

*St. Louis County Department of Public Works
Division of Code Enforcement
Permit Application Center (PAC) Project Review & Submittal Checklist*

Project Name: _____ Date: _____

PAC Number: _____ Building Application #(s) _____

The following St. Louis County Department and outside Agency approvals (ones checked) are required prior to the issuance of the Land Disturbance Permit and/or Building Permit(s):

	PLANNING DEPARTMENT – (Site Plan or Site Development Plan Review Process)
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| | <input type="checkbox"/> Review in progress (plans previously submitted)

<input type="checkbox"/> Six (6) sets of site plans must be submitted which shall include, but not be limited to, the following as applicable to the project and scope of work proposed: <ul style="list-style-type: none"> • Minimum size plan 36" X 24". • Permit Application Center project tracking number, Metropolitan Sewer District "P" number. • Zoning District designation, Subdivision name, Lot number, and Locator/Parcel number. Lot dimensions and area of property limits and zoning of adjacent parcels where different than site. • Name, address and telephone number of the person or firm submitting the plan and the name, address and telephone number of the person or firm who desires the review comments. • Size, location and proposed use of the building(s) and distance from adjacent property lines. Overall dimensions of all buildings, the gross floor area of each, and proposed construction type. • Parking Calculations indicating off-street parking and loading spaces required and proposed. • Parking lot layout including the number, size and location of accessible spaces, drive aisle widths and parking setbacks. • Type and location of sanitary sewage treatment and storm water drainage facilities. Location of any retention basins, ponds, sink holes, springs, rain gardens, buffers, berms, and similar site features. • Dimensions of existing and proposed roadway pavement and right-of-way widths for streets abutting the site. • Landscape plans including existing and proposed landscaping with specific landscaping limits. • Existing and proposed contour lines or elevations based on mean sea level datums, unless otherwise waived by the Planning Department. • Location and identification of all easements (existing and proposed). • Location, height and size of existing and proposed free standing signs, towers, light poles, retaining walls, and similar structures. • Stream buffer areas, if applicable |
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	PUBLIC WORKS DEPARTMENT – (Construction Code Compliance Plan Review & Permit Process)
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| | <input type="checkbox"/> Review in progress (plans previously submitted)

<input type="checkbox"/> Four (4) sets of construction plans and supporting documents, along with an application and filing fee, must be submitted which shall include, but not be limited to, the following as applicable to the project and scope of work proposed and/or type of land disturbance or building permit application filed: <table style="width: 100%; margin-top: 10px;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Zoning approval -- <input type="checkbox"/> County, <input type="checkbox"/> Municipality
 <input type="checkbox"/> Site Plans (4 copies/sets)
 <input type="checkbox"/> Architectural Plans (4 sets)
 <input type="checkbox"/> Structural Plans (4 sets)
 <input type="checkbox"/> Mechanical Plans (4 sets)
 <input type="checkbox"/> Electrical Plans (4 sets)
 <input type="checkbox"/> Plumbing Plans (4 sets)
 <input type="checkbox"/> Approved Truss Drawings (4 sets)
 <input type="checkbox"/> Specifications (2 sets) </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Septic System Approval (314) 615-0330
 <input type="checkbox"/> Structural Calcs. (1 copy)
 <input type="checkbox"/> Energy Conservation Calcs. (1 copy)
 <input type="checkbox"/> Mechanical Heat Loss & Gain Calcs. (2 sets)
 <input type="checkbox"/> Architectural &/or Engineering Seal
 <input type="checkbox"/> Construction Cost (1 copy)
 <input type="checkbox"/> Const. Cost Breakdowns by Disciplines (1 copy)
 <input type="checkbox"/> Other: _____ </td> </tr> </table> | <input type="checkbox"/> Zoning approval -- <input type="checkbox"/> County, <input type="checkbox"/> Municipality
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<input type="checkbox"/> Other: _____ | | |

TRANSPORTATION DEPARTMENT – (Civil / Site Improvement Plan Review & Special Use Permit Process)

- Review in progress (plans previously submitted)
- Two (2) site plans or two (2) complete sets of civil site improvement / construction plans, if prepared for the project, must be submitted which shall include, but not be limited to, the following as applicable to the project and scope of work proposed:
 - Transmittal Letter.
 - Photos showing existing site topography and improvements.
 - Site plan or title sheet.
 - Grading plan.
 - Roadway and/or traffic signal construction plan and details.
 - Site distance plan & profile drawings.
 - Storm sewer and/or special structural details.
 - Storm sewer hydraulic calculations on standard computation sheets.
 - Sanitary & storm sewer plan and profiles.
 - Drainage area map.
 - Recorded right-of-way and /or easement dedications.
 - Various agency approvals.

HEALTH DEPARTMENT- (Plan Review & Permit Process)
Submit directly to Health at 6121 N. Hanley Road, Berkeley, MO 63134 – Phone 314-615-8900

- Review in progress (plans previously submitted)
- Food Preparation Facility --- One complete set of plans, prepared by an architect or engineer, that includes the floor plan(s), finish schedule, equipment layout, equipment specifications, and plumbing and electrical layouts, must be submitted together with an application, filing fee and other documents as indicated below as applicable to the project and scope of work proposed:
 - Proposed menu
 - Completed plan review application and fee (\$210)
 - Completed health/retail permit applications and fee (\$130)
 - Completed mobile unit permit application and fee (\$100)
 - Completed pushcart permit application and fee (\$35)
 - Merchant's License (Contact 314-615-5104 to obtain) or if a new business submit written commitment to obtain the license. Non-for-Profit Organization may obtain a waiver by contacting the phone number listed.
 - Mobile units and push carts are required to submit, in addition to all above pertinent documentation, a commissary agreement or permit showing ownership of a permitted food facility to be used as the commissary for the mobile unit or push cart.
- Public Swimming Pools ---Two (2) sets of plans are required which shall include, but not be limited to, a plot plan, general pool layout, sections, details, specifications, engineering report, and summary of design data.
- Pool House --- One (1) set plans is required to be submitted which shall include, but not limited, to a floor plan and plumbing plan.

METROPOLITAN SEWER DISTRICT – (MSD plan review and permit process)
Submit directly to MSD at 2350 Market Street, St. Louis, MO 63103 Phone: 314-768-6272

- Review in progress (plans previously submitted)
- Applicant must contact MSD for their submittal requirements. Once submittals are made directly to MSD please provide the MSD's P-Number to PAC for future reference.

Owners, design professionals, and contractors can monitor the on-going project review progress of their project through Citizens Access at <https://aca.stlouisco.com/CitizenAccess/>.
K:\Permdata\Permits\PAC Project Review & Submittal Checklist Two-Sided Document January 08, 2015, Updated May 6, 2015