

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

**MALL KIOSKS & SIMILAR STRUCTURES
BUILDING & OCCUPANCY PERMIT REQUIREMENTS**

The guideline is intended to provide the contractor or proprietor with basic information needed to apply for a building permit to construct or place a kiosk or similar structure in a mall, large retail store or similar facility. Kiosks and similar structures (temporary or permanent) within malls shall meet the requirements of Section 402.11 of the International Building Code/2009, most of which are highlighted below. When located in facilities other than malls, kiosks and similar structures must comply with code requirements for the facility.

Small push carts or similar pre-made single unit kiosk type structures on wheels, intended to be stationary while in service, may be authorized by a re-occupancy permit instead of a building permit. Generally, to qualify for the re-occupancy process, push carts or similar single unit kiosk type structures on wheels should not exceed 70 square feet in size.

1. Fill out and sign the application for building permit, or in the case of a small qualifying push cart or similar pre-made single unit kiosk type structure on wheels, fill out and sign the application for re-occupancy.
2. Obtain zoning approval from the Department of Public Works, if located in an unincorporated area, or from the applicable municipality. Provide a mall key plan showing the dimensioned location of the proposed kiosk with respect to storefronts and other kiosks. For large retail stores or similar structures, provide a key type floor plan showing the dimensioned location of the proposed kiosk. In municipalities, this key plan must be marked Approved and Municipal Approval Form submitted with application.
3. When filing an application for a building permit, submit four (4) separate complete sets of detailed building construction plans prepared and sealed by a Missouri Licensed Architect drawn to scale and containing the following:
 - Location Plans @ 1:20
 - Floor Plans @ 1/4"= 1'-0"
 - Wall Sections @ 3/4"= 1'-0"
 - Other Sections & Details @ 3/4"= 1'-0"
4. All plumbing and electrical work must be performed in accordance with St. Louis County Codes and Ordinances by licensed plumbers and licensed electricians.

Construction

Kiosks or other structures located within a mall (Section 402.11) or a building of Type I or Type II Construction (Section 602) shall be constructed of non-combustible materials:

Exception: The following materials shall also be allowed:

- Fire-retardant-treated wood. Fire-retardant-treated wood is any wood product which, when impregnated with chemicals by a pressure process or other means during manufacture, shall have, when tested in accordance with ASTM E 84 or UL 723, a listed flame spread index of 25 or less and show no evidence of significant progressive combustion when the test is continued for an additional 20-minute period. Additionally, the flame front shall not progress more than 10 ½ feet (3200 mm) beyond the centerline of the burners at any time during the test.
- Foam plastics having a maximum heat release rate not greater than 100 kilowatts (105 Btu/h) when tested in accordance with the exhibit booth protocol in UL 1975.
- Aluminum composite material (ACM) having a flame spread index of not more than 25 and a smoke-developed index of not more than 450 when tested as an assembly in the maximum thickness intended for use in accordance with ASTM E 84 or UL 723.
- Small push carts or similar pre-made single unit kiosk type structures on wheels that qualify to be approved under a re-occupancy permit may be constructed of combustible materials.

Any and all finishes used in a mall shall have a Class B flame spread (26-75) rating.

Fire Suppression

Kiosks and similar structures that are covered and are located within a mall or building having an automatic sprinkler system shall be protected by an automatic sprinkler system installed in accordance with Chapter 9.

Exception: A canopy cover over a cart/kiosk that does not exceed a four feet dimension measured in a plan view.

Horizontal Separation

The minimum horizontal separation between kiosks or groupings thereof and other similar structures within the mall shall be 20 feet. There shall be a minimum of 10 feet clear width between any projection of a tenant space and a kiosk.

Maximum Area

Kiosks or similar structures or groupings thereof shall have a maximum area of 300 square feet.