

Building in the City of Rolla



Your Guide to Construction And the Permit Process

**City of Rolla Community Development
901 North Elm Street
Rolla, MO 65401
(573) 364-5333**

General Information

Staff

Brian Epstein- Building Codes Administrator

Dorothy Myers- Administrative Assistant

Laurie Maurer - Secretary

Steve Flowers- Inspector

Jeremy Buckner- Inspector

Jerry Jurgensmeyer- Property Maintenance / Residential Inspector

Phone (573) 364-5333

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Current Codes Observed

2000 ICC International Building Code

2000 ICC International Residential Code

2000 ICC International Mechanical Code

2000 ICC International Plumbing Code

2000 ICC International Fire Code

2000 ICC Electrical Code

1999 National Electrical Code as referenced in the ICC Electrical Code

2000 ICC International Property Maintenance Code

City of Rolla Code

General

1. A permit is required to construct, alter, repair, move, demolish, or to change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any electrical, gas, mechanical or plumbing system, the installation of which is regulated by the appropriate Code or Ordinances of the City of Rolla. Portable storage buildings under 200 sq. ft., fences, and other items as listed exempt in the appropriate Code do not require a permit.
2. Construction documents must be submitted with a completed permit application and approved prior to a permit being issued.
3. Permits for construction shall be issued only if all other regulations and zoning restrictions are complied with as required by the City of Rolla Code.
4. An elevation certificate will be required for construction in a floodplain at the time of permit application.
5. Excavation permits are required for all excavation in the City right-of-way.
6. All commercial projects shall be reviewed for storm water issues by Public Works prior to issuing a permit. Any development requiring more than 1 acre will also require a land disturbance permit. For more information please contact the Public Works department.
7. Construction may **not** commence until all permits have been issued.
8. **Permit holders are responsible for obtaining all required inspections. Please phone (573) 364-5333 for inspections. A two-hour minimum notice is requested to insure proper inspection coordination.**
9. All contractors and/or subcontractors are required to obtain a City of Rolla Business License prior to performing any work. Please contact the Finance Department for further information.

What you will need to obtain a building permit.

1. Two complete sets of plans will need to be submitted for residential construction and three sets are required for commercial projects. An additional set of civil drawings is also required for storm water review by Public Works. There is also a mechanical and electrical specs. sheet what will need to be completed and submitted with residential projects. Construction documents for commercial projects are required to be signed, sealed, and dated by the appropriate design professional in accordance with RsMO Chapter 327, Missouri Law Regulating the Practice of Architecture, Professional Engineering and Land Surveying.
2. **Plot Plan-** must show lot dimensions, building footprint with dimensions, and dimensions from building to property lines and all other buildings on the property.
3. **Foundation Plan-** show footing, foundation walls, beam and pier locations with dimensions. Also show frost walls where applicable.
4. **Floor Plan-** identify and dimension all rooms. Include and dimension all doors and windows.
5. **Wall Section-** show typical wall section from footing through roof and label all materials and provide spacing.
6. **Elevations-** provide elevation view of at least two sides, four side views however is preferred.
7. Commercial construction will also require civil, structural, electrical, mechanical and plumbing plans, as well as all material specifications to be submitted.
8. Proof of ownership or a notarized permission letter from the current owner will be required for construction on all newly purchased property that has not yet been recorded with the Phelps County Recorder of Deeds.
9. A copy of the manufacturer's installation instructions is required to be provided for all prefabricated fireplaces.
10. A completed permit application must accompany all construction documents.
11. Sign permit applications for attached signs must be accompanied by an elevation view of the building with sign location and dimensions shown as well as the dimension of the building fronting on a street, Complete plans, including a site plan showing all other detached signs on the property, must be provided for all detached signs. Detached signs over ten feet in height are required to be designed by a State of Missouri Registered Engineer.
12. Manufacturer's installation instructions are required to be provided for all pre-manufactured swimming pools, hot tubs or spas. A site plan showing location of the pool with dimensions is also required for pool permits.
13. Mobile or manufactured home permit applications require the submittal of the manufacturer's set-up specifications in addition to a site plan. In the absence of the manufacturer's instructions, set-up shall be in accordance with the Missouri Public Service Commission regulations pertaining to manufactured housing.
14. All suspended slabs are required to be designed by a State of Missouri Registered Engineer.

