

DISASTER RECOVERY PERMIT PROCEDURE
FLOOD, SEVERE STORM & EARTHQUAKE DAMAGED STRUCTURES
GENERAL REQUIREMENTS for REPAIR PERMITS

In accordance with St. Louis County Ordinances, and in the interest of the safety, health and general welfare of the public, permits for the repair of buildings that have incurred flood, severe storm, or earthquake damages will be required as follows:

1. Building permits must be obtained by owners or registered general/building contractors. Registration of general contractors is required by ordinance, in accordance with printed procedures. Licensed electrical, plumbing and mechanical contractors must obtain separate permits for their respective work, except for residential integrated permits under Item 5. Homeowner's may also obtain their own mechanical permit.
2. Generally, normal permit fees will be assessed on permits for the disaster related repair work to restore the structure to its original condition, with like materials and equipment.
3. There will be no permits granted for repairs of any kind under these procedures when the building is located within the flood plain zoning area and the total estimated cost of all repairs exceeds 50% of the building's value as the result of the event. Thus zoning approval, or approval from the contracting Municipalities Flood Plain Administrator, must be obtained before permits of any kind will be issued.
4. Permits will be required for all interior and exterior repairs regardless of the cost of repairs for all disaster damaged buildings. This includes repairs that would otherwise normally be exempt from permit. Itemized list of repairs and construction cost breakdowns for all repairs must be provided with the application for permit. If available, the insurance adjuster's lists of materials and costs is an excellent source for this information.
5. Integrated permits (building, electrical, plumbing, and mechanical) may be obtained for all residential (only) buildings to restore the building to pre-disaster conditions. The licensed electrical, mechanical and plumbing contractors must sign and return copies of the permit application before repair work commences. Mechanical, electrical or plumbing permits may be obtained independently of the integrated permit for repairs limited to this type of repair work.
6. A building permit is required for all commercial building repairs to restore the building to pre-disaster conditions. Mechanical, electrical and plumbing permits must be obtained separately by licensed contractors.
7. A temporary electrical permit is required for installation of a temporary service for purposes of clean-up and repairs.
8. Electrical permits are required for all electrical repairs and in general for buildings where the electric service or distribution was damaged, or in the circumstances of a flood partially or wholly submerged.
9. Plumbing permits are required for plumbing system repairs and for water heater repairs or replacements.
10. Mechanical permits are required in general where the furnace, A/C, hot water heater, etc. were damaged, or in the circumstances of a flood partially or wholly submerged. (Electrical permits are required in conjunction with furnace and A/C work).

**DISASTER RECOVERY PERMIT PROCEDURE
FLOOD, SEVERE STORM & EARTHQUAKE DAMAGED STRUCTURES
RESIDENTIAL REPAIR PERMITS**

Information and procedure for obtaining a repair permit for Residential structures based upon Preliminary Damage Inspection Report. Also refer to the “General Requirements for Repair Permits” cover page for additional information.

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 63017 314-615-0902
- South County Satellite Office
4554 Lemay Ferry Road – Keller Plaza 63129 314-615-4076
- North County Satellite Office
715 Northwest Plaza Dr. - Northwest Crossing 63074 314-615-7304
- Clayton Administration Building
41 South Central Avenue, 6th Floor 63105 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 when 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. Normal permit fees will be assessed on permits for all disaster repair work.

7. If any alteration or building addition work is performed in conjunction with the repair work, normal permit fees will be charged for such work.

8. If you have any questions covering these procedures, please call 314-615-7146 or 314-615-7866.

DISASTER RECOVERY PERMIT PROCEDURE FLOOD, SEVERE STORM & EARTHQUAKE DAMAGED STRUCTURES COMMERCIAL REPAIR PERMITS

Information and procedure for obtaining a repair permit for Commercial structures based upon Preliminary Damage Inspection Report. Also refer to the "General Requirements for Repair Permits" cover page for additional information.

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 63017 314-615-0902
 - South County Satellite Office
4554 Lemay Ferry Road – Keller Plaza 63129 314-615-4076
 - North County Satellite Office
715 Northwest Plaza Dr. – Northwest Crossing 63074 314-615-7304
 - Clayton Administration Building
41 South Central Avenue, 6th Floor 63105 314-615-5184
2. For disaster damage repairs less than 50% of building's value, submittal for repair work shall consist of four (4) copies of itemized listing of repairs and corresponding construction cost.
3. For disaster damages equal to or greater than 50% of building's value, submittal for repair work shall consist of four (4) copies of sealed and signed construction documents, unless otherwise determined by a plan reviewer and itemized list of repair costs.
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. Normal permit fees will be assessed on permits for all disaster repair work.
7. If any alteration or building addition work is performed in conjunction with the repair work, four (4) sets of complete, sealed drawings and one (1) set of structural calculations will be required. Normal 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.