

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

## COMMERCIAL “WHILE-YOU-WAIT” BUILDING PERMITS

Public Works provides a service called “While-You-Wait” for building permits on certain types of commercial construction work that requires a plan review for permit issuance. Refer to the list below for the types of construction work that qualifies for the “While-You-Wait” plan review service. It is imperative, however, during the time this service is being administered that the applicant be present to address any questions which may arise. Applicants should also realize that they must have better than average submittal and plans for this process since review time is limited.

This service is provided 8:00 A.M.– 3:30 P.M. Monday through Friday (Clayton Office Only). Note that projects are by appointment only except for signs. Appointments must be made at least a day in advance by calling Public Works at 314-615-5184.

The intent of this service is to spend approximately 30 minutes for review with each applicant. Separate appointment times (limited to two per day) should be scheduled, preferably back-to-back, for each individual project/application requiring appointments in advance. It should be understood that, on occasion and in one’s best interest, some projects may need to go through the regular plan review process. Whenever this occurs, the Plan Reviewer will provide an explanation and take in the plans for review according to our normal schedule.

**All projects submitted for this service will require four sets of construction drawings. The plans will be reviewed by both Building and MEP Plan Review thus the plans must also show the extent of mechanical, electrical, and plumbing work. Refer to the “General Notes” below for additional information regarding qualifying projects and submittal requirements.**

**Applications for the following types of construction projects are accepted for “While-You-Wait” building plan review service by appointment only:**

- Interior finish for most new business/office and retail occupancies having a gross floor area less than:
  - 5,000 square feet for business/office occupancies
  - 3,000 square feet for retail occupancies
- Interior alterations to most existing business/office and retail occupancies where the work area is less than:
  - 5,000 square feet for business/office occupancies
  - 3,000 square feet for retail occupancies
- Relatively simple interior alterations to most occupancies, other than high hazard and institutional, where the work area is less than 500 square feet (i.e: converting a space to 2-3 small rooms or vice versa, installing a partition and door, etc.)
- Relatively simple exterior alterations to most occupancies (i.e: fake mansards, awnings & canopies, closing in windows/doors, etc.)
- Re-roofing where the roof covering is other than like-for-like replacement.

Applications for the following type of construction projects are accepted for While-You-Wait plan review on a first come, first service basis. Applicants should prioritize multiple application requests because the number of applications to be reviewed at any given time for each applicant may need to be limited during peak times. By limiting the number of multiple application requests and review time we can accommodate more applicants and cause less waiting time for applicant.

- Wall and marquee signs less than 50 square feet in area and ground or pole signs less than 10 feet in height and less than 50 square feet in area.

#### **General Notes:**

- All plans, with the exception of plans for signs, must bear the original seal, signature and date of the appropriate Missouri Registered Design Professional on the cover sheet with the balance of the sheets sealed. A code information block that states occupancy load, use group, building construction type and fire protection features must be included on the architectural plans.
- Plan submittals for interior finishes or alterations shall include four (4) copies of the detailed architectural floor plan, together with appropriate sections, details, and schedules including a typical tenant separation wall section (when applicable). A key floor plan of the building showing the location and size of the tenant space, or location and size of the work area for alteration work should be included. A code information block that states occupancy load, use group, building construction type and fire protection features must be included on the architectural plans. Exit and emergency lights must be shown on the architectural floor plan. Extent of mechanical, electrical, and plumbing construction work must be included as part of the entire set of construction documents submitted.
- Mall tenant areas and areas such as laundromats, beauty shops, barber shops, tanning salons, dental offices, medical facilities, pet shops, food service facilities, etc., requiring special equipment or ventilation will require a more detailed plan review and will not qualify for the While-You-Wait process.
- Projects having fire rated partitions (other than for tenant demising partitions or incidental storage rooms) or having floor/ceiling and/or roof/ceiling fire rated assemblies will require a more detailed plan review and will not qualify for the While-You-Wait process.
- Projects having more than 10 plumbing fixtures or electrical service of 600 amps or greater will require a more detailed plan review and will not qualify for the While-You-Wait process.
- All projects must have Zoning approval to be processed as a While-You-Wait.
- It is the applicant's responsibility to contact their local fire district to determine if their approval is required.