



BUILDING PERMIT PROCESS

EVERYTHING YOU NEED TO KNOW ABOUT BUILDING PERMITS

Your guide to submitting building permits, electronic plan review, inspections, and the permitting process in the City of Rolla



WHEN IS A BUILDING PERMIT REQUIRED?

It is required that you obtain a building permit from the City of Rolla whenever you intend to construct, enlarge, expand, alter, repair, move, remove, improve, convert, or demolish a building or structure. A permit will be required to change the type of occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert, or replace any electrical, gas, mechanical, or plumbing system. Excavation permits are required for all excavation work that is in the City right-of-way.

All commercial projects must be reviewed for storm water issues by the Public Works Department 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.

NOTE: CONTRACTORS MUST HAVE A VALID BUSINESS LICENSE WITHIN THE CITY OF ROLLA BEFORE YOUR CAN OBTAIN YOUR BUILDING PERMIT

All contractors and/or subcontractors are **required** to obtain a City of Rolla Business License **prior** to performing any work. We cannot issue your building permit until the listed contractor has a valid business license. Please contact Liene Womack of the Finance Department for more information.

Liene Womack, *Finance Department*
Phone: (573) 426-6982
Email: lwomack@rollacity.org

QUESTIONS ABOUT BUILDING CODES:

The Rolla Community Development Department is committed to explaining the building process as clearly and concisely as possible. Even for those who are familiar with the permitting process, it can be complex. Depending on the size and type of your project, you may need the services of a licensed professional. State law may require that a licensed architect or engineer prepare a portion or your entire project. If you are unsure if these services are necessary for your project, please contact *Building Codes Administrator*, Steve Flowers, for more information.

Steve Flowers, *Community Development Director, Building Codes Administrator*
Phone: (573) 426-6973
Email: sflowers@rollacity.org

Current Adopted Codes:

Rolla City Code
2018 International Fire Code
2018 International Fire Code
2018 International Property Maintenance Code
2018 International Building Code
2017 ICC Electrical Code/2017 National Electrical Code
2018 International Mechanical Code
2018 International Plumbing Code
2018 International Residential Code

WHAT IS NEEDED TO APPLY?

REQUIRED PLANS:

Residential: 2 Complete Sets or 1 PDF of the following:

Commercial: 1 Complete Set or PDF of the following:

***Site Plan:** An outline of your property showing all property lines with dimensions. Also provide building location on your property with the dimensions of building footprint and dimensions from building to property line.

***Electrical & Mechanical Spec. Sheet:** Fill out the application. (See application page)

***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 of all rooms, doors and windows. 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.

Note: All 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

Note: Our current codes are adopted under the 2018 IBC Building Codes.

WHAT DO I NEED TO SUBMIT?

***Copies of related plans, forms, drawings and documents.**

***Completed building permit application** (see application and guides page)

Note: Application *must* be signed and dated to be processed. You *must* list a contractor. If you are completing the work yourself, please write SAME AS OWNER in the space provided for contractor information.

An elevation certificate is required for construction taking place in floodplain. Excavation deposit will be required for all excavation jobs that taking place in the City right-of-way.

Once you have submitted all the required documents, your permit will begin the review process.

HOW CAN I SUBMIT MY BUILDING PERMIT APPLICATION & DOCUMENTS?

To accommodate all customers, we offer three ways to submit a building permit:

***Electronically:** The Rolla Community Development Department is now offering ELECTRONIC PLAN REVIEW. Please send all electronic documents to Administrative Assistant, Sarah West at swest@rollacity.org to begin the virtual permitting process. For a step-by-step guide on how to utilize our virtual services, see page 8 of this guide, or see the Electronic Plan Review Guide on our Guides and Fees page at www.rollacity.org/comdev

***By Mail:** If you are applying from out of town, or prefer to send your building permit documents through the mail, please mail to:

The City of Rolla
Attention: Sarah West
Community Development
901 North Elm Street
Rolla, MO 65401

***In Person:** Although we are now offering virtual services, we still love to interact with our residents face to face. To apply for a building permit in person, please visit the Community Development Department at Rolla City Hall located at 901 N. Elm Street. (2nd Floor)

THE REVIEW PROCESS:

The City of Rolla reviews applications on a first-come, first serve basis. However, we are committed to processing your permit as quickly and efficiently as possible.

