

*St. Louis County
Department of Public Works
Code Enforcement Division*

E-Permitting User Registration Form

To participate in the E-Permitting System the Licensee or Registered Contractor must file a User Registration Form. Each additional User authorized by the Licensee or Registered Contractor as their employee agent must also file a User Registration Form with signatures from both.

You may type your information on the form and print it, or you may print the form and handwrite your information on the form. To print this form, choose "Print" from the File menu at the upper left of your browser window.

CONTRACTOR'S COMPANY/BUSINESS INFORMATION	
Contractor's Company/Business Name	
Street or P.O. Box	Business Phone Number
City, State, Zip	Fax Number

LICENSEE (or REGISTERED CONTRACTOR) INFORMATION	
First Name	Last Name
License or Registration Number (s)	
Business Phone Number	Fax Number
Email Address	
User ID for E-Permitting (4 to 15 alpha/numeric characters selected by User)	Alt. User ID (if first choice already in use)
Mother's Maiden Name (An additional security verification measure should you forget your password and need to be reactivated.)	

LICENSEE or REGISTERED CONTRACTORS AUTHORIZED AGENT INFORMATION (Not available for Plumbing & Drainlaying-Licensee <u>only</u> must file for permit)	
First Name	Last Name
Business Phone Number	Fax Number
Email Address	
User ID for E-Permitting (4 to 15 alpha/numeric characters selected by User)	Alt. User ID (if first choice already in use)
Mother's Maiden Name (An additional security verification measure should you forget your password and need to be reactivated.)	

E-Permitting User Registration Form Continued

Acknowledgments

I declare that I have read this application and that the information I have given is true and correct.

I understand that the E-Permitting process is provided to Public Works regular customers who maintain an active contractor's license or registration number and who have an account with funds on deposit on file with the Department to draw against to cover the fees on permit requests filed via the E-Permitting Process.

I acknowledge that relative to my participation in the E-Permitting System my PIN or Password will be the equivalent of my personal handwritten signature on the application, as well as, permission to Public Works to debit my account for the applicable permit fees.

I agree to comply with all local ordinances and adopted building construction codes relating to building construction, and I make this statement under penalty of law.

I understand that Permits will expire by limitation if work is not started within 180 days from the date the permit was issued or if work is abandoned for more than 180 days. I will not conceal or cover any construction until the work is inspected and approved. I understand that all inspection requests are required at least 24 hours in advance of the inspection by calling the automated inspection request line at (314) 615-4677.

For inspection purposes, I authorize representatives of St. Louis County Public Works Department to enter properties whereupon bound by this agreement construction has been permitted.

Such privilege to participate in E-Permitting shall remain in effect until canceled by the St. Louis County Department of Public Works or revoked in writing by the Licensee or Registered Contractor. Public Works reserves the right to cancel any User at any time.

Licensee Signature	Date	Authorized User (Agent) Signature	Date
Licensee Printed Name		Authorized User Printed Name	
<p>Note: Both signatures are required on Authorized User's Registration Form. Each User must bring a photo ID, such as a Driver's License, with them when submitting this registration form to Public Works.</p>			