

APPLICATION FOR CONSTRUCTION PERMIT

City of Jefferson
Department of Planning & Protective Services
Building Regulations Division
320 E. McCarty Street, Jefferson City, MO 65101
Phone (573) 634-6410 Fax (573) 634-6457
jcbuilding@jeffersoncitymo.gov / www.jeffersoncitymo.gov

Indicate type of work proposed for this permit:

Building Plumbing Electrical Mechanical

1. Property Information: (location of proposed construction)

Street Number: _____ unit / suite # _____

Street Name: _____

Lot # _____ Subdv: _____

Located in 100-Year Floodplain? Yes No

2. Type Work: New Alteration Addition Repair

If not new work, is structure historic? Yes No

3. Type Use:

Single family Business Daycare
 Two family Mercantile Educational
 Townhouse Restaurant Institutional
 Multi-Family Bar/Night Club Warehouse
 Other: _____

Accessory uses: garage rear deck fence
 swimming pool carport utility shed retaining wall
 footing tower other: _____

4. Brief Description of Work:

If needed, use sketch plan on back page to show additional information.

5. General Building Information:

Const. Cost \$ _____ Area _____ sq. ft.
Number of stories: _____ Bathrooms per unit: _____
Number of units: _____ Bedrooms per unit: _____
Type Basement: unfinished finished none
Type Heating: electric gas other

6. Permit Fee Calculation: Modifier

> Residential rate, (single family up to 2 units) ----- .0025
(3 or more units will be at commercial rate)

> Commercial rate, first 10 million of cost, ----- .0050
then @ (.0020) for cost over 10 million.

> **Minimum Permit Fee \$25.00**

(\$ _____) X (_____) = Permit Fee \$ _____

*Construction Cost modifier

*(Construction Cost – Subject to Verification)

** \$417 for each new sewer connection: Add \$ _____

Total Permit Fee Due \$ _____

(Due at Time of Submittal)

20% of Permit Fee Due at Time of Submittal \$ _____

(Commercial Projects ONLY)

This space for official use

Amount paid: \$ _____ PERMIT -

Type payment: cash credit card check

<input type="checkbox"/> Data-entry	<input type="checkbox"/> Department Review	<input type="checkbox"/> Approved
Bldg. code version	Building	
Use Group	Health	
Type Const.	Planning	
Occupant load	Signs	
Sprinkler system		

7. Property Owner:

Name: _____

Address: _____

City: _____ State _____ zip _____

phone _____ contact _____

email: _____

8. Consultant / Design Professional: lic# _____

Name: _____

Address: _____

City: _____ State _____ zip _____

phone _____ contact _____

email: _____

9. Licensed General Contractor: lic. # _____

Name: _____

Address: _____

City: _____ State _____ zip _____

phone _____ contact _____

email: _____

10. Sub-Contractors working on this project: *List all that apply*

Mechanical contractor: _____

Plumbing contractor: _____

Electrical contractor: _____

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 Construction Waste Disposal – All construction waste (including hazardous) material is the Owner/Contractor's responsibility to dispose (or abate) of according to Federal and State regulations. See Page 2 for more information.

12. Permit Approval:

Authorizing Official

Date

Permit Fee Refunds: Permit fees may be refunded upon written request within 60 calendar days from the date the permit was issued. The written request must include: property address; permit number; a statement to withdraw the permit; and be signed by the individual who signed the original permit application. The amount refunded will be less a processing cost of \$50 or 20% of the issued permit cost, whichever is greater.

Commercial Projects:

Includes multifamily residential buildings with 3 or more units.

Requires, a complete set working drawings to be submitted with permit application. Minimum of (4) hard sets required for the plan review process and a PDF file of the drawings and specifications. Plans must be prepared by and sealed by a licensed design professional, in accordance with Section 327 RSMo.

General Construction, Mechanical, Electrical & Plumbing Work: All contractors shall be licensed with the City of Jefferson to do commercial work.

Demolition Waste Disposal – All construction debris (including hazardous) material is the Owner/Contractor’s responsibility to dispose (or abate) of according to Federal and State regulations, including the following:

(a) Disposal. The disposal of construction waste is regulated by the Missouri Department of Natural Resources (MDNR) under Chapter 260 RSMo. Such waste in types and quantities established by MDNR shall be taken to a licensed landfill or licensed sanitary landfill for disposal.

(b) Asbestos. Demolition waste in regulated structures must be inspected to determine if any asbestos containing materials are present. For more information contact the Department of Natural Resources at 573-751-4817 or visit

<http://dnr.mo.gov/env/apcp/asbestos/index.htm>. Complete and submit the Asbestos NESHAP Notification of Demolition and Renovation, Form—MO 780-1923 to the Department of Natural Resources. Note: When completed and accepted by MDNR, please provide a copy to the City.

(c) Lead Paint. The abatement of lead paint is regulated by the Department of Health and Senior Services (DHSS).

Please call the DHSS at 573-526-5873 or visit

<https://health.mo.gov/safety/leadlicensing/>.

Residential Permits, for One & Two-Family:

Any work not performed by the home owner shall require a licensed contractor(s) issued by the City for such work.

For new residential construction, submit: floor plans; elevations of all sides; a site plan; and structural details (if required) with the permit application.

