



Procedure for Building, Mechanical Electrical or Plumbing Permits Applications/Approvals

March 3, 2021

The St. Louis County Satellite Offices (North, South, and West) are closed to all persons except designated employees. No business may be transacted at any of those satellite offices.

Applying for a building, mechanical, electrical or plumbing permit:

The main St. Louis County Public Works Office is operational out of the Street Level of the Lawrence K. Roos Administration Building located at 41 S. Central Avenue, Clayton MO, 63105. We have established a drop-off service to submit plans and permit applications inside the east street level entrance to the building. Plans and applications shall be placed inside the rolling tote labeled "Public Works/Transportation" located past the foyer of the building. One may also use this drop-off service for resubmitted plans currently being reviewed. It is important these submissions/resubmissions are properly assembled and collated into four identical sets of plans. It is also important to clearly indicate the intended recipient of the plans by placing the application on the outside of the roll so it is readable without unrolling the plans. If it a resubmission, please include a piece of paper with name of reviewer and permit application number on the outside of the roll of plans

Over-the-counter (no plan permits) for some electrical, plumbing, and mechanical permits are issued and paid for electronically with no personal interaction with employees. No walk-in applications will be accepted for over-the-counter (no plans required) permits. The online system (www.aca.stlouisco.com) and fax system (314-615-8701) will still be available for those that qualify to use it. At this time, all building projects that require a building permit, require plan submission. The online system (ACA) and fax system is not available for building permits.

For residential permits requiring plan review, visit: <https://stlouiscountymo.gov> and navigate to Departments/Transportation & Public Works/Residential Building page and look for the appropriate application under Residential Permit Applications. If interested in a commercial permits requiring plan review, visit: <https://stlouiscountymo.gov> Departments/Transportation & Public Works/Commercial Building and look for the appropriate application under Commercial Permit Applications. Click on the appropriate permit application. Print and complete the permit application. If you are unsure if your project requires plan submission, refer to the link titled "When do I need a Permit" after clicking on the Residential Building tab or Commercial Building tab.

There will be no Permit Application Fee applicable at this time. The fees will be collected once the project is approved.

The normal Residential While-you-Wait policy has been suspended, but there is a Residential While-You-Wait Covid policy in place for email submission of 8 ½ x 11 plans. Plans must be drawn to a scale and should be able to be printed on 8 1/2 x 11" paper without reducing the scale. Pictures of plans are not acceptable since the printed image is too dark to read. Please refer to the Residential While-You-Wait Building Permits COVID 19 Residential Guide at <https://stlouiscountymo.gov/st-louis-county-departments/transportation-and-public-works/residential-building/>.

The Accelerated Plan Review Procedure has been re-implemented. If you desire an Accelerated Plan Review, please make sure you have completed the Request for Accelerated Plan Review form (along with the appropriate permit application) found in the Accelerated Plan Review Guide found at <https://stlouiscountymo.gov/st-louis-county-departments/transportation-and-public-works/commercial-building/> or <https://stlouiscountymo.gov/st-louis-county-departments/transportation-and-public-works/residential-building/>.

Picking up an approved building, mechanical electrical or plumbing permit:

The main St. Louis County Public Works Office is operational out of the Street Level of the Lawrence K. Roos Administration Building located at 41 South Central Avenue, Clayton MO 63105. All permit applicants who have been notified of permit approval may be able to pick up their permit on the street level of 41 S. Central Avenue. We require all applicants pay for the permit in advance via credit card. Please call 314-615-5462 and provide the permit application number to proceed with paying for the permit by a credit card. It is important you pick up the permit at the time range agreed upon, since the storage area on the street level is limited. Once you have been told to pick your approved plans, enter the east entrance of 41 S. Central Avenue and go through the security checkpoint. Your approved plans and paper work will be at Window 1 on the Street Level.

Please note that the City of Clayton will ticket vehicles parked in front of the building. We suggest parking in the surface lot east of the building.

Additional Information Revised Plans (original submission of plans are already in-house and you need to amend the plans) for building, mechanical, electrical, plumbing and SUP permits.

The main St. Louis County Public Works Office is operational out of the Street Level of the Lawrence K. Roos Administration Building located at 41 South Central Avenue, Clayton MO 63105. Please print the attached "Additional Information Revised Plans" form and complete. This completed form needs to be wrapped around the single roll of plans (four identical, collated, and stapled sets). It is important that this form is wrapped around the plans in a way to easily identify the permit application number. When you are ready to make the resubmission, enter the east entrance of 41 S. Central Avenue. This is the Street Level of the building. You will place the roll in a bin noted Public Works/ Transportation projects located inside the east entry doors.

If you have any questions regarding the procedures outlined or not outlined in this document, please contact 314-615-5184.

**ADDITIONAL INFORMATION
REVISED PLANS**

DATE SUBMITTED: _____ TIME SUBMITTED: _____

APPLICATION/PERMIT NUMBER: _____

PAC NUMBER (IF APPLICABLE): _____

HAS PERMIT BEEN ISSUED: _____ YES _____ NO

DO REVISIONS REFLECT AN INCREASED SCOPE OF WORK: _____ YES _____ NO

SCOPE(S) OF REVISIONS INCLUDED IN RE-SUBMITTAL:

_____ SITE _____ ARCH _____ STRUC

_____ MECH _____ ELEC _____ PLUMB

PLAN REVIEWER(S): _____

COMMENTS: _____

SUBMITTED BY (NAME): _____

PHONE: _____

EMAIL: _____

METHOD OF SUBMISSION: _____ IN PERSON _____ MAIL _____ COURIER

RECEIVED BY: _____