

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

RESIDENTIAL"WHILE-YOU-WAIT" BUILDING AND MECHANICAL PERMITS COVID 19

Public Works provides a service called "While-You-Wait" for building and mechanical permits on various residential type projects. Refer to the list below for the types of construction work that qualifies for the "While-You-Wait" plan review service. It is imperative, however, during the time this service is being administered that the applicant be available (by phone) to address any questions which may arise. Applicants should also realize that they **must have better than average plans for this process** since review time is limited. Residential Guides for individual projects are available at www.stlouiscountymo.gov. Navigate to Transportation & Public Works Department then click on Permitting Services/Residential Building to see the residential guide for your project. Our guides will assist you in proper plan preparation for permit submission.

The "While-You-Wait" service is conducted between the hours of 8:00 a.m. until 2:00 p.m. The application must be submitted prior to 2:00 p.m. in order to allow sufficient time for application processing and zoning and building plan reviews.

The intent of this service is to spend approximately 20 - 30 minutes for building and zoning plan review with each applicant. The number of projects to be reviewed shall be limited to one per applicant, except for residential master plans. By limiting the review time, reviewers can accommodate more applicants and generate less waiting time for everyone. Normally this service is intended for the applicant's use only once daily, however, applicants may receive multiple "While-You-Waits" on separate parcels if there are no other applicants in the queue. It should be understood that, on occasion and in one's best interest, some projects may need to go through the regular review process. Whenever this occurs, the Building/Zoning Plan Reviewer will provide an explanation and take the plans in for review according to our normal schedule. The Residential While-You-Wait fee is an additional \$50.00 added onto the building permit fee. An applicant will not be charged this \$50.00 fee if the project is rejected as a While-You-Wait and referred to the regular or normal review process.

All above projects submitted for this service will require four sets of construction drawings and four copies of the site plan. Approved building master plan projects will require four copies of the site plan. It is the applicant's responsibility to contact their local fire district to determine if their approval is required. During the COVID 19 Pandemic, we have established below option so this service may be performed:

8 ½" x 11" plans drawn to scale: Scan the 8 1/2"x11" sheets (without reducing or redefining the scale the plans are drawn to) and the Building or Mechanical Permit Application. An applicant may obtain a building or a mechanical permit application by going to www.stlouiscountymo.gov . Navigate to Transportation & Public Works Department then click on Permitting Services/Residential Building to locate the Building or Mechanical Permit Application. Once the 8 ½" x 11" drawings and the Building or Mechanical Permit application have been scanned, the applicant shall send it to whileyouwait@stlouisco.com. We will make four copies of the plans at a cost of \$0.50 per sheet with a minimum copying fee of \$10.00. All drawings will be printed on 8 ½ x 11 paper. Any drawing that is reduced in scale after printing will result in the entire submission being placed in the regular review process. In addition, drawing attachments may not be submitted as pictures since our printing darkens the image making it unreadable in the majority of the situations. In this situation, the project will be rejected meaning the applicant will need to submit four set of plans by mail or using the drop-off bin located on the street level of St. Louis County Lawrence K. Roos (Administration) Building, 41 S. Central Avenue, Clayton MO 63105.

Once the While You Wait is properly submitted, the plan reviewer will contact the applicant by the phone number provided on the permit application if there are any questions. If the submittal is incomplete or the plans need more detail and information, the reviewer will have the permit processing section take the application in for regular review. Once approved by plan review, the applicant will be contacted to make a credit card payment by phone. The applicant may pay for the permit by mailing a check or submitting the check to the drop-off area located at the east entrance (street level) of the St. Louis County Lawrence K. Roos Building (Administrative Building), 41 S. Central Avenue, Clayton MO 63105. Please note that all checks are quarantined 24 hours before processing. Once the payment for the permit has been processed, permit processing will scan the approved plans and the building cards (if applicable) and email the scan to the permit applicant. The applicant will need to print the approved plans and building cards. One set of the approved plans shall be made available on the job site when an inspection has been scheduled.

Applications for the following types of construction projects are accepted for “While-You-Wait” building plan review service:

1. A maximum of 5 residential master plans without addendums may be processed at one time
2. A single application for an approved single-family residence master plan with a “one time” addendum where the additional area does not exceed 200 square feet for finished areas or 250 square feet for garages, utility rooms, and seasonal rooms
3. Exterior decks and screened porches which are one level and limited in area to about 400 square feet
4. Single room additions - one story in height
5. Simple basement finish
6. Factory- built listed & labeled fireplaces (submit installation manual w/ plans)
7. Approved master plan swimming pools
8. Private residential garages, carports and sheds
9. Simple retaining walls of limited height (master plan modular block walls and railroad tie walls per County standard details) which are not located near a property line
10. Minor residential subdivision signs not requiring engineering calculations

Some examples of the projects which would not be eligible for this service, even if listed above, are:

1. Single-family residences
2. Projects, other than interior work where no bedrooms are being added, on sites served by a private sewage disposal system.
3. Two story additions, multiple room additions, and complex basement finishes
4. Master plans with addendums that are not one time
5. Projects located in the Flood Plain

6. Projects that will take longer than 30 minutes to review

Applications for the following types of construction projects are accepted for “While-You-Wait” mechanical plan review service:

1. Residential additions with new heating or cooling equipment. Requires dimensioned floor plan showing new equipment and ductwork, including flues and combustion air if gas fired heating is utilized. Calculations for sizing equipment are also required.
2. Residential basement finishes. Requires floor plan showing duct runs and locations of all gas fired equipment (furnace, water heater, etc.) in basement. Source or method of providing combustion air for the gas fired equipment must be included.
3. Installation of a new whole house air conditioning system to an existing house. Requires floor plan and heat gain calculations.
4. Installation of pre-fab fireplaces. Requires floor plan of room, manufacturer’s installation instructions, and verification that appliance is listed.
5. Approved residential pre-fab fireplace master plans.
6. Approved residential mechanical master planned houses.
7. Approved residential fire sprinkler master planned houses