

# 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. Four (4) 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. Four (4) 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)262-8317 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.  
BULIDING PERMIT APPLICATION**  
Please print clearly

PROJECT ADDRESS: \_\_\_\_\_

<p align="center">___ <u>PROPERTY OWNER</u>    ___ <u>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 align="center">___ <u>ARCHITECT</u>    ___ <u>CONTRACTOR</u>    ___ <u>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

- |                        |                       |                 |                            |                    |
|------------------------|-----------------------|-----------------|----------------------------|--------------------|
| ___ New Building       | ___ Addition          | ___ Alteration  | ___ Termite/Dry Rot Repair | ___ Demolish       |
| ___ Move Building      | ___ Fire Sprinklers   | ___ Sign        | ___ Foundation Only        | ___ Chimney Repair |
| ___ Tenant Improvement | ___ Swimming Pool/Spa | ___ Fire Repair | ___ Repair/Retrofit        |                    |
| ___ Other _____        |                       |                 |                            |                    |

Description: \_\_\_\_\_

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

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

Building Area: \_\_\_\_\_ Sq. Ft.    Building Height: \_\_\_\_\_ Ft.    Stories: \_\_\_\_\_

EXISTING (Finished Area): FLOOR AREA \_\_\_\_\_ OTHER \_\_\_\_\_ #UNITS \_\_\_\_\_

NEW OR ADDITIONAL: PROPOSED FLOOR AREA 1<sup>ST</sup> FLOOR \_\_\_\_\_ 2<sup>ND</sup> 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 @ \$120.75 per sq ft = \$ \_\_\_\_\_ x .0055 OR .0040= \$ \_\_\_\_\_

FB= \_\_\_\_\_ sq ft @ \$120.75 per sq ft = \$ \_\_\_\_\_ x .0055 OR .0040= \$ \_\_\_\_\_

UB= \_\_\_\_\_ sq ft @ \$22.45 per sq ft = \$ \_\_\_\_\_ x .0055 OR .0040 = \$ \_\_\_\_\_

G= \_\_\_\_\_ sq ft @ \$47.80 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, finished basements, 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 \_\_\_\_\_:
  - a. Check/Money Order: reference # \_\_\_\_\_ \$ \_\_\_\_\_
  - b. Credit/Debit: reference # \_\_\_\_\_ \$ \_\_\_\_\_
  - c. Cash: \$ \_\_\_\_\_
  
5. Date and Time copy of permit sent to City Engineer: \_\_\_\_\_ by \_\_\_\_\_
6. Date and Time copy of permit sent to Building Inspector: \_\_\_\_\_ by \_\_\_\_\_
7. Has site plan been reviewed and approved by P&Z Commission? \_\_\_\_\_
8. Is the new construction occurring in FEMA designated floodplain? \_\_\_\_\_
  - a. If yes, has a completed Floodplain Development Application been submitted? \_\_\_\_\_
9. Zoning for property under consideration by Building Permit? \_\_\_\_\_
10. 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: \_\_\_\_\_
  
11. 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)  
PRINT LEGIBLE

Date: \_\_\_\_\_

Job Site Address: \_\_\_\_\_

Lot Number: \_\_\_\_\_ Project Name: \_\_\_\_\_

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General Contractor: \_\_\_\_\_  
(Company Name)

Business Address: \_\_\_\_\_  
(Physical Address)

Superintendent: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Electrical Contractor: \_\_\_\_\_  
(Company Name)

Business Address: \_\_\_\_\_  
(Physical Address)

Superintendent: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Plumbing Contractor: \_\_\_\_\_  
(Company Name)

Business Address: \_\_\_\_\_  
(Physical Address)

Superintendent: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Mechanical Contractor: \_\_\_\_\_  
(Company Name)

Business Address: \_\_\_\_\_  
(Physical Address)

Superintendent: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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**

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

\_\_\_\_\_  
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: \_\_\_\_\_

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:

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**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.

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HOMEBUILDER

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Authorized Signature

Date

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Printed Name