

# West County EMS & Fire Protection District

PHONE # (636) 227-9350 - FAX # (636) 227-5931 - 223 Henry Avenue Manchester, MO 63011

## INSPECTIONS

To better serve you, and to enable us to help make your building project a smooth and successful endeavor, we have prepared the following inspection guide for your convenience.

The Fire Marshal's Office of the West County EMS & Fire Protection District conducts the following inspections after a fire permit for construction work has been issued and posted conspicuously in a front window.

### A. **Rough** Framing Inspection

This inspection is required when all framing, plumbing, electrical, and HVAC work is completed and before walls and/or ceilings are covered.

### B. **Final** Fire Inspection

A final fire inspection must be made when the permitted work is completed and before being occupied, stocked, or furnished. A temporary occupancy permit from St. Louis County Department of Public Works will not supersede the requirement for a final fire inspection from the West County EMS & Fire Protection District before occupancy. Upon the completion of the final inspection our inspector will sign the Fire District's permit card and leave it for the owner/contractor as permanent record for occupancy.

Tests and inspections for all required fire protection and alarm systems; emergency and exit lighting must be conducted before occupancy.

When this office makes inspections, code violations will be marked on the FD Permit card and must be corrected before a re-inspection will be made. When the re-inspection is made and the noted violations are not corrected, a re-inspection fee will be assessed. If the inspection is accepted, the inspector will sign off on the posted permit cards, County, Municipal, and FD Permit card. A final inspection must be approved before occupancy.

**We require that you schedule inspections at least a day in advance.** When you call for an inspection, dial **(636) 227-3030**. Give the **fire permit number** of the job, the **address or lot number** of the job, the **type of inspection** (rough or final), **your name and phone number**, the date & time you are calling, and any comments or instructions. The inspection will be made the next working day between 8:30 a.m. and 4:00 p.m. The dead line for calling in an inspection day is 4:30 PM the business day before.

The resident or a contractor is required to be present for inspections in an occupied residence.

If at any time you have any questions or desire our assistance, please feel free to call this office at 227-9350 ext. 3506.

Thank you,

WEST COUNTY EMS & FIRE PROTECTION DISTRICT