

St. Louis County Department of Public Works
Division of Building Permits

**BUILDING PERMIT APPLICATION
SUBMITTAL/REVIEW PROCESS**

INFORMATION GUIDE

FOR

COMMERCIAL CONSTRUCTION

May 27, 2009

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PUBLIC WORKS OFFICE LOCATIONS

Besides our main office in Clayton, we have 3 satellite permit processing offices to provide limited application processing for certain types of projects. The Permit Application Center (PAC) and all Plan Review functions are located at our Clayton office.

CLAYTON (MAIN) OFFICE

41 South Central, 6th Floor,
Clayton, MO 63105
(314) 615-5184 / (314) 615-7085 (fax)
Hours: 8:00 a.m. - 5:00 p.m.

SOUTH COUNTY

Keller Plaza
4554 Lemay Ferry,
St. Louis, MO 63129
(314) 615-4076 / (314) 615-4141 (fax)
Hours: 7:30 a.m. - 4:30 p.m.

NORTH COUNTY

#21 Village Square
(North 67 and Highway 270)
Hazelwood, MO 63042
(314) 615-7304 / (314) 615-7409 (fax)
Hours: 7:30 a.m. - 4:30 p.m.

WEST COUNTY

Clarkson Wilson Centre
74 Clarkson Centre,
Chesterfield, MO 63017
(314) 615-0902 / (314) 615-0992 (fax)
Hours: 7:30 am - 4:30 pm

PERMITS/PLAN REVIEW TELEPHONE DIRECTORY

PERMIT CENTER 615-5184

Richard Edwards, supervisor
Frank Hartung

"PAC" 615-4269

PERMIT PROCESSING

Building 615-7155
Plumbing 615-7808
Electrical 615-7082

North Satellite 615-7304
South Satellite 615-4076
West Satellite 615-0902

ZONING REVIEW 615-3763

John Watson
Linda Gladson
Joan Holtzman

PLAN REVIEW 615-5485

(Building)
Duane Emanuel, Supervisor
Bill Walterscheid
Dan Waldemer
Leo Schwartz
Jack Sanders
Chris Falk
Helen Zhou
Virginia Price
Steve Landfair

PLAN REVIEW 615-5485

(Mechanical, Electrical, Plumbing)
Rich Hodel - MEP Supervisor
Roger Book - Mechanical
Marina Klebanov - Mechanical
Adam Yoon - Plumbing
Mohideen Sirajuddin- Electrical

ST. LOUIS COUNTY UNINCORPORATED AREAS AND MUNICIPALITIES

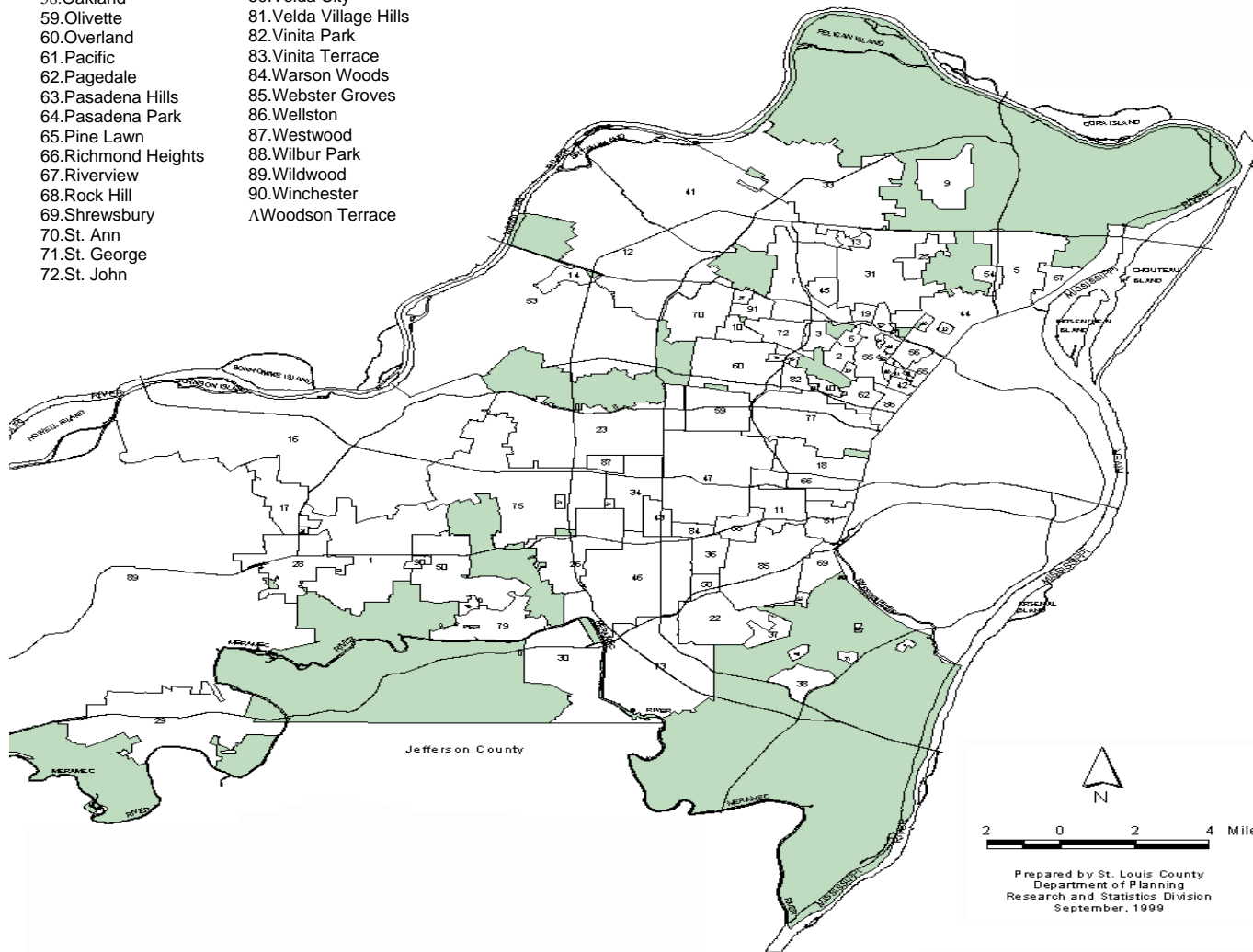
The Department of Public Works by County Charter is responsible for code enforcement of County ordinances that regulate building construction within the unincorporated areas of St. Louis County.

