

THIRD PARTY INSPECTION PROCEDURE

In an emergency situation where the Public Works Inspection staff is unavailable to make an inspection for work under an approved permit, the following procedure shall be followed. In lieu of using code enforcement inspectors to verify code compliance on authorized construction, the owner at his/her own expense, shall hire an approved recognized third party inspector to perform the inspection and provide approval of the inspection to the appropriate inspection section (email address below).

A recognized third party inspector shall be defined as:

- A Missouri Registered Professional Engineer for all structural, mechanical, electrical, plumbing, and drainlaying inspections.
- A Missouri Registered Architect for all architectural related inspections. A Missouri Registered Architect may inspect structural work on International Residential Code (IRC) regulated buildings

An inspection report shall be defined as the following:

A report prepared by a recognized third party that certifies certain construction is/was performed in accordance with the adopted code(s) and is signed, sealed and dated with their Missouri Registration Seal.

The report shall contain the following information:

- The address/location of the inspection.
- The permit number associated with the inspection.
- The contractor's name.
- The date/time the recognized third party performed the inspection.
- The type of inspection performed.
- The specific areas of the construction/project that were inspected.
- Deficiencies/violations are to be included in the report or, the report shall clearly state the construction inspected is in compliance with the adopted code(s).
- If an electrical service requires a utility connection the service size, characteristics, Underground or overhead supply and Ameren's premise number shall be included in the report.

The above report shall be forwarded to the appropriate inspection section listed at:

<u>Electrical</u>	<u>electrical@stlouisco.com</u>
<u>Plumbing & Drainlaying</u>	<u>plumbing@stlouisco.com</u>
<u>Mechanical</u>	<u>mechanical@stlouisco.com</u>
<u>Residential Building</u>	<u>residential@stlouisco.com</u>
<u>Commercial Building</u>	<u>commercial@stlouisco.com</u>