenant or renovation of an existing space/building involving rearrangement of ductwork or piping requires a plan submittal and does not qualify as a FAX PERMIT.
3. Replacement of refrigeration equipment and/or associated piping including freezers, walk in coolers, evaporators and condensing units. The equipment and/or associated piping must be of the same nominal capacity and size, the same type of equipment and in the same location as the existing equipment.
4. New installations or replacement of air compressors or air receivers. Air tanks must be ASME Code stamped.
5. Replacement of commercial kitchen cooking equipment **other than range hoods**. New equipment must be of the same type with the same overall dimensions and in the same location as the old equipment. These restrictions are necessary to ensure that the equipment will continue to appropriately fit under the existing range hood. Installation and/or rearrangement of equipment of different types or sizes requires a plan submittal and does not qualify as a FAX PERMIT.
6. Replacement of hot water heaters of 120 gallons or more. Must be of the same capacity and in the same location. (Note: Replacement of hot water heaters less than 120 gallons requires a plumbing permit which also can be obtained over-the-counter or via the FAX PERMIT SYSTEM.)

7. Replacement of sprinkler heads of the same type and location and piping of the same size provided there is no rearrangement of piping.
8. Relocation of 4 or less sprinkler heads and associated piping. No additional heads permitted.
9. Replacement of commercial exhaust fans including associated ductwork. This **does not include commercial kitchen exhaust hoods** which requires a plan submittal. Fans and associated ductwork must be of the same nominal capacity, same type and in same location.
10. New installations of residential kitchen hoods and kitchen and bath exhaust fans including associated ductwork. A mechanical permit is not required to replace existing residential kitchen hoods, exhaust fans and associated ductwork provided they are of the same nominal capacity, same type and in same location.
11. Replacement of gas and other piping for commercial buildings provided there is no rearrangement of piping. Piping must be of the same type and same size or larger.
12. New installations and replacement of gas piping for residential buildings. System pipe sizing shall be as prescribed by the Mechanical Code.
13. Elevator component replacements such as doors, hydraulic cylinders, oil storage tanks, motors, cabling and controls.
14. Installation of temporary boilers or temporary generators.
15. Installation or replacement of metallic pneumatic tube conveying devices.
16. Installation of ductwork extensions and registers only from an existing furnace for residential additions of up to 300 square feet. No new equipment to be added.
17. New installations of decorative gas log appliances (within existing masonry fireplaces or pre-fab fireplaces listed for gas log inserts), gas-fired log lighters, permanent residential outside gas grills, outdoor gas lights, and similar gas appliances and associated gas supply lines. (See residential publications titled "Decorative Gas Log Appliances" and "Permanent Outdoor Gas Grills" for additional information.) A mechanical permit is not required to replace this kind of residential gas appliance provided it is of the same type and purpose.
18. All pre-approved commercial projects which already have mechanical plan review approval as part of the building permit review process. Applicant must reference the building permit application number on the application for mechanical permit.

*St. Louis County Department of Public Works  
Division of Code Enforcement*

**ST. LOUIS COUNTY PERMIT APPLICATION INSTRUCTIONS  
FOR FAXED MECHANICAL PERMIT REQUESTS**

In order to ensure timely processing of your faxed application for permit please make sure that your application is complete and that the information provided is accurate. **Please type or print legibly all information except for the signature required.**

**Date of Application**

Insert the date in which your application will be presented to and received by the Department of Public Works via fax.

**Project Address & Zip Code**

Insert the street number and street name that is or will be the address of the building/project including the suite number or floor location, as well as, the zip code for the address.

**Unincorporated County or Municipality**

Either check the box Unincorporated (if the building/project is located in Unincorporated County) or insert the Name of the Municipality where it is located. Note: This is determined by jurisdiction boundary lines, not post office zip code locations.

**Subdivision and Lot Number**

If known, provide the name of subdivision and lot number. If the building complex or center has a name (i.e. Ozark Business Center) indicate the name.

**Description of Work**

Provide a general description of the scope construction work involved.

**Property Owner**

Complete information (name, address, etc.) regarding the owner of the building located at this project address. Property ownership and jurisdiction location can be obtained from the County Revenue Department's internet website address <http://revenue.stlouisco.com>

**Tenant**

Indicate the name of the tenant or business and indicate if it is an existing or new tenant/business.

**Type of Work**

Check the appropriate box that best describes the type of building/project or work proposed.

**Type of Structure**

- \$ If Residential, check the appropriate box on the application that describes as closely as possible the use/type of the building.
- \$ If Commercial, check the appropriate box on the application which describes as closely as possible, the use/type of the building.
- \$ If Non-habitable, check the appropriate box which best describes the use/type of structure.

