



REQUEST FOR RECORDS RELATED TO COMMERCIAL PROPERTIES (PREMIS RECORDS)

The West County EMS & Fire Protection District receives requests for various property inspection and response call records for properties. The requests are typically very broad in nature and consume a large amount of time to dutifully fulfill. We have developed this process to remain transparent and compliant while preserving and prioritizing the limited resources we have available. The costs associated with these records requests is largely dependent on how broad or vague the request is as submitted.

Multiple Real Estate Parcels, Addresses and/or Occupancies

Records research requests typically are sent out in boiler plate form and request demand of broad amounts of information that involve multiple parcels, addresses and/or occupancies. Records are typically maintained according to occupancy address and there may be more than one occupancy address for a given real estate parcel as defined by St. Louis County real estate records. Researching each parcel and occupancy takes a lengthy amount of time and therefore where a real estate parcel has more than one occupancy address, each occupancy address is treated as a separate request. Additionally, where requests are made for other surrounding properties, those real estate parcels and occupancies are treated as separate requests.

Prior Records Availability

While many recent records are in an electronic database, older records required to be maintained by law are typically in paper form and are in storage. Historical fire report information related to spills and emergency responses are maintained in various databases depending on the date of the call. Prior commercial property inspection records will only be released as a Pass/Fail. Pre-Plan information that may be developed for a property is a closed record and will not be released.

Current Fire Code Violations Requests

Properties with pending sales or refinancing often generate requests for “open fire code violations” or “current fire code violations.” Please note that a fire inspection is required by code any time a new commercial tenant occupies a space and/or anytime a commercial property



changes ownership (even if the tenant remains). For liability reasons, the District cannot attest to the presence or absence of any current fire code violation without first conducting an inspection. Therefore, an inspection must be requested before an answer to a request for “current fire code violations” may be given.

Due to the intrusive nature of an inspection by the District and the implications to the occupant(s) of the discovery of a fire code violation, inspections of a commercial property cannot be requested by third parties without proper standing. **The inspection must be authorized by one of the following entities before it can be conducted at the request of a third party:**

1. **The legal occupant of the commercial space**
2. **The legal owner of the commercial property with legal right of entry to the space**
3. **The legal owner’s contracted property management with legal right of entry to the space.**

Fulfillment of Current Fire Code Violation Requests requires submittal of the following:

1. **“Application for Requested Inspection – Commercial Property or Occupancy”**
2. **“Authorization for Third Party Request for Inspection of Existing Commercial Occupancy”**

Research Cost Reimbursement

Requests for research of our records will be evaluated to estimate the time required to research the property or properties in question. Currently, in accordance with Missouri Statutes, our staff rate for this research is **\$45 per hour with a fee of \$.10 per page if printed copies are required.** Based on experience, the minimum time to research, assemble and respond to a single request for records is **2 hours per physical address.** Research for records is conducted as workload and staff availability allow. Every reasonable effort will be made to complete the research as quickly as possible, however inspections, investigations and calls for service are higher priority activities that may delay thorough research.

Research will be queued to begin only upon receipt of funds, payable to the *West County EMS & Fire Protection District*, to cover the cost of research. Documentation will be released upon payment of any applicable per-page fees.



WEST COUNTY EMS & FIRE PROTECTION DISTRICT
APPLICATION FOR REQUESTED INSPECTION-
COMMERCIAL PROPERTY OR OCCUPANCY

CONTACT:

636-227-9350

Admin Headquarters
 223 Henry Ave.
 Manchester, MO 63011

Business Name: _____
 Contact Person: _____
 Address in District: _____
 City: _____, MO ZIP: 63____
 Phone: (____) ____-____ Business Cell Personal Fax (Circle)
 Phone: (____) ____-____ Business Cell Personal Fax (Circle)

Who is requesting this inspection?
 Contact Person: _____
 Name of Firm: _____
 How are they related to this occupancy? Owner Manager Employee
 Property Owner Property Manager Property Financier (Circle)
 Phone: (____) ____-____ Business Cell Personal (Circle)
 email to receive documentation: _____

Type of Business (what occurs in the space): _____

How many Square Feet does this business occupy?: _____ s.f.

What is the reason for the inspection?
 ___ Sale of Real Property, Existing Business Continuing
 ___ Sale of Real Property, Existing Business Ceasing Operation
 ___ Change of Business Ownership only, with Business Continuing to Operate
 ___ Refinance of Property, Property Owner and Business Unchanged
 ___ Other (specify) _____

**A Commercial
 Occupancy Inspection
 Fee of \$100.00 is due
 prior to the scheduling
 of an inspection.**

Property Owner/Property Management Information:
 Name: _____
 Contact Person: _____
 Address: _____
 City: _____ State: _____ ZIP: _____
 Phone: (____) ____-____ Business Cell Personal Fax (Circle)
 email to receive documentation: _____

Received: ___/___/___
 Invoiced: ___/___/___
 Scheduled: ___/___/___

NOTICE: Occupancy Permits are not valid if any interior and/or exterior work requiring permits is performed without obtaining proper permits from the West County EMS & Fire Protection District.



**AUTHORIZATION FOR THIRD PARTY REQUEST FOR INSPECTION OF
EXISTING COMMERCIAL OCCUPANCY
(Notarized Signature Required)**

Commercial Premis Address: _____

Current Occupant Business Name: _____

Business Occupant Contact:

Name: _____

Phone: _____

Email: _____

Titled Property Owner:

Name: _____

Address: _____

Phone: _____

Email: _____

Property Management Firm:

Name: _____

Address: _____

Phone: _____

Email: _____

I, _____ attest that I am the (check one):

Business Owner

Property Owner (or their lawful representative) with legal right of entry to the occupancy

Property Management Firm (or their lawful representative) with legal right of entry to the occupancy

and authorize a commercial occupancy inspection of the property listed above by the West County EMS & Fire Protection District. I understand that any violations discovered during the fire inspection will obligate the business to rectify any and all fire code violations within 10 business days.

Signature: _____ Date: _____

**MISSOURI NOTARIAL CERTIFICATE
(JURAT)**

State of Missouri
County and or City of _____

Subscribed and affirmed before me this _____ day of _____, 20____.

[Seal]

[Notary Public]