

**DISASTER RECOVERY PERMIT PROCEDURE**  
**FLOOD, SEVERE STORM & EARTHQUAKE DAMAGED STRUCTURES**  
**GENERAL REQUIREMENTS for REPAIR PERMITS**  
**St. Louis County Department of Transportation & Public Works**  
**Division of Code Enforcement**

*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. Licensed electrical, plumbing, and mechanical contractors must obtain separate permits for their respective work, except for residential integrated permits under Item 5. Homeowners 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 are 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 on to these integrated building permits via the Permitting Portal located at <https://aca.stlouisco.com/CitizenAccess/Default.aspx>.
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 procedures 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.*

Owner or Registered Contractor is required to apply for Building (integrated) Permit. Log into the Permitting Portal found at the Department of Transportation and Public Works website page located at <https://stlouiscountymo.gov> and complete the appropriate permit application. You may also access the Permitting Portal directly by clicking on <https://aca.stlouisco.com/CitizenAccess/Default.aspx>. Please **do not** upload your documents to the online application. Once you have completed the online application, you will enter the Digital Plan Room and will be allowed to upload (as documents) the proposed itemized list of repairs with construction costs or the insurance adjuster’s list of ~~cost to~~ repairs. If the damage exceeds 50% of the building value, please upload the architectural and structural plans (as plans). For helpful information and video tutorials on how to navigate the Permitting Portal and the Digital Plan Room, please visit that specific web page located at <https://stlouiscountymo.gov/st-louis-county-departments/transportation-and-public-works/acela-aca-training/>. Please note the following:

1. Plans or structural calculations sealed by a Missouri registered Design Professional may be required when noted on the damage inspection report or after the submitted documents have been reviewed by plan review.
2. Zoning approval is required from St. Louis County Department of Transportation and Public Works Zoning Office (in unincorporated areas). This is reviewed once the online documents are uploaded to the digital plan room.
3. If the damaged building is in a municipality that contracts with St. Louis County for Residential Building permit plan review and inspection services, zoning approval is required from the municipality prior to the issuance of the integrated permit. In this situation, the zoning approval from the municipality must be uploaded by the applicant as an attachment in the digital plan room.
4. Normal permit fees will be assessed on permits for all disaster repair work.
5. If any alteration or building addition work is performed in conjunction with the repair work, normal permit fees will be charged for such work. Plans detailing this additional work must be uploaded to the digital plan room for review.
6. If you have any questions regarding these procedures, please call 314-615-5184.

## **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.*

Owner or Registered Contractor is required to apply for Building Permit. Log into the Permitting Portal found at the Department of Transportation and Public Works website located at <https://stlouiscountymo.gov> and complete the appropriate permit application. You may also access the Permitting Portal directly by clicking on <https://aca.stlouisco.com/CitizenAccess/Default.aspx> Please **do not** upload your documents to the online application. Once you have completed the online application, you will enter the Digital Plan Room and will be allowed to upload (as documents) the proposed itemize list of repairs with construction costs or the insurance adjuster’s list of ~~cost~~ repairs. If the damage exceeds 50% of the building value, please upload the architectural and structural plans (as plans). For helpful information and video tutorials on how to navigate the Permitting Portal and the Digital Plan Room, please visit that specific web page located at <https://stlouiscountymo.gov/st-louis-county-departments/transportation-and-public-works/acela-aca-training/>. -Please also note the following:

1. For disaster damage repairs less than 50% of building’s value, submittal for repair work shall consist of an itemized listing of repairs and corresponding construction cost.
2. For disaster damages equal to or greater than 50% of building’s value, submittal for repair work shall consist of Missouri Registered Design Professional sealed construction documents, unless otherwise determined by a plan reviewer and itemized list of repair costs.
3. Zoning approval is required from St. Louis County Department of Transportation and Public Works Zoning Office (in unincorporated areas). This is reviewed once the documents are uploaded to the digital plan room.
4. If the damaged building is in a municipality that contracts with St. Louis County for Building (Commercial) permit plan review and inspection services, zoning approval is required from the municipality prior to the issuance of the building permit. In this situation, the zoning approval from the municipality must be uploaded by the applicant as an attachment in the digital plan room.
5. Normal permit fees will be assessed on permits for all disaster repair work.
6. If any alteration or building addition work is performed in conjunction with the repair work, normal permit fees will be charged for such work. Sealed drawings and calculations (if applicable) will be required to be uploaded in the proper digital plan room locations for review.
7. If you have any questions regarding these procedures, please call 314-615-5184.