## **Residential Mechanical**

Indicate the scope of work to be done by completing the Residential Mechanical Box on the application, including any special items and the estimated cost of the residential mechanical construction work at the bottom.

Note: If the Type of Structure is a Dormitory or Hotel/Motel use the Commercial Mechanical portions of the application on page 2 to indicate the scope of work proposed.

## **Commercial Mechanical**

Indicate the scope of work to be done by completing both the Commercial Mechanical and Commercial Mechanical Devices Boxes on page 2 of the application including the estimated cost of construction.

Indicate if the work to be authorized is to include work by Sub-Contractors.

## **Contractor, License Number, and Signature**

Complete the Contractor line at the bottom of the application, including providing the Contractor's license or registration number and the signature, and printed name of the employee representative of the Licensed/Registered Contractor.

# **SUPPLEMENTAL MECHANICAL FORMS TO ACCOMPANY FAXED APPLICATIONS FOR PERMIT**

## **Supplemental Form For All Mechanical, Elevator, and Sprinkler Work Being Done By Contractors**

All contractors are required to complete this supplemental form and file with the regular application for permit. This form further identifies the different types of work and when licensed contractors and workers are required. This supplemental form was developed for the initial implementation of the new licensing provisions for everyone to have a better understanding of the requirements.

## **Supplemental Form For Mechanical Work Being Done By An Owner, Lessee or Property Manager**

Similar to the above this supplemental form identifies the type of work and conditions under which an Owner, Lessee, or Property Manager may do mechanical work.

## **INSTRUCTIONS FOR PERMIT APPLICATION PROCESSING BY FAX**

When faxing mechanical permit application requests to the Public Works Department include the following in the order indicated:

- \$ Company Fax Transmittal Form (Indicate number of applications being faxed as a group)
- \$ A completed St. Louis County Permit Application Form for each project address (and tenant space) together with the appropriate supplemental application form.

For application processing via the **FAX PERMIT SYSTEM** use Fax No. **(314) 615-8702**.

Upon completion of the processing of the permit applications within each group, Public Works will return a copy of the Permit Application Form indicating the permit number and fee amount for each address. While somewhat dictated by the number of requests received daily it is Permit Processing's goal to issue applications received before 3:00 p.m. the same day.

To use the new FAX PERMIT SYSTEM, Contractors applying for mechanical, elevator, and sprinkler permits **must have funds on deposit** with the Public Works Accounting Section to draw against and cover the permit fee for the permit requests made via the new fax system. We recommend a start-up deposit equivalent to two (2) months of your normal permit fee expenditure but no less than \$500.00. Contractors having more than one contractor's license are advised that the funds on deposit under a particular contractor's license number cannot be moved to or cross-referenced with their other license numbers. Thus Contractors will need to have funds on deposit under each of their license numbers, or at least under the license number(s) for the work that they want to utilize the FAX PERMIT SYSTEM.

## **OTHER GENERAL INFORMATION**

### **Inspection Information**

To schedule inspections via the Automated Inspection Request System call 615 -INSP (or 615-4677). The Permittee is responsible for scheduling inspections.

### **Mechanical Permit Fees**

The permit fee for each permit will be based on the fee schedules contained in St. Louis County Ordinance 19870. The Ordinance may be accessed through the County's computer web site at [map.stlouisco.com](http://map.stlouisco.com), County Council Archives Ordinances. (Use number 19870 for the Ordinance search.)

Uncertified copies of Ordinance 19870 extracts may be purchased from the St. Louis County of Public Works for a fee. For additional information about obtaining uncertified copies call (314) 615-5184.

*St. Louis County Department of Public Works  
Division of Code Enforcement*

**INSTRUCTIONS FOR TYPING INFORMATION  
DIRECTLY ON THE PERMIT APPLICATION  
IN ADOBE ACROBAT READER**

To type your information directly on the application:

- 1) Choose the "Hand Tool" located on the button bar above the application.
- 2) With the "Hand Tool", move your mouse to the first blank after "Date of Application" and left click on your mouse. **If you are having problems filling in the form (your text does not display), check that you have Acrobat 4.0 Reader installed. Acrobat 3.0 Reader may cause the display problem.**
- 3) Type the month, then tab to the day, type the day, tab to year, etc. Continue tabbing through the application to complete the necessary information.
- 4) When you have completed filling in the information on the application, please choose "File" - Page Setup - and change the paper size to "Legal". **THIS FORM MUST BE PRINTED ON LEGAL SIZE PAPER.**
- 5) Print out the application on legal paper and follow the instructions included with the permit application for Faxing the permit to Public Works.
- 6) **After you print out the application and have verified your typed information is correct, please press the "RESET FORM" button at the bottom or top of the page.** The "Reset Form" button will clear out all the information you typed and allow you to enter new information for another application.