Located within St. Louis County are also 91 Municipalities. Since the mid-1950's, the Department of Public Works has offered code enforcement services by contract to these Municipalities. Each Municipality contracting with St. Louis County maintains Zoning Enforcement responsibility at their local level.

Public Works is interested in promoting uniformity of construction regulations throughout the entire area because we are convinced that uniformity and consistency in building code enforcement will result in better construction quality and attract more industry and businesses to the region.

Public Works currently provides quality code enforcement services in some capacity to almost all of the 91 municipalities. A matrix showing services currently being performed for the various municipalities is included on the next page.



- | | | |
|------------------------|----------------------|-------------------------|
| 1. Ballwin | 51. Maplewood | 73. Sunset Hills |
| 1. Bel Nor | 52. Marlborough | 74. Sycamore Hills |
| 2. Bel Ridge | 53. Maryland Heights | 75. Town & Country |
| 3. Bella Villa | 54. Moline Acres | 76. Twin Oaks |
| 4. Bellefontaine Nbrs | 55. Normandy | 77. University City |
| 5. Bellerive | 56. Northwoods | 78. Uplands Park |
| 6. Berkeley | 57. Norwood Court | 79. Valley Park |
| 7. Beverly Hills | 58. Oakland | 80. Velda City |
| 8. Black Jack | 59. Olivette | 81. Velda Village Hills |
| 9. Breckenridge Hills | 60. Overland | 82. Vinita Park |
| 10. Brentwood | 61. Pacific | 83. Vinita Terrace |
| 11. Bridgeton | 62. Pagedale | 84. Warson Woods |
| 12. Calverton Pk. | 63. Pasadena Hills | 85. Webster Groves |
| 13. Champ | 64. Pasadena Park | 86. Wellston |
| 14. Charlack | 65. Pine Lawn | 87. Westwood |
| 15. Chesterfield | 66. Richmond Heights | 88. Wilbur Park |
| 16. Clarkson Vly | 67. Riverview | 89. Wildwood |
| 17. Clayton | 68. Rock Hill | 90. Winchester |
| 18. Cool Valley | 69. Shrewsbury | △ Woodson Terrace |
| 19. Country Club Hills | 70. St. Ann | |
| 20. Country Life Acres | 71. St. George | |
| 21. Crestwood | 72. St. John | |
| 22. Creve Coeur | | |
| 23. Crystal Lake Park | | |
| 24. Dellwood | | |
| 25. Des Peres | | |
| 26. Edmundson | | |
| 27. Ellisville | | |
| 28. Eureka | | |
| 29. Fenton | | |
| 30. Ferguson | | |
| 31. Flordell Hills | | |
| 32. Florissant | | |
| 33. Frontenac | | |
| 34. Glen Echo Pk. | | |
| 35. Glendale | | |
| 36. Grantwood Village | | |
| 37. Green Park | | |
| 38. Greendale | | |
| 39. Hanley Hills | | |
| 40. Hazelwood | | |
| 41. Hillsdale | | |
| 42. Huntleigh | | |
| 43. Jennings | | |
| 44. Kinloch | | |
| 45. Kirkwood | | |
| 46. Ladue | | |
| 47. Lakeshire | | |
| 48. Mackenzie | | |
| 49. Manchester | | |