The Rolla Community Development Department is dedicated to explaining the building process as clearly and concisely as possible. Even for those who are familiar with the permitting process, some projects can be complex.

After your application is submitted, we will begin the review process. Depending on the extent and type of your project, you may need the services of a licensed professional. State law may require that a licensed architect or engineer prepare a portion, or your entire project. If you are unsure if these services are necessary for your project, please contact *Building Codes Administrator*, Steve Flowers, for more information.

Depending on the nature of the project, this could involve several departments. Community Development will determine compliance with building, plumbing, mechanical, fire, and electrical code. If your plans cannot be accepted, we will provide you with lists of necessary corrections needed in order to complete your project.

WHAT HAPPENS WHEN THE PERMIT IS ISSUED:

After the Building Codes Administrator and necessary team members from other departments have reviewed your plans and determine that their contents satisfy all code requirements, you will be notified of the approval of your permit. You will need to conduct payment and sign for it using one of the following methods:

***Electronically:** Once your permit has been issued, you may opt to sign and pay for your permit electronically. Payments may be taken over the phone with credit card. Signed copies of permits need to be scanned and emailed to Sarah West, swest@rollacity.org, or faxed to (573) 426-6978.

***By Mail:** If you are out of town or prefer to send your building permit documents through the mail, please ask Sarah West (swest@rollacity.org) to send a copy of your permit either through email for you to print and sign, or through mail and return to:

The City of Rolla
Community Development
901 North Elm Street
Rolla, MO 65401

***In Person:** You may visit the 2nd Floor of Rolla City Hall to sign for your permit at the Community Development Department. You may also pay for your permit with cash, check, or credit card, if you haven't already paid for prior to pick-up. Rolla City Hall is located at 901 N. Elm Street, Rolla. MO.

ONCE YOUR PERMIT HAS BEEN ISSUED, YOU ARE RESPONSIBLE FOR COMPLETING THE FOLLOWING STEPS:

* PAY FOR PERMIT

* SIGN PERMIT

* OBTAIN PERMIT

*SCHEDULE INSPECTION

THE PAYMENT PROCESS:

Construction may not commence until your permit has been issued, signed and paid for.

To complete the payment process over the phone, you may call Administrative Assistant, Sarah West at (573) 426-6985 to give credit card payment. A virtual copy of your receipt will be mailed to you, or sent via USPS.

To complete payment in person, please visit the 2nd Floor of Rolla City Hall, located at 901 N. Elm Street. We will happily take payment for you, collect required signatures, and issue your permit over the counter. We accept credit card, cash, or check as form of payment. Some residents prefer this method because our staff is available to assist you and answer any questions you may have before beginning your project.

Depending on the nature of your permit, collection of a deposit may be required.

Residential projects: \$200

Commercial projects: \$500

Your deposit will be included in the total fees of your Building Permit. Once all required inspections have been completed, the deposit will be returned to you in full. Should the permit expire or final inspection not be obtained and approved within its time frame, the deposit shall be forfeited.

THE INSPECTION SCHEDULING PROCESS:

As your work progresses, our building inspectors will conduct routine inspections. Permit holders are responsible for obtaining all required inspections. Do not proceed with any further work until the required inspections have been conducted and approved.

Please contact Sarah West, *Administrative Assistant* to schedule an inspection:

Phone: (573) 426-6985

Email: swest@rollacity.org

Please allow a **two-hour minimum** notice for scheduling to ensure proper inspection coordination. If you do not receive a response to your email or message within two hours, please call (573) 365-5333 and press “2” so available staff can help you reserve a spot for an inspection that same day.

WHAT INSPECTIONS ARE REQUIRED?

Below are some examples of the required inspections associated with the building permit process and when to call to schedule for them:

Footing: Once excavation and footing forming is complete 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.