# ST. LOUIS COUNTY PERMIT APPLICATION

## FOR MECHANICAL PERMITS

PERMIT PROCESSING, 6<sup>TH</sup> FLOOR  
DEPARTMENT OF PUBLIC WORKS  
ST. LOUIS COUNTY GOV'T CENTER  
41 S CENTRAL, CLAYTON, MO 63105

**ELECTRONIC PERMITS**  
For applications where plans are not required. Applicant must have an established account to cover permit fee.

(Please Type or Print Legibly in Ink,  
Complete All Parts, and Sign Application)

DATE OF APPLICATION \_\_\_\_\_

PROJECT ADDRESS \_\_\_\_\_ SUITE/FLOOR NO. \_\_\_\_\_ ZIP CODE \_\_\_\_\_

UNINCORP. COUNTY \_\_\_\_\_ SUBDIVISION or BLDG./CENTER \_\_\_\_\_ LOT NO. \_\_\_\_\_  
or MUNICIPALITY \_\_\_\_\_

DESCRIPTION OF WORK \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_ LAST NAME \_\_\_\_\_ FIRST \_\_\_\_\_ TELEPHONE # (including area code) \_\_\_\_\_ GOV'T OWNED YES

STREET ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP CODE \_\_\_\_\_

TENANT/BUSINESS NAME \_\_\_\_\_ EXISTING \_\_\_\_\_ NEW \_\_\_\_\_

TYPE OF WORK	TYPE OF STRUCTURE																																																	
01 NEW CONSTRUCTION 02 ADDITION 03 ALTERATION 04 REPLACEMENT 05 REPAIR 06 FOUNDATION 07 SHELL 08 INTERIOR FINISH 09 FIRE/STORM/OTHER DAMAGE 10 OCCUPANCY 19 MISCELLANEOUS WORK	<b>RESIDENTIAL</b>	<b>COMMERCIAL</b>	<b>NON-HABITABLE</b>																																															
	0801 SINGLE FAMILY 0802 TWO FAMILY 0803 3 or 4 FAMILY 0804 5 or MORE FAMILY 0805 DORMITORIES 0806 HOTELS/MOTELS	<b>ASSEMBLY</b> 0101 THEATRES 0102 RESTAURANT 0103 NIGHT CLUB 0104 CHURCHES & OTHER RELIGIOUS 0105 EXHIBITION HALL  <b>BUSINESS</b> 0201 OFFICE BANK PROFESSIONAL 0202 CARWASH 0203 CLINIC 0204 FIRE STATION 0205 DOCTOR'S OFFICES 0206 LABORATORIES  <b>EDUCATION</b> 0301 SCHOOLS 0302 CHILD DAY CARE  <b>FACTORY AND INDUSTRIAL</b> 0401 MANUFACTURING 0402 INDUSTRIAL LABS 0403 UTILITIES  <b>HIGH HAZARD</b> 0501 FLAM. & COMB. LIQUIDS STORAGE OR MANUFACTURER 0502 TIRE STORAGE (BULK)  <b>INSTITUTIONAL</b> 0601 NURSING HOME 0602 DAY NURSERIES 0603 HOSPITALS 0604 JAILS  <b>MERCANTILE</b> 0701 RETAIL/WHOLESALE/ STORES 0702 SERVICE STATION 0703 MARKETS  <b>STORAGE</b> 0901 OFFICE/WAREHOUSE 0902 LUMBER YARD 0903 REPAIR GARAGE 0904 PARKING GARAGE	1001 TANKS 1002 RETAINING WALLS 1003 DETACHED GARAGE 1004 ATTACHED GARAGE 1005 CARPORT 1006 SHED 1007 ANTENNAS 1008 RES. GREENHOUSES 1009 PARKING LOT 1010 SIGNS 1011 PATIO/DECK/PORCH 1012 SWIMMING POOL 1013 FIREPLACE 1014 OTHER																																															
	UNITS THIS BUILDING _____  UNITS THIS PERMIT _____	<b>FOR OFFICE USE</b>  FIRE DIST. _____  <b>PERMIT FEES</b> PROCESSING _____ MECHANICAL _____ INSPECTION _____ PENALTY _____ TOTAL _____ FEES PAID _____ DATE ISSUED _____ ISSUED BY _____																																																