**CODE ENFORCEMENT BY SAINT LOUIS COUNTY
MUNICIPALITY CONTRACT AGREEMENT - MATRIX**

X = Changes from last printing Municipality Number	MUNICIPALITIES	BUILDING CODE	RESIDENTIAL CODE	EXISTING BUILDING CODE	MECHANICAL CODE	ELECTRICAL CODE	PLUMBING CODE	EXPLOSIVES ORDINANCE	PROPERTY MAINTENANCE CODE	RESIDENTIAL RE-OCCUPANCY PERMITS	FIRE SUPPRESS. SYSTEMS - Note 1	ELEVATORS AND CONVEYORS	AMUSEMENT RIDES	PERIODIC INSPECT MECH. EQUIP.	LAND DISTURBANCE	X = Changes from last printing Municipality Number	MUNICIPALITIES	BUILDING CODE	RESIDENTIAL CODE	EXISTING BUILDING CODE	MECHANICAL CODE	ELECTRICAL CODE	PLUMBING CODE	EXPLOSIVES ORDINANCE	PROPERTY MAINTENANCE CODE	RESIDENTIAL RE-OCCUPANCY PERMITS	FIRE SUPPRESS. SYSTEMS - Note 1	ELEVATORS AND CONVEYORS	AMUSEMENT RIDES	PERIODIC INSPECT MECH. EQUIP.	LAND DISTURBANCE			
																																MUNICIPALITIES	BUILDING CODE	RESIDENTIAL CODE
x 093	BALLWIN															070	LAKESHIRE																	
002	BELLA-VILLA															034	MACKENZIE (Village)																	
088	BELLEFONTAINE NEIGHBORS															094	MANCHESTER																	
003	BELLERIVE															035	MAPLEWOOD																	
004	BEL NOR (Village)															037	MARLBOROUGH (Village)																	
005	BEL RIDGE (Village)															104	MARYLAND HEIGHTS																	
007	BERKELEY															081	MOLINE ACRES																	
008	BEVERLY HILLS															039	NORMANDY																	
103	BLACK JACK	4														040	NORTHWOODS																	
084	BRECKENRIDGE HILLS															077	NORWOOD COURT (Town)																	
009	BRENTWOOD															041	OAKLAND	1		1	1	1	1											
010	BRIDGETON															042	OLIVETTE																	
012	CALVERTON PARK (Village)	4, 6														043	OVERLAND																	
102	CHAMP (Village)	3, 5, 7														044	PACIFIC																	
013	CHARLACK										1					085	PAGEDALE																	
105	CHESTERFIELD															045	PASADENA HILLS																	
087	CLARKSON VALLEY															046	PASADENA PARK (Village)																	
014	CLAYTON															048	PINE LAWN																	
096	COOL VALLEY															049	RICHMOND HEIGHTS																	
015	COUNTRY CLUB HILLS															089	RIVERVIEW (Village)																	
079	COUNTRY LIFE ACRES (Village)															050	ROCK HILL	B	B	4														
069	CRESTWOOD															072	SAINT ANN																	
082	CREVE COEUR				1						9					075	SAINT GEORGE																	
016	CRYSTAL LAKE PARK															051	SAINT JOHN																	
095	DELLWOOD															053	SHREWSBURY																	
017	DES PERES	3	1, 3													101	SUNSET HILLS																	
073	EDMUNDSON	3, 5, 7														054	SYCAMORE HILLS (Village)																	
019	ELLISVILLE															083	TOWN AND COUNTRY																	
098	EUREKA				1	1	1, A				1	1	1	1		055	TWIN OAKS (Village)																	
021	FENTON	5	4, 6													057	UNIVERSITY CITY																	
022	FERGUSON															056	UPLANDS PARK (Village)																	
023	FLORELL HILLS															058	VALLEY PARK																	
024	FLORISSANT															059	VELDA CITY																	
025	FRONTENAC															060	VELDA VILLAGE HILLS																	
027	GLEN ECHO PARK (Village)															061	VINITA PARK																	
026	GLENDALE															062	VINITA TERRACE																	
029	GRANTWOOD (Village)															063	WARSON WOODS	4		1, 4														
086	GREENDALE															064	WEBSTER GROVES																	
106	GREEN PARK															078	WELLSTON																	
076	HANLEY HILLS (Village)															097	WESTWOOD (Village)																	
080	HAZELWOOD															065	WILBUR PARK (Village)																	
068	HILLSDALE (Village)															107	WILDWOOD																	
030	HUNTLEIGH															066	WINCHESTER																	
031	JENNINGS															067	WOODSON TERRACE	3		3														
074	KINLOCH																																	
032	KIRKWOOD					1																												
033	LADUE																																	

Note 1 - Fire Suppression Systems utilize gasses, liquids, or solids to control, or suppress fires through either automatic or manual application of agent. Term includes all sprinkler and standpipe fire hose systems as well as other suppression systems. Term system includes all pumps, tanks, pipes, valves, fittings, compressors and other components.

 Indicates code-requirements enforced by Saint Louis County
 Indicates EXCLUSIONS as applied by municipality

ALPHABETICAL May 26, 2009

* Requires Municipal Zoning Approval for Lawn Irrigation Backflow Devices.

EXCLUSIONS

- 1) Commercial Only (Exclude Structures and Property at 1 & 2 Family Dwellings)
 - 2) Residential Only (Structures and Property at 1 & 2 Family Dwellings Only)
 - 3) Exclude Re-Occupancy Permits for Commercial properties
 - 4) Exclude Signs
 - 5) Exclude Parking Lots
 - 6) Exclude Temporary Structures
 - 7) Exclude Evaluating Unfit/Dangerous Structures; and Demolition of any Structure
 - 8) Commercial & NEW 1 & 2 Family Dwellings Only (Exclude Existing 1 & 2 Family)
 - 9) Fire suppression systems for cooking exhaust hoods, paint spray and dipping rooms and booths, and systems for exhaust of hazardous vapors Only
- A) Includes permits for Residential Backflow Prevention Devices
 B) Exclude non-habitable residential structures under 400 square feet and signs.

PERMITS

The building construction codes adopted by St. Louis County provides minimum standards to insure the public safety, health, and welfare relative to building construction and to secure safety to life and property from all hazards incident to the occupancy of buildings. Before permit issuance, projects are reviewed for compliance with the applicable zoning, building, electrical, plumbing and mechanical codes. A permit issued by Public Works serves as formal and legal authorization to start the construction work.

