

# STORM DAMAGE PROCEDURE RESIDENTIAL PERMITS

*Information and procedure for obtaining a permit for Residential repairs based upon Preliminary Damage Inspection Report.*

1. Owner or Registered Contractor is required to take-out permit. This service will be available at:
  - West County Satellite Office  
74 Clarkson Centre – Clarkson-Wilson Centre 314-615-0902
  - South County Satellite Office  
4554 Lemay Ferry Road – Keller Plaza 314-615-4076
  - North County Satellite Office  
North 67 & Hwy. 270 – Village Square Plaza 314-615-7304
  - Clayton Administration Building  
41 South Central Avenue, 6<sup>th</sup> Floor 314-615-5184
2. Submit four (4) copies of itemized list of repairs and construction cost breakdown.
3. Four (4) copies of sealed drawings and/or sealed written reports may also be required if structural damage is indicated on Preliminary Damage Inspection Report.
4. Zoning approval is required from St. Louis County Department of Public Works Zoning Office (in unincorporated areas) or from local municipality, as applicable.
5. Plan review services will only be available at the Clayton Office.
6. Permit Fees for all repair work will be waived.
7. If any alteration or addition work is performed in conjunction with the repair work, permit fees will be charged for this type of work.
8. If you have any questions covering these procedures, please call 314-615-7146 or 314-615-7866.