

# **ANNOUNCEMENT IMPROVEMENTS TO MECHANICAL PERMITTING PROCESS**

## **ELECTRONIC PAYMENTS NOW AVAILABLE ON EZ PERMITS**

In our continuing efforts to make the permit application process easier for you, St. Louis County Department of Public Works now accepts payments on-line within the E-Permitting System for Mechanical EZ Permits. The Mechanical EZ Permit Application is designed for most repairs/replacements, some installations of specific items, and other defined minor work that have a fixed permit fee. If you are not already an established customer please visit our Internet Web Site and click on E-Permitting System to obtain a registration form and instructions on how to become a Registered User to participate in the E-Permitting System.

## **PERMITS for VENTED and UNVENTED ROOM HEATERS**

Permits for Vented and Unvented Room Heaters can now be obtained via the E-Permitting System using the Mechanical EZ Permit Application. To facilitate the permitting process for contractors who do not participate in the E-Permitting System we have developed Supplemental Application Information and Certification of Compliance forms for both Vented and Unvented Room Heaters (copies attached). These may be submitted in lieu of submitting the detailed floor plan and installation instructions that have normally been requested in the past by plan review. Applications for permits, that include both our standard mechanical permit application form and the appropriate Supplemental Application Information and Certification form, may be submitted and will be processed without a plan review as an Over-The-Counter Permit for walk-in customers or as a faxed application for Installers/Contractors who are registered to participate in the Fax Permitting System.

## **PERMITS for FACTORY-BUILT FIREPLACES & STOVES**

The Mechanical Plan Review Section has recently developed a system whereby Manufacturers/Installers of factory-built fireplaces and stoves can have the installation instructions for particular models pre-approved and kept on file in our Department to be referenced on subsequent application requests for mechanical permits. Having the factory-built fireplace or stove pre-approved and on file will allow the installer to obtain mechanical permits more easily. Simply indicate that the installation instructions are on file and furnish a floor plan that includes the required information of the room where the fireplace is to be installed together with the fireplace or stove manufacturer and model number. Visit our web site and click on "Prefabricated Fireplaces or Stoves Mechanical Permit and Code Requirements" for additional information. Copies of the installation instructions will no longer be required for each subsequent application but must be at the job site for the Inspector's use. Once the installation instructions have been filed and approved, contractors that have an established escrow account with us may submit their permits via the Fax Permitting System by simply faxing in the floor plan along with their application for mechanical permit. These faxed applications will be reviewed promptly by Plan Review.

**VISIT PUBLIC WORKS WEB SITE AT <http://www.stlouisco.com/pubworks>**

# St. Louis County Department of Public Works

## SUPPLEMENTAL APPLICATION INFORMATION AND CERTIFICATION OF COMPLIANCE FOR UNVENTED ROOM HEATERS

(NOTE: This Supplemental Application and Certification Form may be submitted in lieu of detailed floor plan and installation instructions having the following information. Applications having this certification will be issued without a plan review.)

1. Manufacturer of unvented room heater \_\_\_\_\_
2. Model Name and/or the Number \_\_\_\_\_
3. Input rating of the unvented room heater: \_\_\_\_\_ BTU/hr. Unvented room heaters shall not have an input rating in excess of 40,000 BTU/hr.
4. Unvented gas-fired room heaters shall be listed and labeled and shall be installed in accordance with the conditions of the listing and the manufacturer's installation instructions. (Unvented room heaters, which require a window to be opened during operation of the heater, shall not be installed in St. Louis County)
5. Type of room that unvented heater is to be installed: \_\_\_\_\_. The appliance may not be installed in a bedroom, bathroom, toilet room or storage closet.
6. Room size and volume: \_\_\_\_\_ feet long X \_\_\_\_\_ feet wide X \_\_\_\_\_ feet ceiling height = room volume \_\_\_\_\_ cubic feet.
7. The total input rating of all unvented appliances installed in this room or space shall not exceed 20 BTU/hr per cubic foot of volume of the room or space.  
Input rating of all unvented appliances in this room: \_\_\_\_\_ BTU/hr ÷ Room volume \_\_\_\_\_ cubic feet  
= \_\_\_\_\_ BTU/hr/cubic feet
8. One or more unvented room heaters shall not be used as the sole source of comfort heating in a dwelling unit.
9. The manufacturer's installation instructions shall be kept on site until completion of St. Louis County's inspection of the installation.
10. All gas piping for heating equipment must be installed in accordance with Sections 1302, 1303, 1304 and 1305 of the '98 International Mechanical Code. (Note: Per Section 1305.1, the shut off valve shall be in the same room and within 6 feet of the unvented room heater. Access shall be provided to the shut off valve.)
11. Upon completion of the work, an inspection shall be scheduled with St. Louis County. A satisfactory inspection is necessary to complete the permit process.

