BUILDING PERMIT APPLICATION

This form must be completed, signed, and accompanied by a site plan when applicable.

OFFICE USE ONLY:
Date: Received By: Land Use Review:

1. SITE ADDRESS: ________________________________

2. OWNER/OCCUPANT:
Name: ________________________________
Address: ________________________________
Phone: ________________________________
Email: ________________________________

3. THIS PERMIT WILL BE PAID BY: ☐ OWNER ☐ OCCUPANT ☐ CONTRACTOR

4. STRUCTURE CLASSIFICATION: ☐ COMMERCIAL [INCLUDES MULTI-FAMILY] ☐ RESIDENTIAL [ONE OR TWO FAMILY]

5. TYPE OF IMPROVEMENT: ☐ NEW BUILDING ☐ REMODEL/REPAIR/MODIFICATION ☐ ADDITION
   □ New Service ☐ Upgrade Existing Service
   □ Wall Sign ☐ Freestanding ☐ Projecting ☐ Roof/Other
   □ Attached Garage ☐ Detached Garage
   □ Storage Building ☐ Portable Storage Building
   □ In-Ground Pool ☐ Above Ground Pool
   □ Deck ☐ Carport
   □ Other: _____________

   ELECTRICAL SERVICE:
   ☐ New Service

   SIGN:
   ☐ Wall Sign

   SYSTEM MODIFICATIONS: ☐ Demolition ☐ Electrical ☐ Excavation ☐ Mechanical ☐ Plumbing ☐ Water/Sewer

6. 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. Per Chapter 327, RSMo Plans may require 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. Demolition permits are valid for three months and will also become invalid if work is not completed. I certify that I have read and fully understand these conditions.

______________________________  ________________________________
Print Name of Owner or Authorized Agent: Signature: Date:

UPDATED 1/31/2019
7. **REQUIRED PLANS:**

- **RESIDENTIAL:** Please submit 2 complete sets or 1 PDF of the following:

- **COMMERCIAL:** Please submit 1 complete set or PDF 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 your property with dimensions of building footprint and dimensions from building to property line.

- **Electrical & Mechanical Spec. Sheet:** Fill out application.

- **Footing and Foundation Plan:** Showing footing & foundation of building and also beam & pier location, size and spacing.

- **Floor Plan:** Label all rooms and include dimensions. Show window locations, as well as 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.

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**OFFICE USE ONLY**

**ZONING INFORMATION**

ZONING: ___________    FRONT SET BACK: ___________    REAR SET BACK: ___________    SIDE SET BACK: ___________

**PLAN REVIEW INFORMATION**

NUMBER OF BUILDINGS: ___________    NUMBER OF UNITS: ___________    ATTACHED    DETACHED

USE GROUP: ___________    TYPE OF CONSTRUCTION: ___________    ESTIMATED COST: ___________

BUILDING/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    $: ___________

Final Deposit    $: ___________

**Total Fees**    $: ___________

☐ Driveway    ☐ Sewer Line