

ST. LOUIS COUNTY DEPARTMENT OF PUBLIC WORKS
MECHANICAL LICENSING
CONTRACTOR BOND REQUIREMENTS

FOLLOW THESE INSTRUCTIONS OR THE BOND WILL NOT BE APPROVED

1. Be sure the appropriate bond conforms to that of the St. Louis County Dept. of Public Works.
2. Include the registrant name, “dba” company name, address with zip code, on page 1.
3. St. Louis County, Mechanical Licensing Department has four (4) license categories. Please list the correct license category on the bond.
 - Mechanical Contractor
 - Sheet Metal Contractor
 - Sprinklerfitter Contractor
 - HVAC Servicer-Installer Contractor
4. Bond must be signed by principal (mechanical contractor’s responsible officer)
 - a. If applicant is a corporation, the corporate seal should be impressed;
(Or if there is none, so stated)
 - b. If other than individual’s own name is used, state if corporation or sole proprietorship
5. Underneath all signatures, type or legibly print the names, and their job titles.
6. The signature of the principal of the company/corporation/partnership must be notarized.
7. Bond must be signed by the surety company’s attorney-in-fact and the signature notarized.
8. The surety company’s Power of Attorney letter must be attached to the bond.
9. An original Bond Continuation Certificate must be provided annually to ensure bond is continued. Listing the effective date of the bond and the term beginning and ending date.
10. The date of the Acknowledgement of Surety, and the date of the Power of Attorney must be the same date as the effective date of the bond.

This is the “obligee” information and the mailing address: ST. LOUIS COUNTY DEPT OF PUBLIC WORKS
(CERTIFICATE HOLDER) ATTENTION: MECHANICAL LICENSING
41 S. CENTRAL AVE.
ST. LOUIS MO 63105

Certificate of Insurance must conform to the following:

- Owners or operators of amusement devices must carry a minimum of one million dollars per occurrence general liability insurance.
- All other registrants must carry a minimum of five hundred thousand dollars liability insurance for bodily injury and property damage.
- Certificate must name St. Louis County as the “certificate holder”.
- Certificate must include the company’s registered name, “dba” company name, address with zip code.

Questions? Call the Mechanical Licensing Clerk @ (314) 615-7096

2-page bond form follows

LICENSE CATEGORY: _____

ST. LOUIS COUNTY, MISSOURI
LICENSED MECHANICAL CONTRACTORS BOND

BOND NUMBER _____

KNOW ALL MEN BY THESE PRESENTS, that we _____,
of _____, State of _____ (a corporation
duly organized under the laws of the State of Missouri), hereinafter referred to as "PRINCIPAL", and
_____, a corporation duly organized under the laws of the
State of _____, hereinafter referred to as "SURETY", are held and firmly bound unto
St. Louis County, Missouri, in the sum of TEN THOUSAND DOLLARS (\$10,000.00) for the payment of which the
PRINCIPAL binds itself, its heirs, executors, administrators, successors and assigns, and the SURETY binds itself,
its successors and assigns, jointly and severally by these presents.

WHEREAS, the Mechanical Code of St. Louis County, Missouri, Chapter 1108 SLCRO, 1974, as
amended, requires an applicant for a mechanical permit to file with the Department of Public Works an
indemnifying bond with good and sufficient sureties to St. Louis County, Missouri; and

WHEREAS, the PRINCIPAL has made application to St. Louis County for contractor license in
accordance with the Mechanical Code of St. Louis County, Chapter 1108 SLCRO, 1974, as amended.

NOW, THEREFORE, the condition of the foregoing obligation is such that if the PRINCIPAL is granted
a contractor license pursuant to the Mechanical Code of St. Louis County, Chapter 1108 SLCRO, 1974, as amended,
and if PRINCIPAL shall faithfully: A) observe all ordinances, rules and regulations adopted for the public health and
safety pertaining to mechanical work performed within St. Louis County, Missouri; and B) indemnify St. Louis
County, Missouri, or any other governmental agency, or any person, firm or corporation for any damage or injury
sustained through the negligence of such PRINCIPAL, its servants, agents or employees in performing mechanical
work or for any damages or injury sustained due to such PRINCIPAL's failure to perform mechanical work in a
careful and workmanlike manner in conformity with Chapter 1108 SLCRO, 1974, as amended; and C) pay to
St. Louis County, Missouri, all fees due St. Louis County, Missouri, within thirty (30) days from due date; and D)
indemnify any person, firm or corporation with whom said PRINCIPAL contracts to do work for damages sustained
due to failure of PRINCIPAL to do the work contracted, then this obligation shall be void. Otherwise, this obligation
shall remain in full force and effect and the same may be sued upon by St. Louis County, Missouri, or by any person,
firm or corporation with whom the PRINCIPAL may hereafter contract to perform mechanical work for any
damage sustained by St. Louis County or by any such person, firm or corporation on account of the failure of the
PRINCIPAL to observe, perform or satisfy conditions A through D of the preceding paragraph.

PRINCIPAL and SURETY are aware that ordinances, laws, rules, regulations and/or fees pertaining to
mechanical work are subject to change. PRINCIPAL and SURETY agree to be bound by any such changes and
hereby expressly waive notice of any such change.

This bond shall take effect on _____, 20_____, and shall remain in full force and effect
until conditions A through D of this bond have been fully and faithfully observed, performed, or satisfied, provided
however that PRINCIPAL or SURETY may terminate this bond upon thirty (30) days' written notice to the St. Louis
County Director of Public Works as to obligations arising from mechanical work for which no permit has yet
been issued by St. Louis County and for which the PRINCIPAL has not begun any mechanical work. This bond
cannot be canceled or terminated as to any obligation arising from mechanical work once St. Louis County has
issued a permit for such work.

INSURANCE/BONDING COMPANY NAME _____

BOND # _____

(page 2 of 2)

ACKNOWLEDGMENT OF PRINCIPAL

(Firm / Corporation / Individual)

PRINCIPAL: _____

(Name of Company/Contractor)

By: _____ (signature of company's responsible officer)
(name and title typed or printed below)

Registrant: _____ (signature of license holder)
(name and title typed or printed below)

STATE OF _____)

COUNTY OF _____) SS

On this _____ day of _____, 20_____, before me personally appeared _____ (name of company officer) the above signed officer who acknowledged himself/herself to be the _____ (title) of _____ (name of company) and that he/she as such officer being authorized to do so, executed the foregoing instrument for the purposes therein contained by signing the name of the _____ (name of company) a _____ (company/corporation/partnership) by himself/herself as such officer.

In witness whereof, I hereunto set my hand and official seal.

Notary Public

My commission expires: _____

ACKNOWLEDGMENT OF SURETY

SURETY: _____

By: _____
(Attorney-in-Fact)

STATE OF _____)

COUNTY OF _____) SS

On this _____ day of _____, 20_____, before me personally appeared _____, who being sworn, stated that he/she is attorney-in-fact for surety, _____, and that he/she signed this instrument as attorney-in-fact for the foregoing surety.

Notary Public

My commission expires: _____

APPROVED AS TO LEGAL FORM:

St. Louis County Counselor