Required inspections and Scheduling

Required Inspections

Please phone the Community Development Department @ (573) 364-5333 to schedule inspections. Please schedule inspections a minimum of two (2) hours in advance and do not proceed with any further work until the required inspections have been conducted and approved.

Below are examples of the required inspections and when to call for inspection. Some circumstances might require special inspections or other inspections not listed. Please check with the inspector to see if any other inspections are required. The permit card and the approved plans are required to remain on the job site and must be present to receive inspections.

Footing- Once excavation and footing forming is complete and prior to any placement of concrete.

Foundation- Upon completion of all forming and the required steel is in place and prior to any placement of concrete.

Under-Slab Plumbing- After all building drain piping and water piping (if applicable) is complete and the required pressure test is on.

Rough Framing, Electrical, Mechanical and Plumbing- Once all work is complete, required pressure test is on, and prior to placement of any insulation or drywall.

Suspended Slab- Inspection shall be done after all forming and required steel reinforcement is in place.

Electric Service or Temp. Electric- After meter base, panel or disconnect, mast or underground conduit and or wiring is installed and ready to energize. Burial depths for underground services must be inspected prior to backfilling.

Sewer or Water Connection- This inspection is made once all piping is installed and prior to backfilling.

Occupancy- Prior to occupying building or structure.

Final- Whenever all construction, final grading, testing or other unfinished items are completed and the building is finished. The required construction deposit will only be returned after this inspection is approved under a valid permit.

Demolition- Once utilities have been disconnected, an inspection is required before proceeding with demolition of the structure. After the demolition is complete, another inspection is required to make sure sewer connection is capped and final grading is completed.

NOTE: The disposal of demolition waste is regulated by the Missouri Dept. of Natural Resources under Chapter 260, RSMo. Demolition waste must be disposed of in accordance with this Statute. Please contact the DNR in regards to any possible hazardous waste and disposal.

Adopted Code Amendments

International Building Code

101.1 **Title**, is hereby amended by inserting the words "City of Rolla, Missouri".

105.2 **Work exempt from permit.** Change the following:
Building:

- 1. Portable storage buildings not exceeding 200 square feet or playhouses.
- 2. Fences
- 7. Roof covering, siding, painting, papering, tiling, carpeting, cabinets, countertops, and similar finish work.

105.5 Expiration. Every permit issued shall be valid for one year after issuance unless work authorized by the permit is not commenced within 180 days after its issuance, or if the authorized work is suspended or abandoned for a period of 180 days after the time the work is commenced. At that time the permit would become void and re-application would need to be made. A one-time, one-year extension of a valid permit may be obtained at a cost of one half of the original permit fee.

108.7 Fee schedule.

New Construction- BOCA Permit Fee Schedule is:
 gross area x gross area modifier (72) x type of construction x permit fee multiplier (0.0026) = permit fee

FLAT RATE FEE SCHEDULE		
Carport, Deck, Porch	\$25	
Electric Service	\$35(residential)	\$75(commercial)
Mechanical, Electric, Plumbing Work	\$35(residential)	\$75(commercial)
Pool	\$35(above-ground)	\$100(in-ground)
Mobile Home	\$50	
Alterations less than 500 sq. ft.	\$35(residential)	\$75(commercial)
Alterations 501-1499 sq. ft.	\$75(residential)	\$150(commercial)
Alterations 1500 sq. ft. and larger	\$125(residential)	\$250(commercial)
Signs 50 sq. ft. and under		\$40
Signs over 50 sq. ft.		\$100
Portable storage building over 200 sq. ft.	\$25	
Sewer connection and/or tapping fees and excavation deposit will remain unchanged.		

Demolition: (Residential) \$35.00 plus deposit; (Commercial) \$75.00 plus deposit.

When construction has commenced and has been completed without a permit, the permit fee shall be twice the original amount to cover the additional inspections and the time necessary to insure compliance with the code. When construction has begun under the authorization of a permit, but the permit holder has failed to obtain the required inspection, and the construction has passed the stage in which the inspection cannot be reasonably done, then an additional 25% of the original permit fee (\$25 minimum) will be charged. A \$200 deposit will be required on all residential permits and a \$500 deposit for commercial construction permits. This deposit shall be refunded after final inspection has been approved under a valid and current permit. Should the permit expire or the final inspection is not obtained and approved within this timeframe, the deposit shall be forfeited.

