

APPROVED RULES AND REGULATIONS

SECTION: Code Enforcement

RULE NO :
M – E – P – Rule # MEP- 01-02

EFFECTIVE : November 4, 2002
Revised : July 11, 2012
December 18, 2013

SUBJECT: Starting Mechanical, Electrical & Plumbing Emergency Repair Work Without A Permit

Purpose: The purpose of this Rule is to ensure that employees are aware of the Code Enforcement Division Policy concerning starting mechanical, electrical & plumbing emergency equipment replacement work and other emergency repair work without a permit. It is also the purpose of this Rule to establish a uniform policy for the mechanical, electrical & plumbing sections concerning this subject.

Scope: This approved Rule & Regulation covers all Code Enforcement Division Employees responsible for enforcement of the Mechanical, Electrical and/or Plumbing Codes, or the processing and issuance of permits for such work.

Codes in Effect: The 2009 International Mechanical Code & Related Adoption Ordinances; the 2008 National Electrical Code & its Related Adoption Ordinance and the 2009 Uniform Plumbing Code & Related Adoption Ordinances.

Applicable Code Provisions Provisions for Approved Rules & Regulations as contained in the Mechanical, Electrical & Plumbing Codes in effect.

Background: The Mechanical, Electrical & Plumbing Sections of the Code Enforcement Division all have differing policies & procedures as related to starting emergency equipment replacement work and other repair work without a permit. This situation is unnecessarily complex as well as confusing to the construction industry.

The underlying technical issues and administrative concerns related to starting emergency equipment replacement work and other emergency repair work without a permit are essentially the same for the mechanical, electrical & plumbing disciplines.

The Building Revitalization Code that was proposed at the time of preparation of this Rule contains provisions for emergency repairs which treats all mechanical, electrical & plumbing emergency equipment or fixture replacement work and other emergency repair work in essentially the same manner as this rule.

Where mechanical, electrical or plumbing equipment, fixture or system components replacement work and/or other repair work must be performed in an emergency situation, the permit application shall be filed in the Clayton Office of the Code Enforcement Division, no later than the next working business day.

Exception: Under state Law Section 701.052, emergency major modifications or major repairs of an on-site sewage disposal system made to relieve an imminent

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health hazard may be made without a permit, provided the permit application is filed in the Clayton Office of the Code Enforcement Division, no later than the fifth working day after the date on which the repair was made.

Emergency situations are those situations where mechanical, electrical or plumbing equipment or fixture replacement work or other 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.

Equipment or fixture replacement work shall mean replacement(s) of the same nominal capacity, size, type and location. Other emergency repair work includes removal and replacement of defective or inoperative portions of a system's components including piping, ducting, circuitry, fixtures, etc. of the same nominal capacity, size, type and location. The nominal capacity, size, type and/or location may be modified as required within reason, to provide for a code complying installation, examples: moving an electrical panel over to provide proper work space, replacing an old RTU with a more efficient unit, etc.

Permit processing center(s) of the Code Enforcement Division shall maintain brochures, notices to industry and other publications, which define and describe those mechanical, electrical & plumbing permit items that may be issued while the applicant waits for a review of plans, Or issued directly over-the-counter, by fax, or online when no plans are required.

During normal business hours contractors, as required by the respective codes, must "secure permission" in advance of starting work by contacting their respective discipline inspection section. During non-business hours contractors will be considered to be in compliance with "securing permission" by notify the department of their intent to start emergency work via either the special email address or phone message systems set up for this purpose – Reference Notice to Contractors dated December 18, 2013 titled "Procedure For Starting Emergency Repair Work Without A Permit".

This Rule does not nullify or set aside any provision of the Mechanical, Electrical or Plumbing Codes related to licensing of companies or workmen.

Revision Prepared by:



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Revision Approved by:



Dan Dreisewerd, P.E.
Code Enforcement Division Manager

Original Rule prepared by Mike Werner & approved by Garry Earls
07/11/12 Revision: Added exception for emergency repair of on-site sewage disposal systems
12/13/13 Revision: Requires contractor to secure permission per Notice to Contractors dated 12/11/13.

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".