TYPES OF PERMITS

Building permits for new construction and for additions to existing buildings may be issued as a complete permit for the entire structure or as a partial permit for a limited scope of construction work - i.e. foundation only permit, shell permit, interior finish permit, etc. Foundation only type permits (partial building permits) can sometimes be issued sooner than shell or complete building permits to facilitate the start of construction once the Planning Department has approved a site development plan. Clearances must be obtained from each reviewing Department/Agency and applicants must acknowledge that they are proceeding at their own risk without assurance that a complete building permit will be approved.

Shell Building Permits may be of two types usually determined by the type of structure or design and whether or not there are public or common interior areas.

One type of shell permit basically authorizes construction of the building enclosure walls and roof including interior structural supports and/or floors. A retail strip center is a common example. The other type of shell is the basic building shell structure (walls, floors, roof) together with common area interior general construction. The best example is a multi-level office building with a public elevator, lobby and restroom areas. Even this type of building sometimes can be further broken down into a basic shell permit as described above followed by an interior finish permit for the common area and for each tenant.

Interior Finish Building Permits authorize the general construction work beyond the shell stage to finish up the building and/or individual tenant space.

Permits are also required for the various disciplines and/or sub-contractor's construction work related to both the building and site work including Mechanical, Electrical, Plumbing, Fire Suppression, Drainlaying, and Parking Lots, as well as, specialty type permits for installation of Elevators, Escalators, Communications (low-voltage wiring), Signs, etc.

Applications for building permits are received and processed by either the Permit Processing Center or the Permit Application Center generally depending upon whether or not other County Departments are involved in the review/approval process. Generally, applications for all other disciplines and/or sub-contractor type work (i.e. electrical, plumbing, mechanical, fire suppression, etc.) are processed by the Permit Processing Center.

PERMIT APPLICATION CENTER

“PAC”

The “PAC” Center was established to streamline the permit process for those commercial developments which require more than one St. Louis County Departmental plan review and approval in order to obtain the necessary permits to start construction of the commercial development. The Permit Application Center was developed in conjunction with the St. Louis County Departments of Public Works, Planning, Highways and Traffic, and Community Health and Medical Care.

Occasionally, selected projects in which Public Works desires to more closely monitor and expedite the review/approval process are handled as “PAC” projects even though other Departments may not be involved in the review/approval process.

The Public Works Department would like to share with you the following information about the Permit Application Center to familiarize you with “PAC’s” purpose, responsibility, and main objective in assisting you with your project.

The services provided by the Permit Application Center are as follows:

- One central location for all Department plan submittals (new & revised)
- Assist the applicant with completing the various necessary forms
- The current project review status of each Department review engineer is provided upon request with a single inquiry
- The permit application fees associated with the development will be submitted to the Center
- As various Department approvals occur, the approved permit application(s) and plans are returned to the “PAC” Center for issuance and distribution

The decision as to which County Departments will be involved in the review and approval process other than that of the Public Works Department is determined by the Permit Application Center through interviewing the Applicant and examining the plans to be submitted for the project.

The “PAC” process begins with the original plan submittal into any of the participating County Departments. The exception is Metropolitan Sewer District which the applicant must submit to directly when applicable.

All reviews may be conducted concurrently, therefore, importance is placed on plan submittal for each Department taking place as soon as possible so all approvals may be obtained simultaneously.

The “PAC” Center will advise and assist the applicant as much as possible to prevent the confusion and frustration that sometimes is associated with the permit process.

PERMIT APPLICATION CENTER "PAC"

APPLICATION & PLAN SUBMITTAL GUIDELINES FOR PUBLIC WORKS

(SIGNIFICANCE IS PLACED ON APPLICATION BEING MADE BY A KNOWLEDGEABLE APPLICANT WHO CAN ADDRESS PROJECT QUESTIONS WHICH MAY ARISE. **APPLICATION BY COURIER OR MAIL IS STRONGLY DISCOURAGED.**)

The following applications must be completed:

- A separate building permit application is usually required for each proposed structure. The "PAC" Center will provide you with guidance relative to when more than one structure can be included on a single application.
- A "PAC" project information application is required.

This form requests information pertinent to the project. A "PAC" number will be assigned so that the project information may be entered into the "PAC" automated data entry system creating the "PAC" file.

From this moment on, the "PAC" Center, and all departmental reviewers are responsible for keeping the "PAC" system current with the status of their reviews, and other information accumulated which may impact the project.

The "PAC" number will also allow fast tracking of a project so that when an inquiry is received, the project may be quickly located, and the current review status of all reviews may be reported accurately, and as expeditiously as possible.

Four (4) sets of professionally prepared, sealed and signed building construction documents are required which shall include the following as applicable to the project, scope of work and/or type of application filed:

- Site Plan(s)
- Architectural
- Structural
- Mechanical
- Electrical
- Plumbing
- Sprinkler Systems
- Two (2) sets of specifications
- One (1) set structural calculations
- Two (2) sets heat gain and loss calculations
- One (1) set energy conservation calculations

PROFESSIONAL SEAL REQUIREMENTS

Each sheet of all plans for commercial projects submitted to Public Works is required to have the affixed professional seal of a Missouri licensed architect or professional engineer.

