

Frequently Asked Fire Permit Questions:

Does the Fire District Issue permits for residential construction projects?

Answer: Yes, and no, the Fire District does issue permits on multi-family dwellings; however, we do not issue permits on one and two family dwellings.

Where do I take my construction documents for review for permit and how many copies do I need to bring with me?

Answer: If you have a commercial project *in the City of Creve Coeur, Maryland Heights or Town & Country*, you will take four sets of your plans to that city's building department first. Once they have approved them, you will pick them up from that City and bring two sets of drawings with that City's stamp of approval on them to the Fire District's Administrative Center.

What if my project is in St. Louis County?

Answer: If your commercial project is located in unincorporated St. Louis County, you may submit your plans to the Fire District and St. Louis County at the same time. If you have plans that have already been stamped approved by St. Louis County and you can submit those plans, it will shorten the time it takes for our plan reviewers to review your plans.

How long does it take to get a set of plans reviewed and when can I expect to get my permit?

Answer: Depending on the volume of submittals, you can usually expect a review of you plans in ten (10) working days.

Can I call to see the status of plans?

Answer: Yes, you can call to check on status; however, you may or may not be able to speak to a plan reviewer.

Can I download a copy of your permit application?

Answer: Yes, you can download a copy of our application; however, you will be required to submit it in person with your construction documents, unless instructed otherwise by Fire District Staff.

When do I need a permit for fire alarm work?

Answer: If you are adding or relocating three **(3) or more fire alarm devices**, you need to apply for a permit at the Creve Coeur Fire District. The City of Town and Country only permits fire alarm systems when a new building is built. The City of Creve Coeur and St. Louis County do not permit fire alarm systems within the boundaries of the Creve Coeur Fire Protection District; however, you still need to take out **electrical** permits with St. Louis County for fire alarm systems. Fire alarm plans are to have original embossed or wet ink seal, signature, and date of a Missouri Registered Engineer on each sheet of a set of plans.

Do you allow Nicet certified design of Fire Alarm plans?

Answer: Nicet Level III or above can design fire alarm plans; however, the plans are still required to be sealed by an engineer as stated in the previous question.

When do I need a permit for fire sprinkler work?

Answer: If you are adding or relocating three **(3) or more sprinkler heads** and your project is located in the City of Creve Coeur or City of Town and Country (located within the boundaries of the Creve Coeur Fire District), you only need to apply for permit at the Creve Coeur Fire District. ***If your project is located in the City of Maryland Heights or unincorporated St. Louis County, you are required to get a permit from them as well and you will need to call that jurisdiction to find out their permitting requirements.*** Fire sprinkler plans in the City of Maryland Heights are submitted to the city first and then to the Fire District. Fire sprinkler plans in St. Louis County (located within the boundaries of the Creve Coeur Fire District), can be submitted to the County and the Fire District at the same time. Sprinkler plans are to have original embossed or wet ink seal, signature, and date of a Missouri Registered Engineer on each sheet of a set of plans.

What are the spacing requirements for fire hydrants?

Answer: Fire hydrant spacing: **Commercial** zoning 300 ft. – **Residential** zoning 500 ft.

Do I need to submit site plans for review and is there a fee involved?

Answer: Yes, we review both residential and commercial site plans for Fire District apparatus access, fire lane requirements and water supply. See permit fee schedule.

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

Answer: For a rough or framing inspection, ceiling cover or final inspection, you are required to have all St. Louis County Mechanical, Electrical and Plumbing inspections completed. For best results, make sure those inspections have been signed off by that inspector prior to calling the Fire District for inspections.

Do I call the Fire District before I call the appropriate City or St. Louis County building inspector?

Answer: Yes, you need to call the Fire District for inspection prior to the City or County inspection; however, if you call them in for the same day, we will try our best to coordinate our inspection with those jurisdictions. Remember, have your Mechanical, Electrical and Plumbing inspections signed off first!

Does the Creve Coeur Fire District perform residential occupancy inspections?

Answer: No, the Fire District does not perform residential occupancy inspections. You need to check with the building department in the jurisdiction where your home is located.

How high do I mount my fire extinguisher?

Answer: You hang it where the top of the fire extinguisher is five (5) feet from the finished floor.

If I am assessed a fine on my project, how do I pay it?

Answer: If a fine has been assessed on your project, you will be required to pay \$50.00 by check only in person to the Administrative Center before any additional inspections will be scheduled.

Does the Fire District allow temporary occupancy of commercial project, and if so, what requirements are involved?

Answer: The Creve Coeur Fire Protection District will issue temporary occupancies as long as the building department for the jurisdiction where the project is located is agreeable. All life safety systems are required to be in place and inspected and approved by all jurisdictions. Remember, you are required to pre-test all life safety systems prior to calling for temporary occupancy inspections.

What are considered to be “life safety” systems?

Answer: Life safety systems are as follows: Fire alarm systems, exit/emergency lighting in a/c power, battery backup, generator or UPS backup power, any special locking arrangements such as magnetic or electric locks, door hardware, smoke and fire dampers, HVAC shutdown when required, commercial hood suppression systems and fire extinguishers, address numbers on building, etc.

Do I need a Knox Box on my building?

Answer: You are required by Fire District Ordinance to have a Knox Box on your building when you have a monitored fire alarm or fire sprinkler system in your building. Only the Creve Coeur Fire Protection District will have access to your keys inside the Knox Box. If you don't have a monitored fire alarm or sprinkler system, the Fire District recommends that you consider installing a Knox Box for Fire District access. The Knox Box application can be picked up at the Fire District Administrative Center; however it must be returned to the Office for review and signature of the Fire Marshal or his designee. If you want to pay by credit card, contact the Administrative Center for instructions at 314-432-5570.