

## **WHEN ARE PLANS REQUIRED TO OBTAIN A PERMIT**

Plans must be submitted to the Department of Public Works for code compliance reviews in order to obtain a permit for new construction, for additions, and for most alteration projects. While plans may also be required for some replacement & repair type work, most permits for like-for-like equipment and fixture replacements and/or repair type projects, depending on the discipline and scope of work, are issued as “Over-The-Counter Permits” without the need for a plan submission.

Public Works publishes “When is a Permit required” brochures for each construction discipline (Land Disturbance, Building, Mechanical, Electrical, and Plumbing for both Residential & Commercial). These brochures describe the type of work that requires a permit, as well as, includes a listing of exempted work that qualifies as ordinary repairs (provided they are regularly done as routine maintenance) and/or minor work that may be done without a permit. Also available is a publication on the “Commercial Permitting and Plan Review Process” and several “Residential Guide” booklets describing the plan submittal requirements for various kinds of construction projects.

The above publications, as well as the ones referenced below, can be found on our web site at [www.stlouisco.com/YourGovernment/CountyDepartments/PublicWorks](http://www.stlouisco.com/YourGovernment/CountyDepartments/PublicWorks).

The following may be used as a guide to determine when plans must be submitted to the Department of Public Works for review in order to obtain a permit:

### **Land Disturbance**

Plans must be submitted in order to obtain a land disturbance permit.

### **Building**

Plans must be submitted in order to obtain a building permit except for the following types of work which generally do not require a plan submission:

- Certain qualifying re-roofing and roof covering replacement type projects as indicated in the publication titled “Re-roofing Permits”.
- Most fire and wind damage repair permits unless structural damage has been incurred. Certain qualifying flood, severe storm, and earthquake damage repair permits as described in the publication “Disaster Recovery Permit Procedure”.

Plan submittal under the application for building permit shall include site, architectural, structural, mechanical, electrical, and plumbing plans depending on scope of work and complexity of the project. See Mechanical, Electrical, and Plumbing below for scope of work that would not normally require plans for these particular disciplines.

## **Mechanical**

Plans must be submitted\* in order to obtain a mechanical permit except for the following types of work which generally do not require a plan submission:

- Certain work identified in the publication “Over-The-Counter Mechanical Permits” which lists types of permits that typically can be issued without a plan submittal.

## **Electrical**

Plans must be submitted\* in order to obtain an electrical permit except for the following types of work which generally do not require a plan submission:

- Certain work identified in the publication “Over-The-Counter Electrical Permits” which lists types of permits that typically can be issued without a plan submittal.

Note: Electrical plans are also generally required to verify that the proposed electrical work complies with the Building Code on projects located in Unincorporated County and the Municipalities that have a full code enforcement contract (including building code) with the County. The Building Code has requirements for exit & emergency lights, fire alarm and smoke detection systems, voice communication and alarm systems, standby power and emergency electrical systems, automatic releases for special ingress/egress locking devices, etc. depending on the use of the building and complexity of the project. Even a simple tenant finish requires exit & emergency lights if not already existing. These electrical devices and systems are typically shown on the electrical plans, thus electrical plans must be provided to verify compliance with the Building Code even though the work may otherwise qualify as an “Over-the-Counter Electrical Permit”.

## **Plumbing and Drainlaying**

Plans must be submitted\* in order to obtain a plumbing or drainlaying permit except for the following types of work which generally do not require a plan submission:

- Certain work identified in the publication “Over-The-Counter Plumbing Permits” and “Over-The-Counter Drainlaying Permits” which lists types of permits that typically can be issued without a plan submittal.

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\*When a building permit is required (Unincorporated County and Municipalities with a full code enforcement contract) for a construction project the mechanical, electrical, and plumbing plans shall be submitted for review under the application for building permit. When only mechanical, &/or electrical, &/or plumbing discipline permits are required (Municipalities with multiple discipline code enforcement contracts, but not for building code enforcement) the plans shall be submitted for review under the lead (first) discipline application filed.