



BUILDING PERMIT APPLICATION

OFFICE USE ONLY:

DATE:

RECEIVED BY:

SITE ADDRESS: _____

THIS PERMIT WILL BE PAID BY:

OWNER

CONTRACTOR

OCCUPANT

NOTE: THIS DETERMINES WHERE THE DEPOSITS ARE RETURNED AFTER ALL REQUIRED INSPECTIONS HAVE BEEN COMPLETED.

PROPERTY OWNER:

OCCUPANT:

NAME: _____
ADDRESS: _____
PHONE: _____
EMAIL: _____

NAME: _____
ADDRESS: _____
PHONE: _____
EMAIL: _____

CONTRACTOR:

NAME: _____
ADDRESS: _____
PHONE: _____
EMAIL: _____

PROJECT DETAILS:

STRUCTURE CLASSIFICATION: COMMERCIAL (INCLUDES RESIDENTIAL MULTI-FAMILY) RESIDENTIAL (ONE OR TWO FAMILY)

TYPE OF IMPROVEMENT: NEW BUILDING REMODEL/REPAIR/MODIFICATION ADDITION

GARAGE PORTABLE STORAGE BUILDING IN-GROUND POOL DECK OTHER: _____
 MOBILE HOME STORAGE BUILDING ABOVE GROUND POOL CARPORT

ELECTRICAL SERVICE: NEW SERVICE UPGRADE EXISTING SERVICE

SIGN: WALL SIGN FREESTANDING

SYSTEM MODIFICATIONS: DEMOLITION EXCAVATION ELECTRICAL MECHANICAL PLUMBING WATER/SEWER

CONDITIONS OF PERMIT APPLICATION:

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

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 AUTHORIZED AGENT: _____

SIGNATURE: _____

DATE: _____

BUILDING PERMIT APPLICATION

REQUIRED PLANS:

- **RESIDENTIAL: PLEASE SUBMIT 2 COMPLETE SETS OF 1 PDF OF THE FOLLOWING:**
- **COMMERCIAL: PLEASE SUBMIT 1 PDF CONTAINING ALL 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.

NOTE: ALL CONTRACTORS MUST HAVE A VALID BUSINESS LICENSE WITHIN THE CITY OF ROLLA BEFORE PERMITS CAN BE ISSUED. TO UPDATE YOUR BUSINESS LICENSE, PLEASE CONTACT THE ROLLA FINANCE DEPARTMENT AT (573) 426-6982.

- 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.

OFFICE USE ONLY

ZONING/PLAN REVIEW INFORMATION

ZONING: _____ FRONT SET BACK: _____ REAR SET BACK: _____ LEFT SET BACK: _____ RIGHT SET BACK: _____

NUMBER OF BUILDINGS: _____ NUMBER OF UNITS: _____ ATTACHED _____ DETACHED _____

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

LIVING SPACE: _____ UF BASEMENT: _____ F BASEMENT: _____ GARAGE: _____ DECK: _____

STRUCTURE: _____ TOTAL: _____

REVIEWED BY: _____ DATE: _____ FLOOD PLAIN: _____

PERMIT TO: _____

PERMIT FEE \$: _____

SEWER CONNECTION & TAPPING FEE \$: _____

SEWER ACCESS FEE \$: _____

EXCAVATION DEPOSIT \$: _____

FINAL DEPOSIT \$: _____

DRIVEWAY SEWER LINE

TOTAL FEES \$: _____