

CITY OF MOSCOW MILLS, MO. BUILDING PERMIT APPLICATION

What is needed to apply for a permit?

To obtain a building permit, the following items must be submitted:

1. Two (2) Copies of your spot survey or site plan showing the location of the structures and proposed structure on the lot. Show distances to property lines and keep in mind that structures may not be located over an easement, set back or septic system. Contact Planning & Zoning for setback requirements for your property.
2. Site Plan, Plat Approval, etc. must be reviewed and approved by the Planning & Zoning Commission and Board of Alderman before a building permit will be issued.
3. Two (2) copies of the building plans showing footing/foundation detail, framing member sizes, header sizes, door and window location and sizes, truss or rafter design, flooring detail, and any electrical or plumbing. Also, include floor plan, wall cut detail, elevations and any applicable stair details. Sealed truss designs should be included in floor plans.
4. Photographs may be submitted as additional information and/or clarification.
5. Inspections required are: footing, ground rough plumbing, complete rough-in (open wall), electric service and final. No work should be covered until an inspection has taken place. Contact the City's Building Inspector at 636-385-5656 for inspections. Please give at least 24 hours of notice before an inspection is needed.
6. Construction should not begin until plans are approved and a building permit has been issued. No inspections will be performed until a building permit has been issued.
7. The Building Permit Fee: Please contact the City Clerk for the amount of the Building Permit Fee.
8. If the new construction is in a designated FEMA floodplain, a City of Moscow Mills Floodplain Development Permit application will need to be submitted with the Building Permit application. A copy of the Floodplain Development Permit application can be obtained from the City Clerk.

Please submit items to:

City Hall
P. O. Box 36
995 Main Street
Moscow Mills, MO 63362

Phone: (636) 356-4220

MOSCOW MILLS, MO.
BUILDING PERMIT APPLICATION
Please print clearly

PROJECT ADDRESS: _____

<p style="text-align: center;"><u>____ PROPERTY OWNER ____ TENANT</u></p> <p>NAME: _____</p> <p>ADDRESS: _____</p> <p>CITY/STATE/ZIP: _____</p> <p>PHONE #: (____) _____</p> <p>E-MAIL ADDRESS: _____</p> <p>TENANT COMPANY NAME: _____</p> <p>_____</p> <p>_____</p>	<p style="text-align: center;"><u>____ ARCHITECT ____ CONTRACTOR ____ ENGINEER</u></p> <p>LICENSE/REGISTRATION #: _____</p> <p>NAME: _____</p> <p>COMPANY NAME: _____</p> <p>ADDRESS: _____</p> <p>CITY/STATE/ZIP: _____</p> <p>PHONE #: (____) _____</p> <p>E-MAIL ADDRESS: _____</p>
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PROJECT CONTACT PERSON _____ PHONE#: (____) _____

ADDRESS: _____ E-MAIL ADDRESS: _____

DESCRIPTION OF WORK: (Please fill-in and mark all that apply) **CONSTRUCTION VALUATION:** \$ _____ -

____ RESIDENTIAL ____ COMMERCIAL ____ AGRICULTURAL

<u>____ New Building</u>	<u>____ Addition</u>	<u>____ Alteration</u>	<u>____ Termite/Dry Rot Repair</u>	<u>____ Demolish</u>
<u>____ Move Building</u>	<u>____ Fire Sprinklers</u>	<u>____ Sign</u>	<u>____ Foundation Only</u>	<u>____ Chimney Repair</u>
<u>____ Tenant Improvement</u>	<u>____ Swimming Pool/Spa</u>	<u>____ Fire Repair</u>	<u>____ Repair/Retrofit</u>	
<u>____ Other _____</u>				

Description: _____

DESCRIPTION OF BUILDING: (Please fill-in and mark all that apply)

<u>____ Office/Bank/Professional</u>	<u>____ Single Family</u>	<u>____ Duplex</u>	<u>____ Townhouse</u>	<u>____ Condominium</u>
<u>____ Apartment Building</u>	<u>____ Hotel/Motel</u>	<u>____ Industrial</u>	<u>____ Service Station</u>	<u>____ Amusement/Recreation</u>
<u>____ Medical Building</u>	<u>____ Restaurant</u>	<u>____ Accessory Building</u>	<u>____ Historical</u>	<u>____ Educational/School</u>
<u>____ City/County Owned</u>	<u>____ Church/Assembly</u>	<u>____ Store</u>	<u>____ Other</u>	

Building Area: _____ Sq. Ft. Building Height: _____ Ft. Stories: _____

EXISTING (Finished Area): FLOOR AREA _____ OTHER _____ #UNITS _____

Revised 10/13/10, 2/21/12, 3/12/12, 9/10/12, 2/20/13, 12/12/13, 8/26/14, 2/26/15, 9/11/15, 11/28/17, 3/19/18, 4/3/18, 9/19/18, 3/20/19, 9/4/19, 3/23/20, 3/15/21, 3/4/2022, 3/9/2022, 10/31/2022, 4/12/2023, 03/26/2024, 03/29/2024

