



Meter Out Permit Application Instructions

St. Louis County requires that an electrical inspection be performed before the serving utility can energize the electrical service. If Ameren has directed you to this office, it is because an inspection is required to determine that there are no visible defects or signs of vandalism, and that the electrical system will function as designed before Ameren can turn on your electricity.

Before an inspection can be performed, a permit application must be submitted. The permit authorizes St. Louis County access to the structure and creates the wiring approval that is forwarded to Ameren upon approval of the inspection.

There are two (2) options in which you may submit your application.

- **Online** – Accela Citizen Access (ACA) <https://aca.stlouisco.com/CitizenAccess/Default.aspx>
 - *Your payment options if using this method – credit card*
- **Paper Application** – You may drop off your completed and signed paper application in our rolling tote/cart labeled “Department of Transportation and Public Works” located at our Clayton Office – 41 S. Central Ave., Street Level Clayton MO 63105 – email address **must** be provided on the application for return of your permit and inspection instruction
 - *Your payment option if using this method – check made payable to “Treasurer, St. Louis County” only*

To ensure that your permit request is processed in a timely manner, it is extremely important that you fill your application out in its entirety.

The premise number that you request from Ameren is **required**. You can obtain this information directly from Ameren by calling 314-992-6619.

Once we have received and processed your permit request and payment is made, you will receive instructions to schedule your inspection.

If you have any questions regarding the permit application submittal process, please contact Permit Processing at 314-615-5184.

APPLICATION FOR METER OUT INSPECTION

Please Print

Date: _____

Address of Meter Out Inspection: _____

Municipality/City _____ State _____ Zip _____

*Premise Number (Applicant shall obtain from Ameren UE 314-992-6619): _____

*Property Owner Name: _____

*Property Owner Mailing Address: _____

*Property Owner Phone Number: _____

*Applicant Name: _____

*Applicant Address: _____

*Applicant Email Address: _____

*Applicant Phone Number: _____

*Address where inspection results should be sent _____

*Applicant Signature: _____

(I acknowledge someone 18 years or older will be present for the inspections.)

Mail or drop off this paper application with check made payable to Treasurer, St. Louis County for \$79.00 to St. Louis County Department of Transportation and Public Works, 41 S. Central Ave, Clayton MO 63105 or apply online at <https://aca.stlouisco.com/CitizenAccess/Default.aspx>. Please call 314-615-5184 if you have any questions.

For Office Use Only

Request Number: _____ Locator Number _____

Date: _____ Inspector Name _____ ID# _____

Result Approved

Service Info

Service Size _____

Not Approved

UG OH

Phase _____

Wire _____

Comments: _____

Required to process the request.