113.4 Violation penalties. Any person who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, construct, alter or repair a building or structure in violation of an approved plan or directive of the code official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a misdemeanor, punishable by a fine of not more than \$500.00, or by imprisonment not exceeding 90 days; or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

114.3 Unlawful Continuance. Any person who shall continue any work in or about the structure after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe conditions, shall be liable to a fine of not less than \$50.00 or more than \$500.00.

1805.2.1 Frost protection. Except where erected on solid rock or otherwise protected from frost, foundation wall piers and other permanent supports of all permanent buildings and structures shall extend below the frost line of the locality, and spread footings of adequate size shall be provided where necessary to properly distribute the load within the allowable load-bearing value of the soil. Alternatively, such structures shall be supported on piles where solid earth or rock is not available. Footings shall not bear on frozen soils unless such frozen condition is of a permanent character.

International Mechanical Code

101.1 Title, is hereby amended by inserting the words "City of Rolla, Missouri".

106.4.3 Expiration. Every permit issued shall be valid for one year after issuance unless work authorized by the permit is not commenced within 180 days after its issuance, or if the authorized work is suspended or abandoned for a period of 180 days after the time the work is commenced. At that time the permit would become void and re-application would need to be made. A one-time, one-year extension of a valid permit may be obtained at a cost of one half of the original permit fee.

106.5.2 Fee schedule. Refer to fee schedule provided in Section 108.7 of the International Building Code.

108.4 Violation penalties. Any person who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, construct alter or

repair a building or structure in violation of an approved plan or directive of the code official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a Misdemeanor, punishable by a fine of not more than \$500.00, or by imprisonment not exceeding 90 days; or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

108.5 Unlawful Continuance. Any person who shall continue any work in or about the structure after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe conditions, shall be liable to a fine of not less than \$50.00 or more than \$500.00.

International Plumbing Code

101.1 Title, is hereby amended by inserting the words “City of Rolla, Missouri”.

106.5.3 Expiration. Every permit issued shall be valid for one year after issuance unless work authorized by the permit is not commenced within 180 days after its issuance, or if the authorized work is suspended or abandoned for a period of 180 days after the time the work is commenced. At that time the permit would become void and re-application would need to be made. A one-time, one-year extension of a valid permit may be obtained at a cost of one half of the original permit fee.

106.6.2 Fee schedule. Refer to fee schedule provided in Section 108.7 of the International Building Code.

108.4 Violation penalties. Any person who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, construct alter or repair a building or structure in violation of an approved plan or directive of the code official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a Misdemeanor, punishable by a fine of not more than \$500.00, or by imprisonment not exceeding 90 days; or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

108.5 Unlawful Continuance. Any person who shall continue any work in or about the structure after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe conditions, shall be liable to a fine of not less than \$50.00 or more than \$500.00.

904.1 Roof extension. Insert the number 12 inches.

904.4 Prohibited use. Vent terminals shall not be used as a flag pole or to support flag poles, television aerials or similar items.

917.0 Air admittance valves. Air admittance valves shall only be allowed in remodel or modification of the existing plumbing system when the vent cannot connect into the existing vent system or terminate to the outside.

International Residential Code

R101.1 **Title**, is hereby amended by inserting the words “City of Rolla, Missouri”.

R105.2 Work exempt from permit.

Building:

1. Portable storage buildings provided the floor area does not exceed 200 sq. ft.

6. Roof covering, siding, painting, papering, tiling, carpeting, cabinets, countertops, and similar finish work.

R105.5 **Expiration**. Every permit issued shall be valid for one year after issuance unless work authorized by the permit is not commenced within 180 days after its issuance, or if the authorized work is suspended or abandoned for a period of 180 days after the time the work is commenced. At that time the permit would become void and re-application would need to be made. A one-time, one-year extension of a valid permit may be obtained at a cost of one half of the original permit fee.

R108.2 **Fee schedule**. Refer to fee schedule provided in Section 108.7 of the International Building Code.

R113.4 **Violation penalties**. Any person who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, construct alter or repair a building or structure in violation of an approved plan or directive of the code official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a misdemeanor, punishable by a fine of not more than \$500.00, or by imprisonment not exceeding 90 days; or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

R114.2 **Unlawful Continuance**. Any person who shall continue any work in or about the structure after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe conditions, shall be liable to a fine of not less than \$50.00 or more than \$500.00.

