March 16, 2020

Effective immediately, the Fire Prevention Division of the West County EMS & Fire Protection District is implementing the following proactive steps to help mitigate the spread of COVID-19:

1. Interior inspections for active businesses shall be limited to permit-based inspections or change of occupancy only. Those inspections are performed by appointment only as usual. Scheduling inspections can be done by email at inspections@westcounty-fire.org or by leaving a voicemail at 636-227-3030. Inspections are scheduled a minimum of 2 business days in advance. Inspections are not scheduled until you receive confirmation.

2. Apartment inspections are suspended until further notice. Apartments shall continue to submit occupancy requests for tracking purposes, but fees are temporarily waived, and no inspections will be conducted until further notice. We will provide appropriate notice to all complexes when a restart date is identified. Complex management shall remain responsible for ensuring code compliance of units occupied during this time.

3. All occupancy requests and permit plans may be submitted electronically, by US Postal Service, UPS/FedEx, or IN-PERSON BY APPOINTMENT ONLY. Until further notice, the requirement to submit paper (a.k.a. “wet sealed”) plans is suspended. When submitting plans electronically, please be sure to include the permit application.

4. Permits fees may be paid by credit card or mailed check, or IN-PERSON BY APPOINTMENT ONLY. Permit cards will be mailed upon receipt of mailed or electronic payment or may be retrieved IN-PERSON BY APPOINTMENT ONLY.

5. Permit inspections will continue. The inspector shall have the discretion to determine what level of inspection must occur.

6. Pre-planning activities will be accelerated during this time documenting the EXTERIOR of commercial structures in our District.

7. No “Annual” inspections will be occurring. Agencies typically requiring annual fire inspections for business license renewals have been notified. Any unaddressed fire hazards will be identified during further pre-planning activities in the remainder of 2020.

Thank you for your understanding and cooperation.