

NOTICE TO MECHANICAL CONTRACTORS

REGARDING HVAC WORK THAT REQUIRES A MECHANICAL PERMIT

Questions have been raised as to what HVAC or other mechanical work in existing facilities needs a permit and what does not. In general, any work that is an alteration, addition, expansion, or extension of an existing system will require a mechanical permit. Also when there is a change of use of a facility, a mechanical permit will probably be required.

When parts of or mechanical components of systems are replaced, repaired, or serviced, the Public Works Department Code Enforcement Division is providing the following tables as additional guidance to contractors of when a permit is required. St. Louis County ordinance specifies the following types of work that does not require a permit:

1. Steam, hot water, or chilled water piping within any heating or cooling equipment or appliances regulated by the mechanical code.
2. Ordinary repairs for the purpose of maintenance and service items; such as the repair or replacement of any minor part of a piece of equipment that does not alter the approval of equipment or an appliance or make such equipment or appliance unsafe, replacement of leaking or defective valves, fittings or connections of systems components, changing of belts, parts, filters and lubrication of equipment, testing and balancing of equipment and similar service work.

If a repair or replacement not specifically listed in the accompanying tables is encountered, we would suggest that you call the Mechanical Inspection Section at 314-615-7806 for a determination of whether a permit is required.

Replacement items must be of the same nominal capacity and size, the same type of equipment and in the same location as existing equipment. Any work that has been performed without a permit and that is not exempted under the accompanying guidelines shall be subject to all the enforcement penalties of the mechanical code including penalty fee, stop work order, license suspension or revocation, and civil penalties. Work designated as not requiring a permit shall not be deemed as authorization for such work to be done in violation of the provisions of the code or other laws or ordinances of St. Louis County.

Garry W. Earls, P.E.
Director of Public Works

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Residential HVAC

(Residential is defined as detached 1 & 2 family dwelling units and attached single family townhouses not exceeding 14 units)

No Mechanical Permit Required	Mechanical Permit Required
*Replacement of: <ol style="list-style-type: none"> 1. Compressor/compressor motor 2. Evaporator coil 3. Refrigerant line dryer/accumulator 4. Fan motor 5. Heat exchanger 6. Diffusers/registers/grills 7. Bathroom/kitchen exhaust fan/hood 	*Replacement of: <ol style="list-style-type: none"> 1. Condensing or heat pump unit 2. Furnace 3. Boiler 4. Flue pipe, flue liner, or vent connector 5. Radiant heating systems 6. Ground source heat pump unit and/or piping
*Repair/replacement of: <ol style="list-style-type: none"> 1. 10 feet or less of gas line 2. 10 feet or less of ductwork 3. Gas shut-off valve 4. Parts internal to condensing unit or furnace 5. Controls, including thermostat 	*Repair/replacement of: <ol style="list-style-type: none"> 1. Over 10 ft of gas line 2. Over 10 feet of ductwork
Removal of mechanical equipment prior to replacement	
Addition of air cleaner or humidifier	
Refrigerant recharge and other routine maintenance or service work as defined on page 1	

***Replacement items must be of the same nominal capacity and size, the same type of equipment and in the same location as existing equipment.**

Date: 07/06/04

NOTICE TO MECHANICAL CONTRACTORS

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Commercial HVAC

(Commercial is defined as everything else except detached 1 & 2 family dwelling units and attached single family townhouses not exceeding 14 units)

No Mechanical Permit Required	Mechanical Permit Required
<p>*Replacement of:</p> <ol style="list-style-type: none"> 1. Compressor/compressor motor 2. Evaporator coil on units less than or equal to 25 tons 3. Refrigerant line dryer/accumulator 4. Fan motor 5. Heat exchanger on gas fired equipment for forced air systems 6. 25 diffusers/registers/grills or less if ductwork is not altered and they are not in a fire rated wall or ceiling, and are not connected to or associated with a fire or smoke damper, and a ceiling grid of the affected area is not being replaced. 7. Exhaust fans \leq to 80 cfm 	<p>*Replacement of:</p> <ol style="list-style-type: none"> 1. Condensing or heat pump unit 2. Furnace, RTU, air handlers, unit heaters, radiant heating systems, ground source heat pump and/or piping, chillers, cooling towers, VAV boxes, fan-terminal units, heat wheel 3. Boiler 4. Flue pipe, flue liner, or vent connector 5. Gas shut-off valve, gas regulator 6. 26 diffusers/registers/grills or any quantity if the conditions of #6 on opposite side not met. 7. Exhaust fans > 80 cfm 8. Duct smoke detector, replacement or new 9. Fire and/or smoke damper
<p>*Repair/replacement of:</p> <ol style="list-style-type: none"> 1. 10 feet or less of gas line 2. 10 feet or less of ductwork 3. Parts internal to condensing unit, furnace, RTU, air handlers, unit heaters, radiant heating systems, ground source heat pump and/or piping, chillers, cooling towers, VAV boxes, fan-terminal units, heat wheel 4. Controls, including thermostat 5. Pumps less than 1 HP 	<p>*Repair/replacement of:</p> <ol style="list-style-type: none"> 1. Over 10 feet of gas line 2. Over 10 feet of ductwork
<ol style="list-style-type: none"> 1. Relocation of 3 or less diffusers/registers/grills with a ductwork modification or extension of 5 feet or less per relocated diffuser/register/grill; limited to a single room or space not exceeding 500 sf per tenant space or building 2. To re-install in the same manner and location 3 or less diffusers/registers/grills in a ceiling that has been demolished or dismantled. 	<ol style="list-style-type: none"> 1. Relocation of 4 or more diffusers/ registers/ grills or relocation of any number that exceed the limits of #1 on the opposite side. 2. To re-install in the same manner and location 4 or more diffusers/registers/grills in a ceiling that has been demolished or dismantled.
Removal of mechanical equipment prior to replacement	
Addition of air cleaner or humidifier	
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