R323.1 **Location Required**. Change the following: 2. All sills or plates that rest on concrete or masonry.

R324.2 **Chemical soil treatment**. The concentration, rate of application and treatment method of the termiticide shall be consistent with and never less than the termiticide label. When chemical protection against termites is used, a certificate or proof of treatment from a licensed exterminator will be required.

R502.3.1 **Sleeping areas and attic joist**. Delete.

G2432 **Log lighters**. Delete and replace with “Not allowed.”

P2804.1 Water heater sizing chart. 1995 CABO.

P2804.1 Water Heater Sizing Chart

FUEL		GAS	ELECT	OIL	GAS	ELECT	OIL	GAS	ELECT	OIL	GAS	ELECT	OIL
Number of Bedrooms		1			2			3			-		
1 to 1¼ Baths	Storage (gal)	20	20	30	30	30	30	30	40	30	-	-	-
	Input (Btu/h or kw)	27K	2.5	70K	36K	3.5	70K	36K	4.5	70K	-	-	-
	Draw (gph)	43	30	89	60	44	89	60	58	89	-	-	-
	Recovery (gph)	23	10	59	30	14	59	30	18	59	-	-	-
Number of Bedrooms		2			3			4			5		
2 to 2½ Baths	Storage (gal)	30	40	30	40	50	30	40	50	30	50	66	30
	Input (Btu/h or kw)	36K	4.5	70K	36K	5.5	70K	38K	5.5	70K	47K	5.5	70K
	Draw (gph)	60	58	89	70	72	89	72	72	89	90	88	89
	Recovery (gph)	30	18	59	30	22	59	32	22	59	40	22	59
Number of Bedrooms		3			4			5			6		
3 to 3¾ Baths	Storage (gal)	40	50	30	50	66	30	50	66	30	50	80	40
	Input (Btu/h or kw)	38K	5.5	70K	38K	5.5	70K	47K	5.5	70K	50K	5.5	70K
	Draw (gph)	72	72	89	82	88	89	90	88	89	92	102	99
	Recovery (gph)	32	22	59	32	22	59	40	22	59	42	22	59

For SI: 1 gallon = 3.785 L, 1 gallon per hour = 1.05 mL/s, 1 Btu/h = 0.293 W, °F = 1.8°C + 32

NOTE: Storage capacity, input and the recovery requirements indicated in the table are typical and may vary with each individual manufacturer. Any combinations of these requirements to produce the 1-hour draw stated will be satisfactory. Recovery is based on 100°F water temperature rise.

P3102.1 **Main vent stack.** Every building shall have a main vent a minimum of three (3) inches in diameter that is either a vent stack or stack vent. Such vent shall run undiminished in size and as directly as possible from the building drain through to the open air above the roof. All other vent extensions to the outside shall be not less than two (2) inches in diameter.

P3103.1 **Roof extensions.** All open vent pipes which extend through a roof shall be terminated at least twelve (12) inches above the upslope side of the penetration, except that where a roof is to be used for any purpose other than weather protection, the vent extension shall be run at least 7 feet above the roof.

P3114.3 **Where permitted.** Air admittance valves shall only be allowed in remodel or modification of the existing plumbing system when the vent cannot connect into the existing vent system or terminate to the outside.

E3306.6 **Conductors in parallel.** Change No. 10 to No. 1/0.

ICC Electrical Code

101.1 **Title,** is hereby amended by inserting the words “City of Rolla, Missouri”.

403.2 **Expiration.** Every permit issued shall be valid for one year after issuance unless work authorized by the permit is not commenced within 180 days after its issuance, or if the authorized work is suspended or abandoned for a period of 180 days after the time the work is commenced. At that time the permit would become void and re-application would need to be made. A one-time, one-year extension of a valid permit may be obtained at a cost of one half of the original permit fee.

404.2 **Fee schedule.** Refer to fee schedule provided in Section 108.7 of the International Building Code.

1003.1 **Penalties.** Any person who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, construct alter or repair a building or structure in violation of an approved plan or directive of the code official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a Misdemeanor, punishable by a fine of not more than \$500.00, or by imprisonment not exceeding 90 days; or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

1004.3 **Unlawful Continuance.** Any person who shall continue any work in or about the structure after having been served with a stop work order, except such work as that person is directed to perform to remove a violation or unsafe conditions, shall be liable to a fine of not less than \$50.00 or more than \$500.00.

