

**ST. LOUIS COUNTY DEPARTMENT OF PUBLIC WORKS**  
**MECHANICAL LICENSING**  
**CONTRACTOR BOND REQUIREMENTS**

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**FOLLOW THESE INSTRUCTIONS OR THE BOND WILL NOT BE APPROVED**

1. Be sure the appropriate bond conforms to that of the St. Louis County Dept. of Public Works.
2. Include the registrant name, “dba” company name, address with zip code, on page 1.
3. St. Louis County, Mechanical Licensing Department has four (4) license categories. Please list the correct license category on the bond.
  - Mechanical Contractor
  - Sheet Metal Contractor
  - Sprinklerfitter Contractor
  - HVAC Servicer-Installer Contractor
4. Bond must be signed by principal (mechanical contractor’s responsible officer)
  - a. If applicant is a corporation, the corporate seal should be impressed;  
(Or if there is none, so stated)
  - b. If other than individual’s own name is used, state if corporation or sole proprietorship
5. Underneath all signatures, type or legibly print the names, and their job titles.
6. The signature of the principal of the company/corporation/partnership must be notarized.
7. Bond must be signed by the surety company’s attorney-in-fact and the signature notarized.
8. The surety company’s Power of Attorney letter must be attached to the bond.
9. An original Bond Continuation Certificate must be provided annually to ensure bond is continued. Listing the effective date of the bond and the term beginning and ending date.
10. The date of the Acknowledgement of Surety, and the date of the Power of Attorney must be the same date as the effective date of the bond.

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This is the “obligee” information and the mailing address: ST. LOUIS COUNTY DEPT OF PUBLIC WORKS  
(CERTIFICATE HOLDER) ATTENTION: MECHANICAL LICENSING  
41 S. CENTRAL AVE.  
ST. LOUIS MO 63105

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Certificate of Insurance must conform to the following:

- Owners or operators of amusement devices must carry a minimum of one million dollars per occurrence general liability insurance.
- All other registrants must carry a minimum of five hundred thousand dollars liability insurance for bodily injury and property damage.
- Certificate must name St. Louis County as the “certificate holder”.
- Certificate must include the company’s registered name, “dba” company name, address with zip code.

Questions? Call the Mechanical Licensing Clerk @ (314) 615-7096

***2-page bond form follows***

LICENSE CATEGORY: \_\_\_\_\_

**ST. LOUIS COUNTY, MISSOURI**  
**LICENSED MECHANICAL CONTRACTORS BOND**

BOND NUMBER \_\_\_\_\_

KNOW ALL MEN BY THESE PRESENTS, that we \_\_\_\_\_,  
of \_\_\_\_\_, State of \_\_\_\_\_ (a corporation  
duly organized under the laws of the State of Missouri), hereinafter referred to as "PRINCIPAL", and  
\_\_\_\_\_, a corporation duly organized under the laws of the  
State of \_\_\_\_\_, hereinafter referred to as "SURETY", are held and firmly bound unto  
St. Louis County, Missouri, in the sum of TEN THOUSAND DOLLARS (\$10,000.00) for the payment of which the  
PRINCIPAL binds itself, its heirs, executors, administrators, successors and assigns, and the SURETY binds itself,  
its successors and assigns, jointly and severally by these presents.

WHEREAS, the Mechanical Code of St. Louis County, Missouri, Chapter 1108 SLCRO, 1974, as  
amended, requires an applicant for a mechanical permit to file with the Department of Public Works an  
indemnifying bond with good and sufficient sureties to St. Louis County, Missouri; and

WHEREAS, the PRINCIPAL has made application to St. Louis County for contractor license in  
accordance with the Mechanical Code of St. Louis County, Chapter 1108 SLCRO, 1974, as amended.

