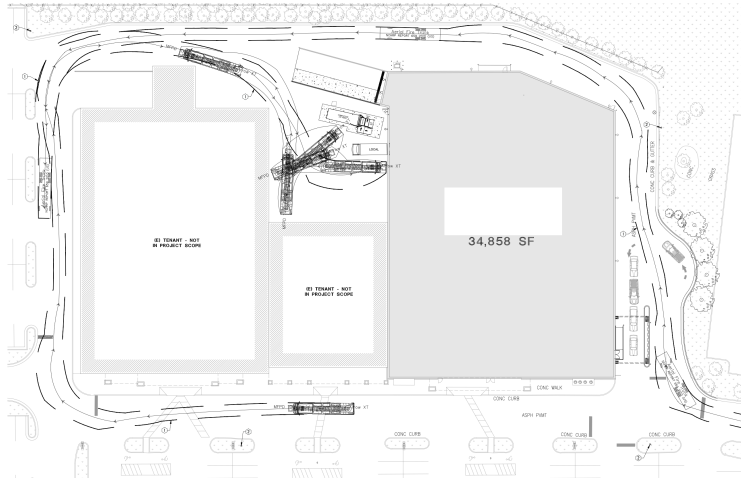




## Site Plan Permit



The Site Plan Permit is a type of permit required by the West County EMS & Fire Protection District for commercial structures and/or commercial properties where one or more of the following occur:

- A new commercial building is proposed to be constructed
- An existing commercial building is proposed to be expanded or have additional height added
- An existing commercial property that provides access to one or more structures proposes to add, delete, move or alter vehicular access paths including driveways, parking lots, fire lanes, private roads, curbs or other features typically constructed of compacted aggregate, asphalt, concrete or other weight-bearing surfaces intended for vehicular access. *(Does not include work conducted on public right-of-way by a government entity or their authorized contractor)*
- The setting or placement of shipping containers where the shipping container is no longer mounted onto a highway chassis
- The setting or placement of semi-trailers or full trailers off of public right-of-way that are no longer going to be maintained to or subject to USDOT FMCSA regulations and/or will no longer remain readily moveable by a semi-tractor or truck
- Changes to locations of required fire service features, including locations of hydrants, Fire Department Connections (FDC's) or fire lanes
- Changes to locations of building service features including dumpster enclosures, refuse/recycling compactors and generators
- Changes to pavement markings which add or extend designated parking spaces on an existing parking lot or drive. *(Does not include work conducted on public right-of-way by a government entity or their authorized contractor)*

A computer-drawn Site Plan sealed by a professional engineer, licensed in the State of Missouri and produced in compliance with all rules and laws under the purview of the Missouri Board for APEPLSPLA,



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shall be submitted along with a Permit Application. The Site Plan shall include the following details at a minimum:

- Proposed address of the parcel or parcels (St. Louis County parcel address)
- Proposed address identification of the occupancy (i.e. mailing or 911 address)
- Existing layout showing any buildings, roads, driveways, parking lots or other improvements
- Proposed layout showing any buildings, roads, driveways, parking lots or other improvements
- Locations of any existing fire service features including fire hydrants, fire department connections, post indicator valves, fire main valve boxes and/or fire main vaults
- Radius of all curbs or pavement edges including curbs and radii at the intersection of public roadways with the private road, drive or parking access for the proposed parcels
- Turning movement diagrams using “AutoTURN” or similar software featuring the design apparatus of the District as outlined in the West County Overarching Building & Fire Code accessing all fire service features and such locations deemed necessary for fireground operations
- Angle of approach and angle of departure for grade separation changes
- For any project featuring the installation or expansion of an underground fire main and/or fire sprinkler system, a flow test of the available water supply shall be provided
- Proposed construction type of any new or expanded building
- Proposed number of floors of any new or expanded building
- Proposed square footage of any new or expanded building on each floor
- Proposed Use Group of any new or expanded building
- Proposed number of calculated occupants for any new or expanded building
- Indication of whether the building has or will include fire sprinkler and/or fire alarm systems
- Distance from any new or expanded building to lot lines, adjacent structures, overhead utilities or other obstacles of a permanent nature

This information is required for the District to perform the necessary review. Without this information, it is not possible to determine with certainty whether or not proposed improvements are possible for a given parcel or parcels within the requirements of the adopted codes. Due to the complexity of the codes and high number of variables, generating extensive conditional comments on site plans with less than the aforementioned information is prohibited by available time and resources.

**A District-issued Site Plan Permit is a required pre-requisite for review of any other permit applications pertaining to a commercial property where a commercial building is being built or expanded.**

Once a Site Plan Permit has been issued, the document is the only document that may be provided to other jurisdictions or be entered into public record to demonstrate District approval or conditional approval of any proposed project.

No person or entity may establish or infer that any lack of response by the District to any email or inquiry is evidence of approval or lack of comment on a proposed project.

No permit, conditional use permit, zoning approval or other jurisdictional approval by any other Authority Having Jurisdiction shall supersede or may be used in lieu of an approved District Site Plan Permit.



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Any site work, placement of shipping containers or placement of trailers no longer subject to USDOT FMCSA regulations is considered work occurring without a valid permit and subject to the remedies and penalties established in the adopted codes of this District.

## **Current West County EMS & Fire Protection District Codes**

- (IBC) International Building Code –2024 Edition w/Amendments
- (IEBC) International Existing Building Code – 2024 Edition w/Amendments
- (IFC) International Fire Code – 2024 Edition w/Amendments
- (WC) West County Overarching Building and Fire Code

*NFPA Codes versions are the versions as referenced under ICC 2024 except as provided for in the West County Overarching Building and Fire Code*

If a separate permitting jurisdiction (with authority to issue permits for a project within the West County EMS & Fire service area) has adopted a different code where a provision of the codes are in actual or perceived conflict, the most conservative conditions, requirements or interpretations of the two codes will control in the interest of public safety.