

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

COMMERCIAL “WHILE-YOU-WAIT” MECHANICAL PERMITS

Public Works provides a service called “While You Wait” for mechanical 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 mechanical 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 many projects are by appointment only. Appointments should 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 together with any other specific information as noted below. Refer to the “General Notes” below for additional information regarding qualifying projects and submittal requirements.

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

- **HVAC work related to 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**Need professionally prepared and sealed mechanical plans and calculations for sizing equipment plus one copy of the architectural floor plan.
- **HVAC work related to 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**Need professionally prepared and sealed mechanical plans plus one copy of the architectural floor plan. Also need calculations sizing equipment unless replacing like for like.
- **Relocation of diffusers and associated ductwork only where there is no change in type of occupancy or usage of the room/space.** Need reflected ceiling plan showing new and existing locations.
- **Relocation of sprinkler heads, 50 head maximum, in currently sprinklered business/office and retail occupancies.** Need professionally prepared and sealed plans unless 4 or less heads.

Applications for the following type of construction projects are accepted for “While-You-Wait” mechanical 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.

- **Rearrangement or additions of commercial cooking equipment provided the rearrangement does not necessitate changes to the existing hood.** Requires dimensioned drawing of existing hood and dimensions of all cooking equipment and gas piping isometric. Separate fire suppression permit required.
- **New or replacement kitchen fire suppression systems.** Requires dimensioned drawing of hood and cooking equipment with tanks and nozzle locations & types shown.
- **New or replacement auto lift installations.** Requires floor plan showing lift location and cut sheet/specifications to verify Evaluation Testing Laboratory (ETL) lift labeling and details of its installation.
- **Replacement of existing above ground or underground tanks. Tanks must be the same size and in same location.** Manufacturer's cut sheet/specifications must be provided to verify labeling and installation details including anchorage.
- **New or replacement conveyor installations where the conveyor does not penetrate a floor or fire rated assembly, is not supported from the building structure and does not obstruct any means of egress.** Floor plans and conveyor specifications must be provided.
- **New or replacement walk-in coolers or freezers.** Floor plans showing location of the walk-in unit and condenser, including equipment specifications, must be provided.
- **New hot water heater (120 gallons or more) installations.** Floor plan must be provided indicating heater location, floor drain, gas pipe sizing and routing, flue sizing and routing and source or method of providing combustion air.

General Notes:

- All plans, noted above to be professionally prepared and sealed 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.
- Mall tenant 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 room) 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 in jurisdictions where the County also does Plumbing Code and/or Electrical Code Enforcement will require a more detailed plan review and will not qualify for the While-You-Wait process.
- It is the applicant's responsibility to contact their local fire district to determine if their approval is required.