Electric Service or Temp. Electric Service: 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 Connection: This inspection is made once all piping is installed and prior to backfilling.

Dry Wall Inspection: This inspection should be made after all dry wall is hung and prior to taping and painting.

Occupancy: Required prior to occupying building or structure.

Final Inspection: Whenever all construction, final grading, testing, or other unfinished items are completed and the building is finished, you may schedule for a final inspection to complete the permitting process. If your permit required a deposit at time of payment, your deposit will only be returned once the final inspection has been conducted and a building inspector confirms that your project 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 has been capped and final grading is complete.

Note: The disposal of demolition waste is regulated by the Missouri Department of Natural Resources under Chapter 260, RSMo. Demolition waste must be disposed of in accordance with this statute. Please contact the DNR (573) 751-4817 in regards to any possible hazardous waste and disposal. An inspection for asbestos containing materials is required prior to renovation or demolition activities in all commercial, institutional, or industrial buildings.

ELECTRONIC PLAN REVIEW EXPLAINED:

The City of Rolla is now offering Electronic Plan Review. This process allows our residents to communicate with our staff and complete each step of the permitting process virtually, from the initial application stage to the final approved plan sets.

Electronic plan review is beneficial because it reduces the number of physical trips necessary to drop off plans and applications, complete the payment process, and pick-up issued permits. EPR also reduces the printing of hard copies of plans, and potentially can improve plan review turnaround time.

To start the electronic plan review process, please provide clear, electronic PDF files containing your plans and related documents, along with a complete Building Permit Application, and email to Administrative Assistant, Sarah West at swest@rollacity.org.

Your electronic plans will be distributed to necessary staff members in the Community Development Department for review.

Your plans will be stamped and signed by our Building Codes Administrator and returned to you by email. Once your plans have been accepted and your building permit is issued, you may contact Sarah at (573) 426-6985 to conduct credit card payment over the phone.

Once credit card payment has been collected, you will receive a virtual copy of your receipt for your records. During the virtual permitting process, you will also receive an electronic copy of your permit. You must sign, date and return this permit to Sarah West *Administrative Assistant*, in order for your permit to be valid and filed into our GOVQA electronic filing system.

Four ways to sign and send your permit to our department:

Sign electronically through Adobe Reader, and email to: swest@rollacity.org

Print the permit, sign, and scan permit to your computer. You may email the scanned document to swest@rollacity.org

Print, sign and fax the copy of your signed permit to:
Fax: (573) 426-6978

Request that Sarah mail the physical permit to you, or print a copy of the permit and sign it at home. You may sign, and mail to:
[PO BOX 979, Rolla, MO 65402](mailto:swest@rollacity.org)

HOW LONG WILL IT TAKE TO GET A PERMIT?

All building plans and permit applications are viewed on a first-come, first serve basis. The Rolla Community Development Department is committed to reviewing and issuing each permit as quickly as possible. Turnaround time depends on the number of projects that have been in plan review at that time, as well as the type of project you have submitted.

If you are unsure of any details regarding your project, please ask questions prior to submitting your permit application, and ensure that all required documents and plans are submitted along with your permit application, so that it can be reviewed and issued as quickly and efficiently as possible.

However, there are few permits that can be issued over the counter at a same-day basis. These permits do not require undergoing a thorough plan review process, and may be issued for walk-in requests.

These permits include:

HVAC/Mechanical: Furnaces, Air Conditioning, or a Combination of Each. *Wood Burning Furnaces MUST be reviewed by the Building Codes Administrator.*

Electrical: Upgrade existing electrical service only. *Wiring after MDP must be reviewed by Building Codes Administrator.*

Excavation: Excavation permits may be issued only if they are in the right-of-way and do not include any type of need for a plumbing permit.

Plumbing: Water line, water heater, sewer line, secondary water meter, irrigation system. All of these permits may have an excavation deposit of \$750.00 if working in the right-of-way.

Demolition: These permits expire in 90 days. Residential demolition permits will require a \$200 deposit, and Commercial demolition permits will require a \$500 deposit.