

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

RESIDENTIAL “WHILE-YOU-WAIT” MECHANICAL PERMITS

St. Louis County Department of Public Works provides a service called “While-You-Wait” for mechanical permits on various residential mechanical work which require a plan review for permit issuance. Refer to the list below of the types of mechanical work which qualifies for the “While-You-Wait” 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.

The “While-You-Wait” service is conducted at our main office (Clayton) between the hours of 8:00 a.m. until 3:30 p.m. This service is also available to our residential customers from our Satellite Offices. For more information see our flyer titled Residential While-You-Wait Services Available at Satellite Offices.

The intent of this service is to spend approximately 20-30 minutes for review with each applicant. 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 generate less waiting time for applicant. 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.

NOTE: All projects submitted for this service, except for residential master plans, will require four sets of construction drawings together with any other specific information as noted below. It is the applicant’s responsibility to contact their local fire district to determine if their approval is required.

RESIDENTIAL

1. Residential additions with new heating or cooling equipment. Requires dimensioned floor plan showing new equipment and ductwork, including flues and combustion air if gas fired heating is utilized. Calculations for sizing equipment are also required.
2. Residential basement finishes. Requires floor plan showing duct runs and locations of all gas fired equipment (furnace, water heater, etc.) in basement. Source or method of providing combustion air for the gas fired equipment must be included.
3. Installation of a new whole house air conditioning system to an existing house. Requires floor plan and heat gain calculations.
4. Installation of pre-fab fireplaces. Requires floor plan of room, manufacturer’s installation instructions, and verification that appliance is listed.
5. Approved residential pre-fab fireplace master plans.
6. Approved residential mechanical master planned houses.
7. Approved residential fire sprinkler master planned houses.