City of Rolla Code

Sec. 10-22. Service connections.

All exposed conduits to the Utility Company's supply side of the meter base shall be rigid heavy-wall steel.

Sec. 10-23. Ground wire required.

All electrical systems in any structure within the city shall have an independent ground wire installed with such electrical system; and copper twelve (12) gauge shall be the minimum wire size for branch circuit receptacle outlets. Fourteen (14) gauge copper wire shall be allowed for residential fifteen amp lighting circuits.

International Fire Code

101.1 **Title,** is hereby amended by inserting the words "City of Rolla, Missouri".

105.3.1 **Expiration.** Every permit issued shall be valid for one year after issuance unless work authorized by the permit is not commenced within 180 days after its issuance, or if the authorized work is suspended or abandoned for a period of 180 days after the time the work is commenced. At that time the permit would become void and re-application would need to be made. A one-time, one-year extension of a valid permit may be obtained at a cost of one half of the original permit fee.

106.4 **Fee schedule.** Refer to fee schedule provided in Section 108.7 of the International Building Code.

109.3 **Violation Penalties.** Any person who shall violate a provision of this code or shall fail to comply with any of the requirements thereof or who shall erect, construct alter or repair a building or structure in violation of an approved plan or directive of the code official, or of a permit or certificate issued under the provisions of this code, shall be guilty of a Misdemeanor, punishable by a fine of not more than \$500.00, or by imprisonment not exceeding 90 days; or both such fine and imprisonment. Each day that a violation continues after due notice has been served shall be deemed a separate offense.

3301.1.3 Fireworks Add #5. to Exceptions:

5. (a) Any individual or organization may discharge fireworks as herein defined, without permit, on the 1st, 2nd, 3rd and 4th and 5th days of July.

(b) No fireworks shall be discharged within 50 feet of any stand, booth, or other location where fireworks are being sold.

(c) Every person who shall sell fireworks in accordance with this Chapter shall post notice at his place of sale warning that no fireworks shall be discharged within 50 feet of such place of sale as per city ordinance and shall post notice that fireworks may be discharged within the city limits on July 1st, 2nd, 3rd, 4th and 5th.

Construction Design Requirements

Climatic and Geographic Design Criteria

Roof Snow Load-	20 psf.
Wind Load-	75mph (90mph @ 3 second gust)
Seismic Category-	C
Weathering-	Severe
Frost Depth-	24"
Termite-	Moderate to Heavy
Decay-	Slight to Moderate
Winter design temp.-	0° to 10° F

Minimum Uniformly Distributed Live Loads- Residential

Exterior Balconies-	60 psf
Decks-	40 psf
Fire Escapes-	40 psf
Attics Without Storage-	10 psf
Attics With Storage-	20 psf
Vehicle Garages-	50 psf(Elevated garage floors shall be capable of supporting a 2,000-lb. load over a 20 sq. inch area)
Rooms-	40 psf
Stairs-	40 psf (or a 300-lb. load over a 4-inch area, whichever produces the greatest stress)
Guardrails, Handrails- in any direction	200 LB. concentrated load applied at any point along the top

Working Hours, Moving of Buildings and Sewer Connection

Working Hours

The erection excavation, demolition, alteration or repair of any building in any residential district is limited between the hours of 7:00 a.m. and 9:00 p.m. except in case of urgent necessity in the interest of public health and safety, and then only with a permit from the city engineer.

Moving of Buildings

Any person desiring to move any structure over, along or through the public streets or thoroughfares of the city shall obtain a permit from the city engineer.

Sewer Connection

No permit required by this Chapter shall be issued and no sewer connection made until the owner or owners of the land to be served by such connections, or someone for him or them, shall have paid to the City, the appropriate fee as provided as follows:

