

Please accept this request that the following be provided to the tenants.

1. Electrical work

All installations and connections of electrical wiring, equipment, materials and products shall be performed by an electrical contractor, licensed by St. Louis County, who shall have obtained the required permit. The link to such contractors is included here: StLouisCo.com/PubWorks/Licensing/Electrical/ElectricalContractors

2. Communications work

All installations of communications equipment, wiring, materials and equipment shall be performed by an electrical or communications contractor, licensed by St. Louis County, who shall have obtained the required permit. Please reference the above link, and note that communications contractors have a "C" prefix in the license number. The communications license would apply to phone, alarm, data and sound wiring, products and equipment.

Note: A license and permit are required for all phone wiring and equipment installed on the customer's side of the point of demarcation.

3. Signs

The prime electrical contractor typically installs a sign circuit which ends in a junction box near the store front. The tenant may hire their own sign contractor, but the wiring and connection of the sign must be performed by an electrical contractor licensed by St. Louis County, with the required permits. Please make sure the sign contractor knows the sign must be listed, and all electrical work on the sign must be completed and inspected before final approval. Signs installed inside the tenant space must also meet the above criteria.

4. Luminaries, including signs

A listing by a nationally recognized testing laboratory (NRTL) is required. If a tenant is furnishing any luminaries or signs, they must stipulate a listing when ordering or purchasing. If a listing is not stipulated some suppliers will substitute a non-listed product because it will be less expensive but it will not be approved. Be particularly cautious with LED luminaries or LED-illuminated signs. The market is flooded with cheap non-listed products.

5. Pre-wired display products

Illuminated display cases, racks and other similar products intended to display merchandise that are pre-wired must be delivered with a label verifying an assembly listing by an NRTL. Be cautious, as some pre-wired display cases have listed luminaries but were not evaluated as they are installed to display merchandise, nor was the interconnected wiring evaluated. Again, LED illuminated products warrant extra caution because of the saturation of non-listed LED products. As with signs, a listed product must be specified when ordering or a non-listed product will likely be shipped.

6. “White Box” issues

If the tenant space being totally drywalled, it will present a problem for a tenant who wants receptacles, phones, data lines and such in areas other than was provided for in the initial installation. This means drywall must be removed in those areas in which the tenant wants or needs electrical or communications wiring or equipment. The National Electrical code does not permit “fishing” wiring in new work, nor does it allow the use of “cut-in” boxes on new work. All electrical work is considered “new” until an occupancy permit is issued for a particular tenant. Thereafter, the installation is considered “existing”.

7. Coordination

If the tenant is going to serve as the general contractor for their space, they should be prepared to coordinate the trades, verify all of the preceding, and perform the research necessary to verify the electrical and/or communications products they purchase are listed, and that licensed electrical and communications contractors are used.

8. Final electrical inspection

All communications and electrical inspections are scheduled by the contractor who secured the permit. If multiple contractors are performing electrical/communications work in a tenant space all of the work by each contractor must be complete and approved before a final electrical inspection is issued. This includes all branch circuit wiring, devices, utilization equipment, luminaires, signs, wired display products, phone wiring, data wiring and alarm wiring.

9. After hours inspections

Electrical inspections are provided between the hours of 8:30 to 3:00pm. Special requests can usually be accommodated to provide inspections as early as 7:00am. Inspection requests for times before or after the above hours can usually be accommodated however extra charges for this service will be incurred.

Questions regarding this checklist or questions regarding other electrical issues may be directed to the following:

Chris Asinger, Lead electrical Inspector	Phone: (314) 615-0906
Dan Weigel, Assistant Chief Electrical Inspector	Phone: (314) 615-7162
Rick Hill, Chief Electrical Inspector	Phone: (314) 615-7161