

NOTICE TO CONTRACTORS

Issued 12/18/13

PROCEDURE FOR STARTING EMERGENCY REPAIR WORK WITHOUT A PERMIT

In the event of an emergency, the County's Mechanical, Electrical, Plumbing, and Building Codes, as adopted and amended, allows contractors to begin emergency repair or replacement work without a permit by "securing permission" in advance from the Department of Public Works, Division of Code Enforcement with the understanding, and upon the condition, that written application for permit will be filed the next working/business day.

Emergency is defined within the codes as an event or occasion that requires immediate action in order to preserve or restore the public peace, health, safety or welfare. The Code Enforcement Division interprets this definition to include situations where mechanical, electrical or plumbing equipment, fixture, or system component replacement work or other similar repair work is necessary in order to allow for all or significant portions of buildings or structures to be continued to be utilized for their intended purpose.

During the Code Enforcement Division's business hours, contractors shall contact their respective discipline inspection directly and "secure permission" prior to beginning emergency work. During non-business hours contractors will be considered to be in compliance with "securing permission" from the Division by either leaving a phone message or sending an email that includes their company or licensee name, license number (if applicable) and contact information along with the building name, building address, and a general description of the emergency work needing to be done.

	<u>Phone Number</u>	<u>Email Address</u>
Electrical	(314) 615-4646 ext. 1	electrical@stlouisco.com
Plumbing & Drainlaying	(314) 615-4646 ext. 2	plumbing@stlouisco.com
Mechanical	(314) 615-4646 ext. 3	mechanical@stlouisco.com
Residential Building	(314) 615-4646 ext. 4	residential@stlouisco.com
Commercial Building	(314) 615-4646 ext. 5	commercial@stlouisco.com

Any emergency work done without first "securing permission" in accordance with this notice and/or not filing the required written application the next working/business day is subject to a "No-Permit Violation and Penalty".