	<b>RESIDENTIAL MECHANICAL</b> Use the following codes to complete this area: <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2">HEAT</th> <th colspan="2">FLUE</th> <th colspan="2">FUEL LINE SIZE</th> </tr> <tr> <th>TYPE</th> <th>CODE</th> <th>SIZE</th> <th>CODE</th> <th>SIZE</th> <th>CODE</th> </tr> </thead> <tbody> <tr> <td>ELECTRIC</td> <td>01</td> <td>3"</td> <td>7</td> <td>3/4"</td> <td>1</td> </tr> <tr> <td>GAS</td> <td>02</td> <td>4"</td> <td>8</td> <td>1"</td> <td>2</td> </tr> <tr> <td>OIL</td> <td>03</td> <td>OTHER</td> <td>9</td> <td>1 1/4"</td> <td>3</td> </tr> <tr> <td>SOLAR</td> <td>04</td> <td></td> <td></td> <td>1 1/2"</td> <td>4</td> </tr> <tr> <td>SOLID FUEL</td> <td>05</td> <td></td> <td></td> <td>1 3/4"</td> <td>5</td> </tr> <tr> <td>OTHER</td> <td>06</td> <td></td> <td></td> <td>2"</td> <td>6</td> </tr> </tbody> </table> ***** <b>HEATING</b> QTY _____ TYPE _____ BTU/KW _____ FLUE _____ FUEL LINE SIZE _____ QTY _____ TYPE _____ BTU/KW _____ FLUE _____ FUEL LINE SIZE _____ QTY _____ TYPE _____ BTU/KW _____ FLUE _____ FUEL LINE SIZE _____ <b>WATER HEATER</b> QTY _____ TYPE _____ BTU/KW _____ FLUE _____ GAL _____ QTY _____ TYPE _____ BTU/KW _____ FLUE _____ GAL _____ QTY _____ TYPE _____ BTU/KW _____ FLUE _____ GAL _____ <b>AIR CONDITIONERS</b> QTY _____ TONS _____ QTY _____ TONS _____ QTY _____ TONS _____ <b>OTHER SPECIAL ITEMS:</b> GAS PIPING Indicate # of Appliances/Equip QTY _____ FIREPLACES QTY _____ GAS LOGS QTY _____ _____ QTY _____ _____ QTY _____ CODE CORRECTION WORK YES, # _____ EST COST OF RES. MECH. CONST \$ _____	HEAT		FLUE		FUEL LINE SIZE		TYPE	CODE	SIZE	CODE	SIZE	CODE	ELECTRIC	01	3"	7	3/4"	1	GAS	02	4"	8	1"	2	OIL	03	OTHER	9	1 1/4"	3	SOLAR	04			1 1/2"	4	SOLID FUEL	05			1 3/4"	5	OTHER	06			2"	6	<b>FOR OFFICE USE ONLY</b> MP52 MP12 MP15  MECH. MODIFICATION YES, # _____
	HEAT		FLUE		FUEL LINE SIZE																																													
	TYPE	CODE	SIZE	CODE	SIZE	CODE																																												
	ELECTRIC	01	3"	7	3/4"	1																																												
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	OIL	03	OTHER	9	1 1/4"	3																																												
	SOLAR	04			1 1/2"	4																																												
SOLID FUEL	05			1 3/4"	5																																													
OTHER	06			2"	6																																													

For Office

LOC. NO. \_\_\_\_\_

PERMIT NO. \_\_\_\_\_

TYPE \_\_\_\_\_

**COMMERCIAL MECHANICAL**

**WORK INVOLVES THE FOLLOWING:**

HVAC DUCT SYSTEM WORK  
 PROCESS PIPING SYSTEM WORK  
 HVAC SERVICER-INSTALLER WORK  
 FIRE SUPPRESSION SYSTEM WORK  
 WORK OTHER THAN THE ABOVE AND/OR WORK OTHERWISE EXEMPT FROM LICENSING  
 MANUFACTURER/MANUFACTURER'S REPRESENTATIVE RESTRICTED WORK  
 REPAIR/ALTERATION OF BOILERS, STEAM GENERATORS, & PRESSURE VESSELS BY BOILER and PRESSURE VESSEL INSPECTORS  
 WORK BY OWNER, LESSEE, or PROPERTY MANAGER EXEMPT FROM LICENSING

**SCOPE OF WORK:**

WORK TO BE AUTHORIZED BY THIS PERMIT IS MY WORK ONLY.  
 WORK TO BE AUTHORIZED BY THIS PERMIT INCLUDES WORK BY THE FOLLOWING SUB-CONTRACTORS FOR WHICH I WILL BE ACCOUNTABLE:

SUB. 1 \_\_\_\_\_ LIC. NO. \_\_\_\_\_  
 SUB. 2 \_\_\_\_\_ LIC. NO. \_\_\_\_\_

**TOTAL PROJECT SCOPE OF WORK:**

MECHANICAL WORK ONLY YES

BUILDING WITH MECH. WORK YES

St. Louis County Building Permit # \_\_\_\_\_

**EST. COST OF MECH. CONST.**

**RELATED TO THIS PERMIT \$** \_\_\_\_\_

**COMMERCIAL MECHANICAL DEVICES**

CODE/DESCRIPTION	QUANTITY	CODE/DESCRIPTION	QUANTITY
211 AIR HANDLER	_____	<b>HVAC SYSTEMS-HEATING SYSTEMS (CONT)</b>	
202 AUTO LIFT	_____	186 RADIANT HEAT	_____
<b>BOILERS - HIGH PRESSURE</b>		187 SOLAR HEAT	_____
154 WITH MANHOLE	_____	189 UNIT HEATER	_____
155 WITHOUT MANHOLE	_____	190 OTHER HVAC SYSTEM COMPONENTS: DUCTWORK, DIFFUSER RELOCATION, VAV BOXES & FAN TERMINAL UNITS, ETC.	_____
<b>BOILERS - LOW PRESSURE</b>		147 HYDROGEN SYSTEM	_____
156 WITH MANHOLE	_____	029 INCINERATOR - COMMERCIAL	_____
157 WITHOUT MANHOLE	_____	028 INCINERATOR - DOMESTIC	_____
025 CHUTE REFUSE	_____	030 KILN	_____
102 CONVEYOR - POWER OPERATED	_____	<b>KITCHEN EQUIPMENT</b>	
003 CRANE	_____	018 BROILER	_____
026 CREMATORY	_____	019 FRYER - FAT	_____
031 DAMPER - FIRE	_____	020 GRIDDLE	_____
032 DAMPER - SMOKE	_____	021 GRILL	_____
035 DRY CLEANING UNIT	_____	022 KETTLE	_____
034 DRYER - CLOTHES- COMMERCIAL	_____	023 OVEN BAKING AND ROASTING	_____
033 DRYER - CLOTHES- RESIDENTIAL	_____	024 RANGE COMMERCIAL SIZE	_____
004 DUMBWAITER - POWER OPERATED	_____	<b>KITCHEN HOOD EXHAUST SYSTEM</b>	
206 ELEVATOR - FREIGHT	_____	014 UP TO 5000 CFM	_____
207 ELEVATOR - PASSENGER	_____	215 OVER 5000 CFM	_____
208 ESCALATOR	_____	191 DISHWATER EXHAUST SYSTEM	_____
013 FAN EXHAUST	_____	192 PIZZA OVEN EXHAUST SYSTEM	_____
012 FAN SUPPLY	_____	193 MOTOR EXHAUST SYSTEMS	_____
027 FIREPLACE	_____	041 MAKE UP AIR UNIT	_____
<b>FIRE SUPPRESSION SYSTEMS</b>		110 MOVING WALK	_____
171 SPRINKLERS	_____	037 NITROGEN SYSTEM	_____
172 HALON	_____	038 OXYGEN SYSTEM	_____
173 CARBON DIOXIDE	_____	194 PAINT SPRAY BOOTH SYSTEM	_____
174 DRY CHEMICAL	_____	<b>REFRIGERATION</b>	
175 OTHER	_____	062 LESS THAN 7 1/2 TONS	_____
KITCHEN HOOD FIRE SUPPRESSION	_____	062 7 1/2 TONS - 50 TONS	_____
039 FURNACE - INDUSTRIAL	_____	163 50-100 TONS	_____
167 GENERATOR - EMERGENCY	_____	164 101-300 TONS	_____
009 HOIST	_____	165 301-1000 TONS	_____
152 HOT WATER HEATERS/STORAGE TANKS (DIRECT FIRED 120 GALLONS OR MORE)	_____	166 OVER 1000 TONS	_____
<b>HVAC SYSTEMS AIR CONDITIONING</b>		<b>SMOKE OR FUME-EXHAUST SYSTEM</b>	
042 UNDER 2000 CFM OR 5T	_____	016 UP TO 5000 CFM	_____
143 2000-15000 CFM OR 5 - 38 T	_____	217 000 CFM OR OVER	_____
144 OVER 15000 CFM OR 38 T	_____	<b>UNFIRED PRESSURE VESSEL-COMPRESSORS</b>	
176 CHILLER	_____	158 24" DIAMETER	_____
177 COOLING TOWER	_____	159 OVER 24" DIAMETER	_____
178 EVAPORATOR COOLER	_____	<b>UNFIRED PRESSURE VESSEL - TANKS</b>	
<b>HVAC SYSTEMS-HEATING SYSTEMS</b>		160 WITH MANHOLE	_____
047 UNDER 100MBH	_____	161 WITHOUT MANHOLE	_____
148 100 - 400 MBH	_____	888 OTHER	_____
149 401 - 1000 MBH	_____	UNDERGROUND FUEL STORAGE TANKS	_____
150 OVER 1000 MBH	_____	GASOLINE DISPENSERS	_____
179 BASEBOARD HEATER	_____	FLUE REPLACEMENT	_____
180 BOILER HOT WATER HEAT	_____		
181 CABINET HEATER	_____	PIPING WORK NOT LISTED ABOVE SUCH AS:	
182 CONVERSION BURNER	_____	FUEL GAS PIPING	
183 DUCT FURNACE	_____	HYDRONIC PIPING	
184 FORCED AIR FURNACE	_____	COMPRESSED AIR	
185 GRAVITY AIR FURNACE	_____	MEDICAL GAS	
040 INFRA-RED HEATER	_____		