NEW OR ADDITIONAL: PROPOSED FLOOR AREA 1ST FLOOR _____ 2ND FLOOR _____
GARAGE _____ FINISHED BASEMENT _____ UNFINISHED BASEMENT _____
OTHER _____ # UNITS _____

Number of Bedrooms: _____ Number of Bathrooms: _____ Total Number of Rooms: _____

Lot Size (Sq. Ft.): _____ Lot Dimension (Front/Side/Rear): _____/_____/_____ Coverage%: _____
Setbacks: FRONT: _____ REAR: _____ LEFT: _____ RIGHT: _____

Easements: _____ Flood Zone: _____ SEWER/SEPTIC WATER WELL YES__ NO__
(Circle One)

FRAME CONSTRUCTION: (Please fill in and mark all that apply)

____ Masonry _____ Wood Frame _____ Structural Steel _____ Reinforced
____ other _____

ROOF CONSTRUCTION: (Please fill-in and mark all that apply)

____ Pitched _____ Flat _____ Asphalt Shingles _____ Wood Shingles _____ Metal _____ Rubber _____ Tile
____ Other _____

TYPE OF SIDING: (Please fill-in and mark all that apply)

____ Wood _____ Vinyl _____ Metal/Aluminum _____ Spray-On-Siding _____ Stone _____ Brick
____ Other _____

FOUNDATION CONSTRUCTION: (Please fill-in and mark all that apply)

____ Footings _____ Floating Pad _____ Concrete _____ Dirt _____ Rock _____ Pads
____ Other _____

Applicants signature: _____ Date: _____

OFFICE USE ONLY

1. Date of receipt of Building Permit application: _____ Received by: _____

2. Calculated Building Permit fee:

Residential one and two family structures:

(Use .0055 for unmaster planned buildings and .0040 for master planned buildings)

FA= _____ sq ft @ \$165.67 per sq ft = \$ _____ x .0055 OR .0040= \$ _____

FB= _____ sq ft @ \$165.67 per sq ft = \$ _____ x .0055 OR .0040= \$ _____

UB= _____ sq ft @ \$31.50 per sq ft = \$ _____ x .0055 OR .0040 = \$ _____

G= _____ sq ft @ \$64.19 per sq ft = \$ _____ x .0055 OR .0040 = \$ _____

Other types of construction:

Type Code _____ Group Code _____ sq ft @ \$ _____ per sq ft = \$ _____

Type Code _____ Group Code _____ sq ft @ \$ _____ per sq ft = \$ _____

Type Code _____ Group Code _____ sq ft @ \$ _____ per sq ft = \$ _____

Miscellaneous permit fees: (pools, decks, fences, signs, room additions, electrical, plumbing or mechanical)-Minimum \$35.00 fee for up to \$9,000 worth of work for residential buildings, \$50 for commercial buildings.

Total Building Permit fees:\$_____

3. Utility Fee's:

a. _____ water tap(s) @ \$_____ per tap = \$_____

b. _____ sewer tap(s) @ \$_____ per tap = \$_____

c. _____ water meter(s) @ \$_____ per meter \$_____ Total Utility fees:\$_____

4. Payment date_____ Total Paid: \$_____

Paid by _____ Check/Money _____ Debit/Credit _____ Cash reference #_____

5. Date of permit sent to City Engineer/Building Inspector: _____ by _____

6. Has site plan been reviewed and approved by P&Z Commission? _____

7. Is the new construction occurring in FEMA designated floodplain? _____

a. If yes, has a completed Floodplain Development Application been submitted? _____

8. Zoning for property under consideration by Building Permit? _____

9. Building Inspector's review and status of permit:

a. I have received and reviewed the submitted Building Permit Application and

_____ APPROVED ON _____ (date)

_____ REJECTED ON _____ (date)

_____ REVISE AND RESUBMIT _____ (date)

b. Building Inspectors Comments:

c. Building Inspector's Signature: _____ Date: _____

10. Issuance of permit:

Permit # _____ Issue Date _____ Expires _____

Clerk's Signature: _____

PLOT PLAN CHECKLIST

(City Code Chapter 39.101, R105.6 Site Plan)

Submitted by:_____ Project Location:_____

Y N N/A

- | | | | |
|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Showing to scale the size and location of all new Construction and all existing structures on the site (utilities, buildings, sheds, inlets, manholes, laterals, sidewalks, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Lot and easement designations and dimensions. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Established street grades and the proposed finished grades. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location of all existing facilities on site (buildings, sheds, inlets, manholes, laterals, sidewalks, etc.) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Building setback distances from lot lines. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location of the private sewage disposal system where a public sewer is not available. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | North arrow and scale with the scale no larger than 1" = 40' |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Signature/date/seal by registered land surveyor, engineer, or architect. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Must meet compliance with municipal flood plain ordinance. |

*Site Plan shall be drawn in accordance with an accurate boundary line survey prepared by a registered design Professional.

Comments:_____

Note: Lots without curbs or gutters may require culvert calculations. If culvert is not necessary, note on the Plot Plan.