- (a) Single dwelling or mobile home, one hundred fifty dollars per unit.
- (b) Duplex and apartment building, seventy-five dollars per unit.
- (c) Rooming houses, dormitories, fraternities, motels, hotels, convalescent homes, hospitals and similar uses:
 - 5 to 11 occupants \$150.00
 - 12 to 74 occupants \$300.00
 - 75 to 99 occupants \$420.00
 - 100 to 149 occupants \$600.00
 - 150 to 199 occupants \$840.00
 - 200 to 399 occupants \$1,200.00
 - 400 and over \$2,400.00
- (d) Single (commercial, office, retail or wholesale) business, one hundred and fifty dollars.
- (e) Multi-(commercial, office, retail or wholesale) business, one hundred fifty dollars plus seventy-five dollars for each additional set facilities over one.
- (f) Industrial uses, one hundred fifty dollars for the first five thousand square feet plus an additional fee of seventy-five dollars for each additional five thousand square feet (or portion thereof).
- (g) Assembly uses: Theaters, night clubs, restaurants, lecture halls, recreation centers, terminals, schools, churches, eleemosynary, religious and educational institutions and similar uses. Based on capacity: First seventy-five persons, one hundred fifty dollars; for each additional one hundred persons or fraction thereof, one hundred fifty dollars. (Ord. 2197, §1; Ord. 2886, §3; Ord. 3422, §2)

Exhibits

See attached exhibits for plan requirements, window, addressing, decks and residential electric.



Community Development
901 North Elm Street
P.O. Box 979, Rolla, MO 65402
Phone: 573-364-5333
Fax: 573-426-6978

Building Permit Application Date: _____
Received by: _____

Site Address _____

Owner/Occupant _____ **Contractor** _____

Address _____ **Address** _____

Phone _____ **Phone** _____

Phone (Other) _____ **Phone (Other)** _____

Please indicate the phone number to call when permit is ready for pick-up

This permit will be paid by: Owner Contractor (please check one)

Building Site information:

Subdivision name _____ Lot # _____

Parcel _____ Lot size _____ No. of Dwelling Units _____

Information on Building: (✓ All That Apply)

Type of Improvement: Commercial Residential (1 or 2-Family Dwelling)

New Building Addition Remodel/Repair or Modification/Alteration

Attached Garage Detached Garage Finished Basement Attached sign

Deck Carport Pool Detached sign

Storage Building Portable storage bldg Other _____

Electric Service:

New service Upgrade Existing Service

Amps. _____ Utility Co. _____

System Modifications

Electrical Mechanical Plumbing Water/Sewer Excavation Demolition

Structure information: (✓ All That Apply)

No. of Bedrooms _____ **No. of Bathrooms** _____ **No. of Stories** _____

Basement Crawl Space Finished Basement Garage

Conditions of Permit Application:

All necessary information requested by the Code Official shall be provided to insure for a complete plan review of my proposed project. Approval of construction documents does not release the builder from complying with all codes and ordinances adopted by the City of Rolla. All non-residential construction requires a Missouri-registered Architect and/or Engineers Seal on all plans. Our department must approve all changes from the approved construction documents. The permit shall be valid for one year and shall become invalid if the authorized work is not commenced within six months after issuance of a permit, or if the authorized work is suspended or abandoned for a period of six months after the time of issuing the permit. I certify I have read and fully understand these conditions.

Signature of Applicant/Agent

Date

BUILDING PERMIT INFORMATION REQUIRED PLANS

- **RESIDENTIAL:** Please submit two (2) complete sets of the following:
- **COMMERCIAL:** Please submit three (3) complete sets of the following:

Note: Commercial plans are required to be signed and sealed by a State of Missouri Registered Architect and/or a Registered Engineer. Commercial plans will also require plumbing, electrical, mechanical and structural plans.

- Site Plan:** An outline of your property showing all property lines with dimensions. Also provide building location on property with dimensions of building footprint and dimensions from building to property line.
- Electrical & Mechanical Spec. Sheet:** Fill out application
- Footing and Foundation Plan:** Show footing and foundation of building and also beam and pier location, size, and spacing.
- Floor Plan:** Label all rooms and include dimensions. Also show window locations and kitchen and bath layout.
- Wall Section:** Show typical section from footing through roof and label all materials used and spacing.
- Elevation:** Show at least a front and right side view of home.

*** Office Use Only ***

Zoning Information

Zoning _____ Front Setback _____ Rear Setback _____ Side Setback _____

Plan Review Information

Use Group _____ Type of Construction _____ Estimated Cost _____

Bldg/Dwelling SF _____ Garage _____ UF Basement _____ F Basement _____

Reviewed By _____ Date _____ Flood Plain _____

PERMIT TO: _____

Permit fee \$ _____

Sewer connection & tapping fee \$ _____

Sewer access fee \$ _____

Excavation deposit \$ _____ Driveway Sewerline

Final deposit \$ _____

Total Fees \$ _____