I CERTIFY THAT I AM THE LICENSE OR REGISTRATION HOLDER AUTHORIZED TO APPLY FOR THIS PERMIT; THAT I WILL USE CENSED WORKERS FOR WORK REQUIRING A LICENSE; THAT IF I AND MY WORKERS ARE NOT LICENSED I WILL ONLY DO WORK THAT IS EXEMPT FROM LICENSE; THAT I HAVE AN AGREEMENT WITH THE OWNER/LESSEE TO PERFORM THIS WORK; AND THAT I AM AUTHORIZED TO AND DO CONSENT TO ENTR ONTO THE PREMISES BY ST. LOUIS COUNTY EMPLOYEES FOR INSPECTION OF WORK PERFORMED UNDER THIS PERMIT. THE SCOPE OF WORK INDICATED AND COST ESTIMATES ARE TRUE & CORRECT.

CONTR. NAME & ADDRESS	TEL NO.	LIC. NO.	SIGNATURE:
		REG. NO.	
	FAX NO.	DATE:	PRINTED NAME:
	EMAIL		

**SUPPLEMENTAL MECHANICAL PERMIT APPLICATION FORM**  
**FOR ALL "TYPE 33" MECHANICAL, "TYPE 36" ELEVATOR ONLY, and "TYPE 39" SPRINKLER PERMITS**

**PROJECT ADDRESS:** \_\_\_\_\_ **NAME of PROJECT/BLDG.** \_\_\_\_\_

I certify that the following identifies the type of work that will be done at the Building/Facility noted above:  
 (Check applicable box describing type of work.)

**RESIDENTIAL BUILDINGS**

- Work within detached one or two-family dwellings; or work within multiple single-family dwelling (such as townhouses) or detached multiple-family residential buildings (excluding boarding houses and dormitories) no more than three stories in height and containing no more than 14 dwelling units or apartments where the heating and cooling units do not exceed five tons of cooling capacity or 150,000 BTU's of heating capacity. **NOTE: THIS WORK DOES NOT REQUIRE A LICENSE BUT CONTRACTORS MUST BE REGISTERED FINANCIAL RESPONSIBLE.\***
- Work within residential buildings as described above, other than detached one or two-family dwellings, where the heating and cooling units exceed five tons of cooling capacity or 150,000 BTU's of heating capacity and work within all other residential buildings. **NOTE: THIS WORK REQUIRES A LICENSED CONTRACTOR and WORKERS.**

**COMMERCIAL BUILDINGS/FACILITIES**

- Work is within or associated with a commercial building or facility and the work involves the following type or types of work. (Check all applicable boxes below)
  - HVAC Duct System Work (see other side for definition)
  - Process Piping system Work (see other side for definition)
  - HVAC Servicer-Installer Work (see other side for definition)
  - Fire Suppression System Work (see other side for definition)

**NOTE: THIS WORK REQUIRES A LICENSED CONTRACTOR and WORKERS**

- Work is within or associated with a commercial building or facility and the work does not fall within the definitions (see other side for definitions) of HVAC Duct System Work, Process Piping System work, HVAC Servicer-Installer Work, Fire Suppression System Work or the work is otherwise exempt from license under Mechanical Code Section 101A.2.1. **NOTE: THIS WORK DOES NOT REQUIRE A LICENSE BUT CONTRACTORS MUST BE REGISTERED FINANCIAL RESPONSIBLE.\***