The cover sheet of each set of plans, computations and specifications required for a building permit shall bear an original embossed or fresh ink stamp seal and original handwritten signature of the Missouri licensed architect or professional engineer who prepared them. The original seal and signature on the cover sheet of the plan documents may be presented by placing either: a.) on the front sheet of each discipline within each set of construction plans, or b.) on the cover sheet for the entire set of construction plans provided, it is clear which discipline(s) the professional has prepared.

The balance of the sheets for each set of plans must also have affixed seals, but they may be mechanically reproduced.

ADDITIONAL SUBMITTAL INFORMATION

- If the proposed development will be serviced by Metropolitan Sewer District sewers, the applicant must contact M. S. D. directly for their permit and plan submittal requirements. The Metropolitan Sewer District is an independent agency; however, M.S.D. is a part of the "PAC" System plan review and approval process. The applicant is urged to work diligently with M.S.D. as they have the authority to hold the issuance of a project until such time as they are comfortable with the proposed design and progress of their review or have approved the project.
- Special approval is required for proposed developments that will be served by an Individual Sewage Treatment Facility and for building additions served by existing Sewage Treatment Facilities. Please contact the "PAC" Center for the procedure to be followed to secure approval on projects served by Individual Sewage Treatment Facilities.
- A cost breakdown is required to be submitted prior to the issuance of a building permit so that appropriate permit fees can be assessed. The breakdown may be furnished on letterhead when not indicated directly on the building permit application. Note: The unit costs are intended to be applied to gross square footage of a building and include all structural, electrical, plumbing, mechanical, interior finish, fire suppression systems and normal site preparation including excavation and backfill, overhead and profit. (Architectural fees, cost of land and off-site costs are not included.)

ADDITIONAL SUBMITTAL INFORMATION Cont'd

- St. Louis County Zoning or Municipal Zoning approval is required.

If the proposed development falls within the unincorporated area of St. Louis County, zoning approval must be obtained from the Public Works, Zoning Review Section. If the Zoning Plan Reviewer determines by reviewing the project that a site development plan or revised site plan must be approved by the Planning Department prior to their sign-off on the building permit(s), the applicant is referred directly to the St. Louis County Department of Planning so that the requirements and processing procedure may be discussed.

If a proposed development falls within a municipality for which St. Louis County enforces the building code, a zoning approval form and four sealed and signed site plans must be signed off by the Municipal Zoning Official indicating zoning approval has been granted. The applicant must obtain Municipal Zoning approval directly and submit the approved documents to the "PAC" Center.

- Fire Protection District review and approval of the site plan and completed fire form are required for those commercial developments which fall within the jurisdiction of Affton or Moline Fire Districts.

Note: It is the applicant's responsibility to contact and submit separately to all other Fire Districts and other applicable outside review agencies not mentioned herein, prior to the commencement of construction.

- Completion of Air Pollution form is required. This form is completed by the applicant at the time of the Public Works building plan submission. The applicant is instructed to contact the telephone number indicated at the bottom of the form so that determination may be made as to whether or not the Air Pollution Section of the Health Department will be involved in the review and permitting of the project. The applicant will work directly with the Air Pollution Section as there will not be further involvement by the "PAC" Center once the Air Pollution form has been distributed.

**ST. LOUIS COUNTY
DEPARTMENT OF PUBLIC WORKS**

PERMIT APPLICATION CENTER CHECKLIST

PROJECT

NAME: _____ **DATE:** _____

PAC NUMBER: _____ **BUILDING ENTRY NO(S):** _____

PUBLIC WORKS DEPARTMENT

_____ **FOUR (4) SETS OF PLANS ARE REQUIRED TO BE SUBMITTED FOR REVIEW WHICH WILL INCLUDE BUT NOT LIMITED TO THE FOLLOWING:**

_____ Zoning approval _____ Municipality	_____ Architectural (4 plans)
_____ St. Louis County Zoning approval	_____ Electrical (4 plans)
_____ Septic System Approval (314) 889-3330	_____ Plumbing (4 plans)
_____ Mechanical Heat Loss & Gain Calcs. (2 sets)	_____ Specifications (2 sets)
_____ Mechanical (4 plans)	_____ Construction Cost (1 copy)
_____ Structural Calcs. (1 set)	_____ Construction Cost Breakdown (4 copies)
_____ Structural (4 plans)	_____ Approved Truss Drawings (4 sets)
_____ Energy Conservation Calcs. (1 set)	_____ Fire District Approval Form
_____ Architectural &/or Engineering Seal	() Affton () Moline
_____ Site Plans (4 copies)	_____ Other: _____

PLANNING DEPARTMENT

_____ **SIX (6) SETS OF SITE PLANS ARE REQUIRED TO BE SUBMITTED WHICH WILL INCLUDE BUT NOT BE LIMITED TO THE FOLLOWING:**

- 36" X 24" Minimum size plan
- Locator number, Permit Application Center number, Metropolitan Sewer District "P" number, and Plan Review number
- Zoning District, Subdivision Name, Lot 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, and address of the person or firm who desires the review comments
- Proposed use of the building and its construction type and distance from adjacent property lines
- Off street parking spaces required and proposed, including the number, size and location of those designated for the handicapped
- Parking calculations, drive aisle widths and parking setbacks
- Type of sanitary sewage treatment and storm water drainage facility, including retention ponds
- Dimensions of existing and proposed roadway pavement and right-of-way widths for streets abutting the site
- Landscape plan including existing and proposed landscaping with specific landscaping limits
- Existing and proposed contour lines or elevations based on mean sea level datum, unless otherwise waived by the Planning Department
- Location, height and size of existing and proposed free standing signs
- Location and identification of all easements (existing and proposed)
- Location and height of all light poles
- Overall dimensions of all buildings and gross floor area of each
- Approximate location of any storm water detention facilities, sink holes and springs, site berms ponds and other silt control facilities