Signed_____ Date_____

(For Residential and Commercial Permit Application)
P R I N T L E G I B L E

Date: _____

Job Site Address: _____

Lot Number: _____ Project Name: _____

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General Contractor: _____
(Company Name)

Business Address: _____
(Physical Address)

Superintendent: _____ Phone Number: _____

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Electrical Contractor: _____
(Company Name)

Business Address: _____
(Physical Address)

Superintendent: _____ Phone Number: _____

=====

Plumbing Contractor: _____
(Company Name)

Business Address: _____
(Physical Address)

Superintendent: _____ Phone Number: _____

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Mechanical Contractor: _____
(Company Name)

Business Address: _____
(Physical Address)

Superintendent: _____ Phone Number: _____

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Gas Contractor: _____
(Company Name)

Business Address: _____
(Physical Address)

Superintendent: _____ Phone Number: _____

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NOTE: THIS OFFICE IS TO BE NOTIFIED WITHIN 48 HOURS OF
CHANGE OF GENERAL CONTRACTOR OR SUB-CONTRACTOR

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Other contractors such as: Fire Sprinkler, Hood Suppression, Fire Alarm, Etc . (Commercial Permit Only)

Contractor: _____

Revised 10/13/10, 2/21/12, 3/12/12, 9/10/12, 2/20/13, 12/12/13, 8/26/14, 2/26/15, 9/11/15, 11/28/17, 3/19/18, 4/3/18, 9/19/18, 3/20/19,
9/4/19, 3/23/20, 3/15/21, 3/4/2022, 3/9/2022, 10/31/2022, 4/12/2023, 03/26/2024, 03/29/2024

(Company Name)
Business Address: _____
(Physical Address)
Field Supervisor: _____ Phone Number: _____

Contractor: _____
(Company Name)
Business Address: _____
(Physical Address)
Field Supervisor: _____ Phone Number: _____

Contractor: _____
(Company Name)
Business Address: _____
(Physical Address)
Field Supervisor: _____ Phone Number: _____

Contractor: _____
(Company Name)
Business Address: _____
(Physical Address)
Field Supervisor: _____ Phone Number: _____

NOTE: THIS OFFICE IS TO BE NOTIFIED WITHIN 48 HOURS OF
CHANGE OF GENERAL CONTRACTOR OR SUB-CONTRACTOR

City of Moscow Mills, Missouri
Permit Application
Electrical and Mechanical SPEC SHEET
(For Residential and Commercial Permit Application)

Builder/Property Owner _____

Fireplace Type (Electric or Gas) _____

Flue Type and Size: _____

Furnace Type and Size (Electric or gas, humidifier: _____

A/C Type and Size (Electric or gas): _____

Water Heater Type and Size (Electric or gas): _____

Range Type and Size (Electric or gas): _____

Clothes Dryer type (Electric or gas): _____

Check if the following apply:

Whirlpool/Sauna ____ Dish washer ____ Disposal ____ Range Hood ____ Attic Fan ____

Electric Service; _____ O.H. _____ U.G. _____

Utility Company: _____

List any additional gas or electric equipment:

FINAL IMPROVEMENT RESPONSIBILITY ACKNOWLEDGEMENT

(For New Single Family Residential Application Only)

Permit Address: _____ Permit #: _____

The HOMEBUILDER hereby acknowledges that they are seeking final inspection approval for the dwelling located at the above-referenced project site without the sidewalk(s), landscaping, finish grading, seeding and mulching and/or sodding work completed.

The HOMEBUILDER acknowledges that, for purposes of meeting the City of Moscow Mills requirements, full responsibility is assumed regarding completion of the yard regardless of any contract with the future Homeowner and that this full responsibility does not end with the closing of a real estate sale, but with the final inspection approval of the City. Completion of the yard shall mean the installation of sod or seed and straw on the lot as provided in the contract between the Homebuyer and HOMEBUILDER.

The HOMEBUILDER guarantees that proper siltation control devices shall be in place and maintained to prevent the migration of sediment, silt, and mud to adjacent properties until such time as the yard is completed, as provided above, and that the finish grading, seeding and mulching, and/or sodding work will be completed within Six (6) months of the closing during the months of November through February and within Forty-Five (45) days of the closing during the months of March through October.

The HOMEBUILDER guarantees that sidewalk(s) will be constructed, landscaping will be installed, and the finish grading of the yard will provide positive flow away from the dwelling and that these will be in substantial uniformity with the approved improvement, landscaping and plot plans. Weeds permitted to accumulate on unfinished, occupied home sites or unfinished home sites that cause the ponding of water, will be considered a nuisance and shall be the responsibility of the HOMEBUILDER.

The HOMEBUILDER further acknowledges that the future Homeowner will be given a copy of this form to disclose the HOMEBUILDER's assumption of full responsibility of the completion of the installation of the sidewalk(s), landscaping, finish grading and seeding and mulching, and/or sodding of the above-referenced project.

HOMEBUILDER

Authorized Signature

Date

Printed Name