- Work is within or associated with a commercial building or facility and is limited to the type of work allowed to be performed by a Manufacturer or Manufacturers Representative. **NOTE: THIS WORK REQUIRES A RESTRICTED LICENSE.**
- Work is within or associated with a commercial building or facility and is limited to the repair and/or alteration of boilers, steam generators, and pressure vessels. **NOTE: THIS WORK REQUIRES A LICENSED B/PV CONTRACTOR.**

**CONTRACTOR'S WORKER CERTIFICATION FOR WORK WHICH REQUIRES LICENSED WORKERS**

This is to certify that I am an authorized representative of the Contractor listed and that I/we will use the appropriate Licensed Journeyman (or Apprentice under the required supervision and inspection of such Journeyman) as required by the Mechanical Code Ordinance for each specific work category requiring licensed workers as defined on the other side.

**Sign and Complete Applicable Contractor Line Below:**

**Applicant's Signature:** \_\_\_\_\_ **Printed Name:** \_\_\_\_\_

Sheet Metal Contractor's Name	_____	License # _____
Mechanical Contractor's Name	_____	License # _____
HVAC Servicer-Installer Contractor's Name	_____	License # _____
Sprinklerfitter's Contractor's Name	_____	License # _____
Registered Financial Responsible Contractor's Name*	_____	Registration # _____
Manufacturer/Manufacturer's Representative	_____	License # _____
Boiler/Pressure Vessel Contractor	_____	License # _____

\*May only do work which does not require a license and/or licensed workers.

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**Application/Permit No.** \_\_\_\_\_

# WORK DEFINITIONS/LICENSED WORKER REQUIREMENTS

## HVAC DUCT SYSTEM WORK

An HVAC Duct System is all or any part of the duct system for a heating, ventilation, or air conditioning system regardless of the materials used and includes ducts, duct fittings, risers, stacks, dampers, casings, recess boxes, radiator enclosures, exhausts, ventilators, frames, grilles, louvers, registers, cabinets, plenums, air filters, fans, motors and accessory air handling equipment and appliances.

HVAC Duct System Work is all work related to the installation, alteration, reconstruction, repair, replacement and other servicing of an HVAC Duct System as well as HVAC Servicer-Installer work as defined herein.

This work must be done by Licensed Sheet Metal Journeyman or by Licensed Sheet Metal Apprentice under the supervision and inspection of the Licensed Journeyman.

## PROCESS PIPING SYSTEM WORK

A Process Piping System is all or any part of a piping system (excluding Fire Suppression Systems) which falls within one of the following categories:

- (A) A medical gas system.
- (B) An HVAC Piping System.
- (C) A pneumatic system.
- (D) A pressurized or vacuum piping system.
- (E) A fuel gas system.
- (F) An oxygen system.
- (G) A gasoline system not for public sale.

Process Piping System Work is all work related to the installation, alteration, reconstruction, repair, replacement and other servicing of Process Piping systems as well as HVAC Servicer-Installer work as defined herein.

An HVAC Piping System is all or any part of the piping system for a heating, ventilation, or air conditioning system and includes pipes, valves, pipe fittings, pumps, and distribution lines and accessory equipment, including boilers and compressor assemblies.

HVAC Piping System Work is all work related to the installation, alteration, reconstruction, repair, replacement and other servicing of HVAC Piping Systems as well as HVAC Servicer-Installer work as defined herein.

This work must be done by Licensed Pipefitter Journeyman or by Licensed Pipefitter Apprentices under the supervision and inspection of the Licensed Journeyman.

## HVAC SERVICER-INSTALLER WORK

HVAC Servicer-Installer Work is all work related to:

- (A) The installation, alteration, reconstruction, repair, replacement and servicing of HVAC Systems
  - (i) that provide no more than 25 tons of air conditioning or no more than 1,000,000 (One Million) BTU's of heating and
  - (ii) do not contain chillers, fire-tube type boilers, or boilers that operate at a pressure of more than 15 psi of steam; and