NOW, THEREFORE, the condition of the foregoing obligation is such that if the PRINCIPAL is granted  
a contractor license pursuant to the Mechanical Code of St. Louis County, Chapter 1108 SLCRO, 1974, as amended,  
and if PRINCIPAL shall faithfully: A) observe all ordinances, rules and regulations adopted for the public health and  
safety pertaining to mechanical work performed within St. Louis County, Missouri; and B) indemnify St. Louis  
County, Missouri, or any other governmental agency, or any person, firm or corporation for any damage or injury  
sustained through the negligence of such PRINCIPAL, its servants, agents or employees in performing mechanical  
work or for any damages or injury sustained due to such PRINCIPAL's failure to perform mechanical work in a  
careful and workmanlike manner in conformity with Chapter 1108 SLCRO, 1974, as amended; and C) pay to  
St. Louis County, Missouri, all fees due St. Louis County, Missouri, within thirty (30) days from due date; and D)  
indemnify any person, firm or corporation with whom said PRINCIPAL contracts to do work for damages sustained  
due to failure of PRINCIPAL to do the work contracted, then this obligation shall be void. Otherwise, this obligation  
shall remain in full force and effect and the same may be sued upon by St. Louis County, Missouri, or by any person,  
firm or corporation with whom the PRINCIPAL may hereafter contract to perform mechanical work for any  
damage sustained by St. Louis County or by any such person, firm or corporation on account of the failure of the  
PRINCIPAL to observe, perform or satisfy conditions A through D of the preceding paragraph.

PRINCIPAL and SURETY are aware that ordinances, laws, rules, regulations and/or fees pertaining to  
mechanical work are subject to change. PRINCIPAL and SURETY agree to be bound by any such changes and  
hereby expressly waive notice of any such change.

This bond shall take effect on \_\_\_\_\_, 20\_\_\_\_\_, and shall remain in full force and effect  
until conditions A through D of this bond have been fully and faithfully observed, performed, or satisfied, provided  
however that PRINCIPAL or SURETY may terminate this bond upon thirty (30) days' written notice to the St. Louis  
County Director of Public Works as to obligations arising from mechanical work for which no permit has yet  
been issued by St. Louis County and for which the PRINCIPAL has not begun any mechanical work. This bond  
cannot be canceled or terminated as to any obligation arising from mechanical work once St. Louis County has  
issued a permit for such work.

INSURANCE/BONDING COMPANY NAME \_\_\_\_\_

BOND # \_\_\_\_\_

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**ACKNOWLEDGMENT OF PRINCIPAL**

(Firm / Corporation / Individual)

PRINCIPAL: \_\_\_\_\_

(Name of Company/Contractor)

By: \_\_\_\_\_ (signature of company's responsible officer)  
(name and title typed or printed below)

Registrant: \_\_\_\_\_ (signature of license holder)  
(name and title typed or printed below)

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ ) SS

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me personally appeared \_\_\_\_\_ (name of company officer) the above signed officer who acknowledged himself/herself to be the \_\_\_\_\_ (title) of \_\_\_\_\_ (name of company) and that he/she as such officer being authorized to do so, executed the foregoing instrument for the purposes therein contained by signing the name of the \_\_\_\_\_ (name of company) a \_\_\_\_\_ (company/corporation/partnership) by himself/herself as such officer.

In witness whereof, I hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**ACKNOWLEDGMENT OF SURETY**

SURETY: \_\_\_\_\_

By: \_\_\_\_\_  
(Attorney-in-Fact)

STATE OF \_\_\_\_\_ )

COUNTY OF \_\_\_\_\_ ) SS

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, before me personally appeared \_\_\_\_\_, who being sworn, stated that he/she is attorney-in-fact for surety, \_\_\_\_\_, and that he/she signed this instrument as attorney-in-fact for the foregoing surety.

\_\_\_\_\_  
Notary Public

My commission expires: \_\_\_\_\_

**APPROVED AS TO LEGAL FORM:**

\_\_\_\_\_  
St. Louis County Counselor