

BUILDING PERMIT APPLICATION

CITY OF JEFFERSON

Department of Community Development

Division of Building Regulations

320 E. McCarty Street Jefferson City MO 65101

phone (573) 634-6410 fax (573) 634-6562 www.jeffcitymo.org

Fee Paid \$

Permit #

THIS SPACE FOR OFFICAL USE		
Zoning	___ Public Works	___ Permissive use
Use Group	___ Planning	___ P&Z
Type Const	___ Health	___ Brd of Adj
Sprinkled	___ Bldg.	___ Hist. dist
Occ. Load		___ Flood Plain
Permit Approved: _____ date _____		
Authorizing Official		date

type permit(s) requested [] Building [] Plumbing [] Electrical

1. Property Information

Street Number _____ Suite or Unit # _____
Street Name _____
Lot # _____
Subdivision _____

2. This permit request is for the following type of Work:

- ___ New Building ___ Bldg. Addition ___ Foundation only
___ Bldg. Alteration ___ Bldg. Repairs ___ Move
___ Accessory structures: *accessory building fence (height)*
swimming pool detached garage car port retaining wall
tower other:

3. Primary Use: () ___ Assembly ___ Educational
___ Single family ___ Office ___ Daycare
___ Two family ___ Mercantile ___ Institutional
___ Townhouse ___ Restaurant ___ Industrial
___ Multi-Family ___ Bar/Night club ___ Warehouse
___ Hotel ___ Other:

4. General building information:

Building _____ Construction _____
Area _____ Cost \$ _____
of units _____ # of stories _____ bldg. height _____
bathrooms full _____ # bathrooms half _____ # bedrooms _____
Basement area: _____ (___ unfinished ___ finished ___ none)
Garage type: ___ basement ___ attached ___ detached ___ none
Type of heating ___ electric ___ gas *btu's* (_____)

5. Brief Description of Work:

6. Permit Fee Calculation : See page 2 for modifier information (Note: typical residential modifier = .0025 and commercial = .0040)

(\$ _____) X (_____) = Fees \$ _____
Construction Cost modifier

** Add \$300 for each new sewer connection \$ _____

Total Permit Fee Due \$ _____

7. Property Owner Information

Name: _____
Address: _____
City: _____
Phone _____

8. General Contractor Information

Name: _____
Address: _____
City: _____
Phone _____
Contact Person _____

9. Sub Contractor Information

* Note: all work shall be done by qualified persons

- a.) Will There Be Electrical Work ? [] Yes [] No
Electrical Contractor: _____
b.) Will There Be Plumbing Work ? [] Yes [] No
Plumbing Contractor: _____
c.) Will There Be Mechanical Work ? [] Yes [] No
Mechanical Contractor: _____

10. (if applicable) Principal Design Professional

Name: _____
Address: _____
City: _____
Phone _____
Contact person _____

11. CERTIFICATION

I hereby certify that I am the owner of record of named property, or that the proposed work is authorized by the owner of record and I have been authorized to make this application as his agent and we agree to conform to all applicable laws of this jurisdiction.

► _____
Signature of Applicant date

NOTE: The disposal of demolition waste is regulated by the Dept. of Natural Resources under chapter 260, RSMo. Such waste in types and quantities established by the Dept. shall be taken to landfill or sanitary landfill for disposal. In addition any demolition waste in regulated structure needs to be inspected for asbestos. For more information contact DNR, at 573-751-4817.

PERMIT FEE SCHEDULE

- **Minimum permit fee** ----- **\$10.00**
- **Residential (One & Two family)** ----- (construction Cost) x (.0025) = permit fee
- **Commercial Projects \$0 to \$10,000,000** ----- (construction cost) x (.0040) = permit fee
- **Projects over \$10,000,000** ----- (\$40,000) + (construction cost over 10 million) x (.0020) = permit fee
- ****Miscellaneous fees** ----- (\$300 sewer connection fee for first time hook up)

Construction cost will be based on current "R S MEAMS SQUIRE FOOT COST " book or architects estimates, which ever the higher.

NOTE: ; Failure to obtain the required permits before work is started shall result in a doubling of permit fees.

General Permit Information

Residential Projects:

1. New 1 & 2 family permits, requires a builder's packet obtained at Community Development Department, complete application and return to the Building Division with the following:
 - a.) One copy of building plans for new residential construction.
 - b.) Plot plan sketch, showing location and dimensions of new construction on a lot, show all set back distance from property lines to structure.
2. Addition and alteration permits, submit application and sketch plans as needed.

Commercial Projects:

1. Requires a complete set working drawings to be submitted with permit application.
 - a) Minimum of (3) sets required for the plan review process.
 - b) Plans must be prepared by and sealed by a licensed design professional.
2. Commercial information checklist is available on request.
3. Electrical & Plumbing Work: A licensed contractor to shall be required on all commercial work.

Asbestos Requirements:

The Department of Natural Resources requires any demolition or renovation activities in regulated structures to have been thoroughly inspected to determine if any asbestos containing materials are present. For more information you may contact DNR at 573-751-4817 Or www.dnr.mo.gov program home page

City Information (573-634-6410) for any of the following City departments, Building, Zoning , Public Works, and Sewer.

Before you dig: Missouri law requires any person beginning any excavation to call MISSOURI ONE CALL 1-800-344-7483

SKETCH PLAN

- Checklist
- show building distance to lot lines
 - location of accessory building
 - check for utility easements
 - setbacks front
 - rear
 - left
 - right

