

NOTICE TO CONTRACTORS

Foundation, Plumbing Rough, & Electrical Rough Partial Permits

January 15, 2015

St. Louis County offers a process that allows contractors and sub-contractors to obtain “partial permit” authorization for foundation, plumbing ground rough, electrical rebar grounding and underground (UG) raceway work. These partial permits facilitate an early construction start by allowing contractors to begin work “at their own risk” while the construction documents for the complete project are being developed and/or reviewed. This Notice updates the 1999 and 2013 Notices on Foundation, Plumbing Rough and Electrical Rough Partial Permits.

Public Works has recently updated the standard building, plumbing, and electrical permit applications to include the “proceeding at own risk” and “hold harmless and releasing County of any liability” statements required by the Building, Plumbing, and Electrical Code adopting Ordinances, thus contractors may now use the standard forms for partial permit requests. Under “Work Description” on the application contractors should clearly indicate that it is a partial permit request with work description wording such as “Partial Permit Request for Footings and Foundations Only” or “Partial Permit Request for UG Plumbing Rough Only”, etc.

Foundation Partial Permit

Plan submittal for a foundation partial permit request shall include four sets of sealed, signed, and dated architectural, structural, and site plans, along with a sealed subsurface investigation report. The plans/seals may be qualified “released/issued for foundation construction only” but all must be sealed and signed. Sealed and signed structural calculations shall be provided. The architectural plans must include a complete building code informational block reflecting a code compliant design approach. Zoning and various other departmental and agency approvals, depending on the project, are required for issuance.

Plumbing Rough & Electrical Rough Partial Permits

Plan submittal for a plumbing or electrical partial permit request shall include four sets of sealed, signed, and dated discipline (plumbing or electrical) plans and architectural floor plans. The plans/seals may be qualified “released/issued for underground and/or rough-in construction only” but all plans must be sealed and signed. Plumbing plans generally do not need to be provided for projects having less than 10 plumbing fixtures. Plans for electrical UG work are not required when service is less than 600 amps, even though electrical plans are generally required for the overall project. Similarly, plans are also not required for the grounding to rebar and the installation of “UG electrical raceways only (no wiring)” rough-in work stage, regardless of the service size. In lieu of providing plans when plans are required, the Electrical Engineer may submit a letter with affixed seal, following the attached format, describing the service and scope of rough-in work being requested. If discipline plans have already been provided to the County for review under an application for building permit, or another discipline permit, the contractor only has to reference that application number on their request for a partial permit. To facilitate the reviewer’s approval of the partial permit request the discipline contractor should co-ordinate their request with the assigned discipline plan reviewer. Partial permits for plumbing roughs may be withheld for approval of an individual sewage disposal system (for a project not on a public sewer system) and for approval from the Department of Health, where applicable.

Contractors are reminded that plumbing and electrical permits are required from St. Louis County before beginning any plumbing or electrical UG rough-in work associated with authorized foundation construction. Once the particular discipline partial permit is issued, underground work may commence. The partial permit number shall be used to request inspections on the underground portion of the work. Plumbing ground rough or underground electrical raceway discipline work shall not be covered prior to the required inspection. Unauthorized discipline work is subject to a Stop Work Order delaying the entire project for all.

Optional Letter Submittal Request, In Lieu Of Plans, For Underground Electrical Rough

PUT ON DESIGN PROFESSIONAL'S COMPANY LETTERHEAD

(Letter may be paraphrased specific to a project but must be substantially identical to this sample -Example: When service is running overhead the second paragraph should be modified accordingly.)

Date _____

Division of Code Enforcement
Department of Public Works
41 S. Central, 6th Floor
Clayton, MO 63105

Re: Project Name _____
Location _____

Attention: Permit Processing & Electrical Plan Review

I am the Missouri Licensed Professional Engineer responsible for the electrical design and preparation of the electrical construction documents for the (insert project name) located at (insert address) . It is estimated that the electrical construction documents will be completed and submitted to your office on or about (insert date) .

Based on the anticipated load requirements I have professionally determined that the service requirements for the related underground rough-in work includes a (insert size) amp service consisting of (insert no. & size) conduits for (insert no. & size) conductors to be run underground from the utility point of service to the service disconnecting means. Such service disconnect shall be located immediately adjacent to the point of entrance of the service conductors.

I certify that the proposed service shall have sufficient ampacity for the anticipated load to be served and that all code required clearances will be maintained.

The following additional underground electrical rough-in work is requested on this partial permit:
 (insert general description of underground work such as conduit being run under or within floor slab)

Engineer's Seal:

Design Professional's Signature

Typed Name