**NOTE:** In those cases where an HVAC System is composed of individual units or split systems that are no more than 25 tons of air conditioning or 1 M BTU's of heat which are connected by a common fuel line, that is more than 2 inches in diameter, or which is under more than 2 psi pressure, the fuel line shall be installed by a licensed Journeyman Pipefitter and /or licensed Apprentice Pipefitter under the supervision and inspection of a licensed Journeyman Pipefitter. The individual units may be installed by licensed HVAC Servicer-Installers.
- (B) HVAC System Service Work as defined herein on any size HVAC system.  
Exceptions:
  1. HVAC Servicer-Installer Work does not include replacement of an HVAC System that provides 25 tons or less of air conditioning or 1 M BTU's or less of heating with a system that is over 25 tons of air conditioning or 1 M BTU's of heating, or contains chillers, fire-tube type boilers or heating boilers that operate at a pressure of more than 15 psi of steam. This work must be performed by applicable Pipefitter and Sheet Metal Journeyman and Apprentices under the supervision and inspection of appropriately licensed Journeymen.
  2. HVAC Servicer-Installer Work does not include the total replacement or reconstruction an HVAC System that provides more than 25 tons of air conditioning or 1 M BTU's of heating, or contains chillers, fire-tube type boilers or boilers that operate at a pressure of more than 15 psi of steam. This work must be performed by applicable Pipefitter and Sheet Metal Journeyman and Apprentices under the supervision and inspection of appropriately licensed Journeymen.
  3. HVAC Servicer-Installer Work does not include replacement of gas fuel lines that are more than 2 inches in diameter, or which are under pressure of more than 2 psi. These lines must be replaced by a licensed Journeyman Pipefitter and / or licensed Apprentice Pipefitter under the supervision and inspection of a licensed Journeyman Pipefitter.

An HVAC System is a heating, ventilation, or air conditioning system or any part thereof, including an HVAC Piping System and/or HVAC Duct System, specifically addressed and regulated in this code.

Note: If an HVAC System consists of multiple individual units or split systems, each such individual unit or split system shall be considered a separate system for purposes of this Section.

HVAC System Service Work is the reconstruction, repair or replacement of any part of an existing HVAC System which does not alter the capacity or capability of the original system.

This work, except as specifically noted above, must be done by Licensed HVAC Servicer-Installer Journeyman, or by Licensed HVAC Servicer-Installer Apprentices under the supervision and inspection of the Licensed Journeyman.

## FIRE SUPPRESSION SYSTEM WORK

A Fire Suppression System is all or any part of a system, which utilizes water, gasses or chemicals for the control, or suppression of fires.

Fire Suppression System Work is all work related to the installation, alteration, reconstruction, repair, replacement and other servicing of fire suppression systems.

This work must be done by Licensed Sprinklerfitter Journeyman or by Licensed Sprinklerfitter Apprentices under the supervision and inspection of the Licensed Journeyman.

# SUPPLEMENTAL MECHANICAL PERMIT APPLICATION FORM FOR MECHANICAL WORK BY AN OWNER, LESSEE, or PROPERTY MANAGER

**PROJECT ADDRESS:** \_\_\_\_\_

**NAME of PROJECT/BLDG.** \_\_\_\_\_

**I certify that I am the building/facility owner or authorized representative of the owner or entity indicated below and that the work proposed at the above referenced location does not require a licensed contractor or workmen for the reasons indicated.**

(Check all applicable exemptions and provide information requested.)

Work will be performed on an owner’s own facility by personnel directly in the employment of the owner of the facility, or a business affiliate of such owner. For purposes of this exemption, a “business affiliate” shall mean any parent, subsidiary or sister corporation of the owner and any other corporation, partnership, limited liability company or joint venture in which the owner or its parent, subsidiary or sister company has an ownership interest.

Work is limited to the reconstruction, repair or replacement of mechanical equipment and/or any part of a mechanical system for the facility noted above which will be done by personnel in the direct employment of the Lessee of the facility.

Work is limited to the reconstruction, repair or replacement of mechanical equipment and/or any part of a mechanical system for the facility noted above which will be done by personnel in the direct employment of the Facilities Property Manager.

Note: Applicant must provide a letter with each application for permit signed by the Owner/Lessee identifying the Property Manager and the agreed upon services or the Property Manager may register themselves with the Department of Public Works by filing evidence of an agreement with the owner or lessee to provide property management services for a facility or to provide regular service work on the mechanical equipment and systems of a facility.

Sign and Complete Applicable Line Below Including Listing a Contact Person for Verification:

**Applicant’s Signature:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

\_\_\_\_\_  
OWNER/FACILITY’S NAME

\_\_\_\_\_  
CONTACT PERSON, TITLE, & PHONE NUMBER

\_\_\_\_\_  
LESSEE’S/TENANT’S NAME

\_\_\_\_\_  
CONTACT PERSON, TITLE, & PHONE NUMBER

\_\_\_\_\_  
PROPERTY MANAGEMENT COMPANY NAME

\_\_\_\_\_  
CONTACT PERSON, TITLE, & PHONE NUMBER

PROPERTY MANAGER’S REGISTRATION # \_\_\_\_\_, or Owner/Lessee’s Authorization Letter



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**Application/Permit No.** \_\_\_\_\_