

Frequently Asked Questions

Do I need to submit site plans for review?

*Note: Please view the *Require Permits* section to see what else the Fire District permits. Yes. We review both commercial and residential site plans. Water supplies including fire mains and hydrants are reviewed on a separate *Underground* plan submission.

Where do I submit the architectural plans for review and how many copies do I need to submit?

*Note: Please view the *Require Permits* section to see what else the Fire District permits. Commercial projects in the Cities of Creve Coeur, Maryland Heights, and Town & Country, as well as those in unincorporated St. Louis County must first be reviewed by the respective building departments. Once approved, submit two sets of the City/County-stamped plans to the Fire District for review.

How long does plan review take?

Depending on the volume and size of current submittals, average turnaround time is 14 business days. Plans are reviewed in the order received without exception.

Can I download a copy of the permit application?

Yes. It can be found in the *Permits* section of the *Fire Prevention Division* page. The application must be filled-out in its entirety and must be submitted with the plans in person.

What are the spacing requirements for fire hydrants?

Commercial is 300 feet and residential is 500 feet. These are maximum distances.

What inspections do I need to have completed before I call-in for my fire inspection?

For rough or framing, ceiling cover, or final inspections, you must have all St. Louis County Mechanical, Electrical, and Plumbing (MEP) inspections completed and signed-off by the respective inspector prior to contacting the Fire District.

Do I call the Fire District before the City or County building inspector?

Yes. Call the Fire District for inspection prior to the City or County. However, should you contact us on the same day, the fire inspector must sign-off prior to the building inspector. Many times the building and fire inspector will arrive at the same time and conduct the inspection simultaneously; this is a courtesy and not required. Concurrent inspections may not be possible depending on various factors.

Does the Fire District perform residential occupancy inspections?

No. You must contact the building department in the jurisdiction where your residence is located.

If I am assessed a fine on my project, how do I pay it and what are the consequences?

If a fine has been assessed subsequent to an inspection, you must pay \$50.00 **by check, in person** at the Administrative Center. No inspections may be scheduled until the fine is paid or for two business days after payment of the fine.

Does the Fire District allow temporary occupancy of commercial projects?

Yes. The Fire District will issue a temporary occupancy permit (T.O.P.) as long as the jurisdiction's building department concurs. All life safety systems, including fire alarm and all corresponding components, sprinklers, emergency/exit lighting, hood suppression systems, access control, and fire extinguishers, are required to be in place, inspected, and approved by all jurisdictions.

*Note: You must pre-test all life safety systems prior to calling for a T.O.P. inspection.

Do I need a Knox Box on my building?

You are required by Fire District ordinance to have a Knox Box on your building when you have a monitored fire alarm or sprinkler system. If you do not have a monitored fire alarm or sprinkler system, we recommend you still consider installing a Knox Box for Fire District access. Please visit www.knoxbox.com to place your order.