By signing this document, I certify that the proposed unvented room heater and its installation comply with the preceding items.

\_\_\_\_\_  
Project Address (location of installation)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Homeowner's Name & Phone No.

\_\_\_\_\_  
Applicant's Printed Name

# St. Louis County Department of Public Works

## SUPPLEMENTAL APPLICATION INFORMATION AND CERTIFICATION OF COMPLIANCE FOR VENTED ROOM HEATERS (Includes Direct Vent)

(This form only applies to room heaters vented directly to the exterior through the wall or through the ceiling/attic/roof. This form does not apply if vented up through another floor or an attic used for storage.)

(NOTE: This Supplemental Application and Certification Form may be submitted in lieu of detailed floor plan and installation instructions having the following information. Applications having this certification will be issued without a plan review.)

1. Manufacturer of vented room heater \_\_\_\_\_
2. Model Name and/or the Number \_\_\_\_\_
3. Type of room that the vented room heater is to be installed \_\_\_\_\_
4. Input rating of the vented room heater: \_\_\_\_\_ BTU/hr
5. The type of vented room heater to be installed is (check one):
  - ? Direct-vented (Draws all combustion air from outdoors) Skip to #6.
  - ? Combustion air is obtained from inside of the room.
    - The room heater may not be installed in a bedroom, bathroom, toilet room or storage closet.
    - The volume of the room in which the heater is installed must be large enough to provide adequate combustion air.
    - The room shall have at least 50 ft<sup>3</sup> of volume for each 1000 BTU/hr of input rating of all gas appliances in the room.
    - Compute the room Volume: Length \_\_\_\_\_ ft X width \_\_\_\_\_ ft X height \_\_\_\_\_ ft = \_\_\_\_\_ ft<sup>3</sup>
    - Compute the minimum room volume that the vented room heater may be installed in:  
Total input rating of all gas appliances in room \_\_\_\_\_ BTU/hr × 50 ft<sup>3</sup> ÷ 1000 BTU/hr = \_\_\_\_\_ ft<sup>3</sup>
    - The room volume must not be smaller than the minimum volume computed.
6. Vented gas-fired room heaters shall be listed and labeled and shall be installed in accordance with the conditions of the listing and the manufacturer's installation instructions. Such appliances shall be tested in accordance with ANSI Z21.11.1.
7. The manufacturer's installation instructions shall be kept on site and made available to the inspector until completion of St. Louis County's inspection and approval of the installation.
8. All gas piping for heating equipment must be installed in accordance with Sections 1302, 1303, 1304 and 1305 of the 1998 International Mechanical Code.
9. Shutoff valves are required and shall be installed in the following manner: A combination safety pilot valve with integral shutoff shall be located at the appliance connection. A secondary service valve shall be located in the fuel-gas pipe servicing only that appliance. Access shall be provided to both shutoff valves.
10. Upon completion of the work, an inspection shall be scheduled with St. Louis County. A satisfactory inspection is necessary to complete the permit process.

By signing this document, I certify that the proposed vented room heater and its installation comply with the preceding items.

\_\_\_\_\_  
Project Address (location of installation)

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Homeowner's Name & Phone No.

\_\_\_\_\_  
Applicant's Printed Name