HIGHWAYS & TRAFFIC

_____ TWO (2) SETS OF SITE IMPROVEMENT PLANS ARE REQUIRED WHICH WILL INCLUDE BUT NOT BE LIMITED TO THE FOLLOWING:

_____ TWO (2) SITE PLANS ARE REQUIRED TO DETERMINE WHETHER OR NOT THERE WILL BE HIGHWAYS & TRAFFIC INVOLVEMENT:

- Transmittal letter
- Photos showing existing site topography and improvements
- Site plan or title sheet
- Grading plan
- Roadway and/or traffic signal construction plan & 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 profile
- Drainage area map
- Recorded right-of-way and or easement dedications
- Various agency approval

HEALTH DEPARTMENT

FOOD PREPARATION FACILITY:

_____ ONE (1) SET OF PLANS IS REQUIRED TO BE SUBMITTED WHICH WILL INCLUDE BUT NOT BE LIMITED TO THE FOLLOWING:

- Floor plan
- Cut sheet-manufacturing specifications on equipment (identify key on equipment)
- Composition of floors, walls, ceilings and color of walls
- Plumbing sheet

PUBLIC SWIMMING POOLS:

_____ ONE (1) SET OF PLANS IS REQUIRED WHICH WILL INCLUDE BUT NOT BE LIMITED TO THE FOLLOWING:

- Plot plan
- Engineering report
- General layout
- Detailed plans
- Specifications
- Summary of design data

POOL HOUSE:

