

## FLOOD DAMAGE PROCEDURE RESIDENTIAL PERMITS

*Information and procedure for obtaining a permit for Residential repairs based upon Preliminary Damage Inspection Report.*

1. Owner or Registered Contractor is required to take-out permit. This service will be available at:
  - West County Satellite Office  
74 Clarkson Centre – Clarkson-Wilson Centre 314-615-0902
  - South County Satellite Office  
4554 Lemay Ferry Road – Keller Plaza 314-615-4076
  - North County Satellite Office  
North 67 & Hwy. 270 – Village Square Plaza 314-615-7304
  - Clayton Administration Building  
41 South Central Avenue, 6<sup>th</sup> Floor 314-615-5184
2. Submit four (4) copies of itemized list of repairs and construction cost breakdown.
3. Four (4) copies of sealed drawings and/or sealed written reports may also be required if structural damage is indicated on Preliminary Damage Inspection Report.
4. Zoning approval is required from St. Louis County Department of Public Works Zoning Office (in unincorporated areas) or from local municipality, as applicable.
5. Plan review services will only be available at the Clayton Office.
6. Permit Fees for all repair work will be waived.
7. If any alteration or addition work is performed in conjunction with the repair work, permit fees will be charged for this type of work.
8. If you have any questions covering these procedures, please call 314-615-7146 or 314-615-7866.

## FLOOD DAMAGE PROCEDURE COMMERCIAL PERMITS

*Information and procedure for obtaining a permit for Commercial repairs based upon Preliminary Damage Inspection Report.*

1. Owner or Registered Contractor is required to take-out permit. This service will be available at:
  - West County Satellite Office  
74 Clarkson Centre – Clarkson-Wilson Centre 314-615-0902
  - South County Satellite Office  
4554 Lemay Ferry Road – Keller Plaza 314-615-4076
  - North County Satellite Office  
North 67 & Hwy. 270 – Village Square Plaza 314-615-7304
  - Clayton Administration Building  
41 South Central Avenue, 6<sup>th</sup> Floor 314-615-5184
2. For flood damage repairs less than 40% of building's value, submittal for repair work shall consist of four (4) copies of itemized listing of repairs and corresponding construction cost.
3. For flood damages equal to or greater than 40% of building's value, submittal for repair work shall consist of four (4) copies of sealed and signed construction documents, unless otherwise determined by a plan reviewer and itemized list of repair costs.
4. Zoning approval is required from St. Louis County Department of Public Works Zoning Office (in unincorporated areas) or from local municipality, as applicable.
5. Plan review services will only be available at the Clayton Office.
6. Permit Fees for all repair work will be waived.
7. If any alteration or addition work is performed in conjunction with the repair work, four (4) sets of complete, sealed drawings and one (1) set of structural calculations will be required. Permit fees will be charged for this type of work.
8. If you have any questions covering these procedures, please call 314-615-7146 or 314-615-7866.

## FLOOD DAMAGE REPAIR BUILDING PERMIT REQUIREMENTS

*In accordance with the Ordinance of St. Louis County, and in the interest of the safety, health and general welfare of the public, permits for the repair of buildings that have incurred flood damages will be required as follows:*

1. Building permits must be obtained by owners or registered\* 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. There will be no permit fees for the flood 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 total estimated cost of all repairs exceeds 50% of the building's value and the building is located within the flood plain zoning area.
  4. Permits will be required for all interior and exterior repairs regardless of the cost of repairs for all flood damaged buildings. Itemized list of repairs and construction cost breakdowns for all repairs must be provided.
  5. Integrated permits (building, electrical, plumbing, and mechanical) may be obtained for all residential buildings to restore the building to pre-flood conditions. The licensed electrical, mechanical and plumbing contractors must sign and return copies of the permit application before repair work commences. Mechanical, electrical or plumbing permits may be obtained independently of the integrated permit for repairs limited to this type of repair work.
  6. A building permit is required for all commercial building repairs to restore the building to pre-flood 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 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 partially or wholly submerged. (Electrical permits are required in conjunction with furnace and A/C work).
- \* Registration required by ordinance, in accordance with printed procedures.