

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

OVER-THE-COUNTER MECHANICAL PERMITS
(Including Mail-in, Fax, and E-permitting)

Mechanical permits that can be obtained OVER-THE-COUNTER are generally those permits that do not require a plan submittal or additional information from the applicant at the time of the application. These types of permits are issued as walk-in-over-the-counter or as mail-in, fax, or E-permits. Examples of the types of permits that can be typically issued as OVER-THE-COUNTER 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 exhausting less than 600 cfm 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. Relocation of existing ductwork and registers/diffusers associated with a kitchen or bathroom remodel.
18. 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 addition information.) A mechanical permit is not required to replace this kind of residential gas appliance provided it is of the same type and purpose.
19. 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.