_____ ONE (1) SET OF PLANS IS REQUIRED TO BE SUBMITTED WHICH WILL INCLUDE BUT NOT BE LIMITED TO THE FOLLOWING:

- Floor plan
- Plumbing plan

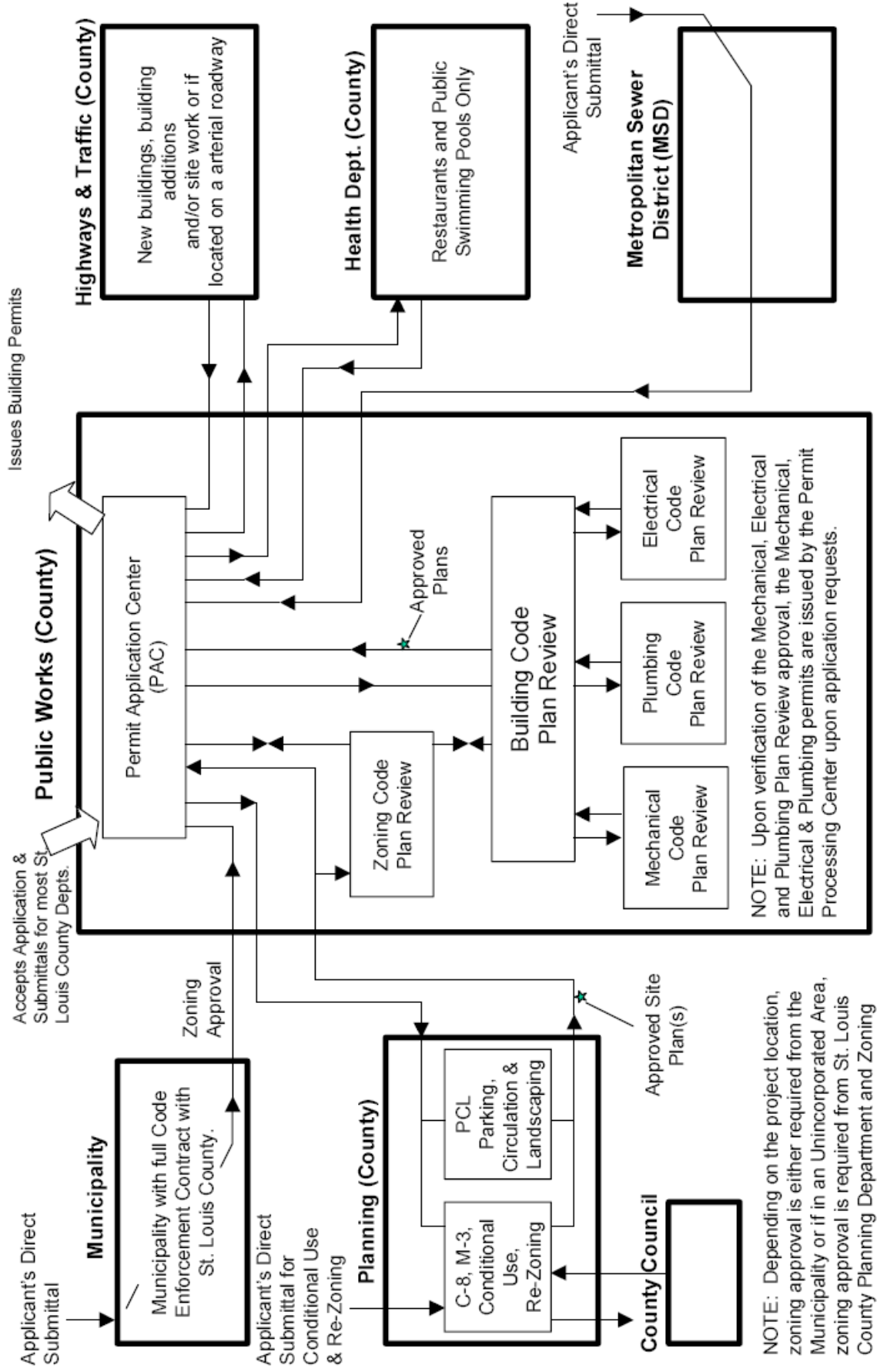
_____ AIR POLLUTION FORM

_____ METROPOLITAN SEWER DISTRICT (314) 768-6200

PERMIT APPLICATION CENTER (PAC) BASIC PERMIT/PLAN REVIEW PROCESS

for

COMMERCIAL CONSTRUCTION PROJECTS



NOTE: Depending on the project location, zoning approval is either required from the Municipality or if in an Unincorporated Area, zoning approval is required from St. Louis County Planning Department and Zoning Code Plan Review.

PERMIT PROCESSING CENTER

Applications for building permits on commercial construction which do not require any outside County Departmental approvals and therefore can be processed within the Department of Public Works are filed with the Permit Processing Center.

Four (4) sets of professionally prepared, sealed and signed building construction documents (plans) are required which shall include the following as applicable to the project, scope of work and/or type of application filed:

- Site Plans
- Architectural
- Structural
- Mechanical
- Electrical
- Plumbing
- Sprinkler Systems
- Two (2) sets of specifications
- One (1) set structural calculations
- Two (2) sets heat gain and loss calculations
- One (1) set energy conservation calculations

PROFESSIONAL SEAL REQUIREMENTS

Each sheet of all plans for commercial projects submitted to Public Works is required to have the affixed professional seal of a Missouri licensed architect or professional engineer.

The cover sheet of each set of plans, computations and specifications required for a building permit shall bear an original embossed or fresh ink stamp seal and original handwritten signature of the Missouri licensed architect or professional engineer who prepared them. The original seal and signature on the cover sheet of the plan documents may be presented by placing either: a.) on the front sheet of each discipline within each set of construction plans, or b.) on the cover sheet for the entire set of construction plans provided, it is clear which discipline(s) the professional has prepared. The balance of the sheets for each set of plans must also have affixed seals, but they may be mechanically reproduced.

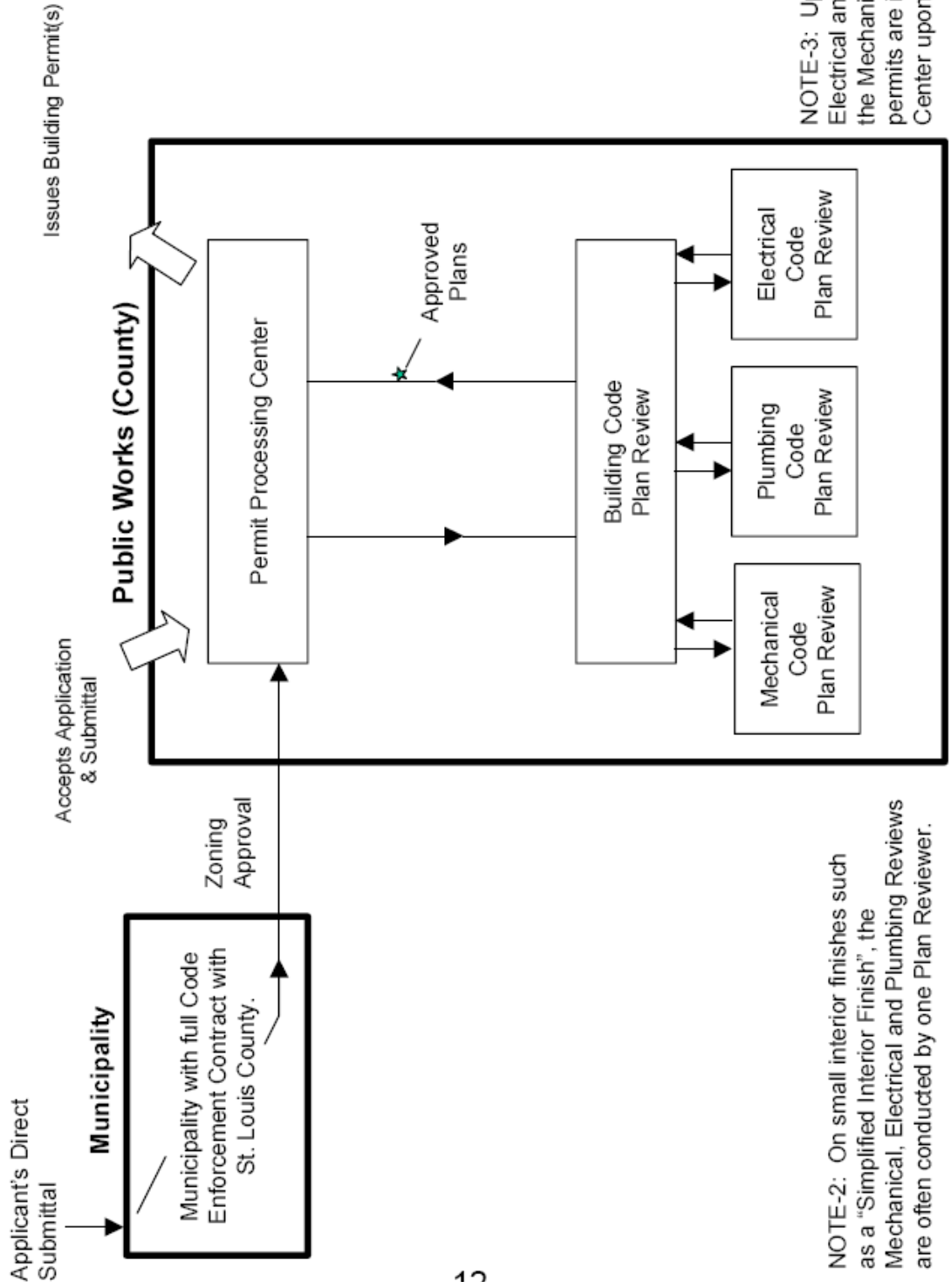
ADDITIONAL SUBMITTAL INFORMATION (See “PAC” process for detailed information regarding each)

