

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

**Please check back frequently since this subject changes on a daily basis.**

**Covid19 Update 7/9/20 yellow highlights**

**indicate the changes from the previous**

**3/18/20 version**

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

### **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. Over-the-counter (no plan 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](http://www.aca.stlouisco.com)) and fax system (314-615-8701) will still be available for those that qualify to use it. If you are unsure if you can use one or both of these systems, please contact 314-615-5184.

For permits requiring plan review, visit the Applications Section of [www.stlouisco.com/pubworks](http://www.stlouisco.com/pubworks) and navigate to permits and select the appropriate permit application. **Print and** complete the appropriate permit application and print it before arrival. If you are unsure if your project requires plan submission, please call 314-615-5184. Once you are ready to submit, enter the east entrance of the building at 41 S. Central Ave. This is the Street Level of the building. You will need to wrap the permit application around the four sets of plans **(four identical, collated, and stapled sets of plans)** and placed them in the designated bin. It is important that the application is wrapped around the plan in a

way to easily identify the type of permit and the description of work. There will be no Permit Application Fee applicable at this time. The fees will be collected once the project is approved. The normal While-you-Wait policy has been suspended, but there is a While-You-Wait Covid policy in place for email submission of 8 ½ x 11 plans. Please refer to the “What’s New” section of [www.stlouisco.com/pubworks](http://www.stlouisco.com/pubworks). 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 Handout in the “What’s New” section of [www.stlouisco.com/pubworks](http://www.stlouisco.com/pubworks). 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.

**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. This is the Street Level of the building. Your plans will be on the Public Works/Department of Transportation Table (PW/DOT). 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) in a way for the form to be read without handling the plans and placed the roll in the bin. 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/Department of Transportation (PW/DOT) projects. 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.