- St. Louis County Zoning or Municipal Zoning approval
- Construction Cost Breakdowns
- Septic or Individual Sewage Treatment Facility

PERMITS FOR DISCIPLINE WORK

Permits for the various disciplines and/or sub-contractors work are also filed with the Permit Processing Center. Generally electrical, plumbing and mechanical permits associated with a project that has been submitted under a building permit application request may be issued upon approval of the plans by those appropriate review sections without additional sets of plans being required. Generally, applications for all other disciplines and/or sub-contractors work must be accompanied by 4 sets of construction documents. The Permit Processing Center should be consulted regarding submittal requirements before filing your application for permit.

PERMIT PROCESSING CENTER BASIC PERMIT/PLAN REVIEW PROCESS for COMMERCIAL CONSTRUCTION PROJECTS



NOTE-2: On small interior finishes such as a "Simplified Interior Finish", the Mechanical, Electrical and Plumbing Reviews are often conducted by one Plan Reviewer.

NOTE-3: Upon verification of the Mechanical, Electrical and Plumbing Plan Review approval, the Mechanical, Electrical and Plumbing permits are issued by the Permit Processing Center upon application requests.

FOOTING & FOUNDATION PARTIAL PERMIT AUTHORIZATION

It is possible to get started with your foundation work while your project is still in the review process awaiting final approvals and permit issuance for the complete project . Public Works may issue a partial permit to proceed at your own risk with footing/foundation construction provided that:

- a.) the Planning Department has approved a site development plan for the project;
- b.) there are no revisions needed to the project plans presented which directly or indirectly impact the foundation design;
- c.) the overall building design approach for Code compliance includes all fire and life safety features of significant cost;
- d.) clearances can be obtained from other Sections, Departments and Agencies involved in the review of the project; and
- e.) the applicant acknowledges that they are proceeding at their own risk without assurance that a complete permit will be approved.

Requests are initiated with either the Permit Application Center (“PAC” projects) or with the Permit Processing Center by filing an application for “partial permit”. This request may be made at the same time that the main Building Permit Application submittal is filed or at a later date if desired. This process is offered for new multi-family dwellings and commercial buildings only and is not available for ancillary structures.

Plan submittal for a footing and foundation partial permit request shall include four sets of sealed, signed and dated site, architectural and structural plans. The plans/seals may be qualified “released/issued for foundation construction only” but all must be sealed and signed. The structural foundation plans must be complete. Sealed and signed structural calculations shall be included. The architectural plans shall include a complete building code informational block.

SIMPLIFIED COMMERCIAL INTERIOR FINISH PERMITS

Application for Simplified Interior Finish Permits for small commercial projects may be processed as a quicker priority plan review when the following conditions are met and the listed items are supplied.

- Application and supporting documents must be complete. Partial or incomplete applications can not be processed under this procedure. Application must be made by a qualified person able to supply required information. No mailed-in applications can be accepted.
- Application must be for a simple interior finish in a “completed shell” building (other than a mall) in which the basic structural, plumbing, electrical, HVAC, sprinkler and smoke control systems have been installed. Plans submitted must show locations of new or relocated diffusers, if any. Installation of mechanical equipment other than relocation of diffusers or grilles will require the application to have a more detailed plan review and will not qualify for a simplified review.
- Maximum size of qualifying retail occupancies will be 3,000 square feet.
- Maximum size of qualifying business occupancies will be 5,000 square feet.
- Projects which include construction or removal of a demising wall to enlarge or reduce the size of a tenant space do not qualify.
- The shell building permit number and key floor plan showing location and size of the tenant interior finish within the shell building, must be supplied.
- Submittals 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). Extent of mechanical, electrical, and plumbing construction work must be included as part of the construction documents submitted.
- Plans 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. All plans submitted for simplified permits must bear a code information block that states occupancy load, use group, construction type and fire protection features.

Areas such as laundromats, beauty shops, barber shops, 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 simplified review.

Qualifying simplified interiors will be given priority plan review. Most applications should be approved and issued within 5 days provided revisions and/or additional information is not necessary.

Permit fees for building and mechanical permits will be calculated on the basis of total cost of construction for each discipline. Fees for electrical and plumbing will be based on the fixture count shown.

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