Renovation and addition projects require sufficient detail to describe work. Additions will need a site plan showing the outline on a site plan.

Minimum inspection required for new construction:

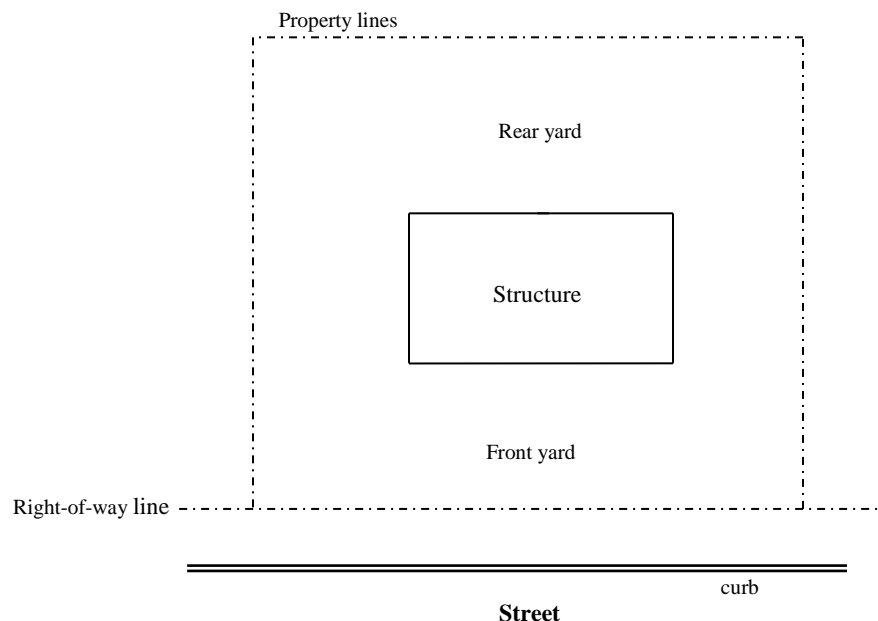
- 1.) Footing & foundation,
- 2.) Framing & rough in work
- 3.) Final job completion and issuance of Certificate of Occupancy.

Site Plan shall show the following minimum information:

- a. Location and dimensions of new construction on lot, to scale, i.e. main structure with any bump outs or deck extension, utility structures, driveway or swimming pool.
- b. Indicate the setback distance between all property lines and structure(s).
- c. Indicate the direction of storm water runoff on new construction.
- d. Indicate new building sewer or other easements that may exist on the lot.

Notes

Sketch Plot Plan:



INSPECTION INFORMATION

All buildings will require some sort of inspection. The type of inspection needed will depend on the type of permit applied for. Some projects have more inspection points than others. The following is a general overview of the inspection process to help you obtain the proper inspections for your project. If you have questions concerning an inspection, please call this office at 573-634-6410.

Who to Call

City Inspectors may be reached or notified by contacting the General Reception Desk ----- (573-634-6410)

Footing, framing, foundation, or building code questions -----	Building Inspector
Plumbing inspections, plumbing code questions -----	Plumbing Inspector
For electrical inspections or electrical code questions -----	Electrical Inspector
For sign code information -----	Sign Inspector
For storm water or flood plain issues -----	Storm Water Engineer
For City sewer information -----	City Sewer Engineer
For street cuts, driveway approach information or inspections -----	Street Inspector
For utility locates -----	Dig Rite (1- 800-344-7483)

Minimum Inspection Points

Foundation & Ground work Inspections

Footing and foundations:
Electrical ground work inspections:
Plumbing ground work inspections:

Inspected by:

City Building Inspector prior to pouring concrete.
City Electrical Inspector for electric wire to be buried.
City Plumbing Inspector for buried sewer pipes or drains.

Framing & Rough-in Inspections

Framing and/or rough-in inspections:
Electrical rough-in inspections:
Plumbing rough-in inspections:

Inspected by:

City Building Inspector
City Electrical Inspector
City Plumbing Inspector

Final Inspections

Building final:
Electrical final:
Plumbing final:

Inspected by:

City Building Inspector
City Electrical Inspector
City Plumbing Inspector

Certificate of Occupancy Required Before Structure May be Occupied

Upon completion of all work, a written or verbal request for a Certificate of Occupancy (CO) must be made to the Building Regulations Division. (573-634-6410)

A CO will be issued after all the above inspections have been completed, approved and signed off by the responsible inspectors. **This document MUST be obtained before the structure can be occupied.**

Other Conditions

- All work to be done in compliance with the laws and ordinances pertaining to the same and conformity with the plans specifications and application filed with, and approved by, the Building Regulations Division.
- The building permit conveys no right to occupy any street, alley or sidewalk or any portion thereof, either temporarily or presently, encroachments on public property not specifically permitted under the building code must be approved by the jurisdiction.
- Street or alley grades as well as depth and location of public sewers may be obtained from the Department of Public Works. (573-634-6410)
- It is the owner's or other agent's responsibility to determine the location of property lines, in order to comply with applicable Federal, State or Local laws rules and regulations or deed restrictions. The issuance of this permit does not release the applicant from the conditions of any applicable subdivision restrictions.
- This permit shall be null and void if construction is not started within 180 days of the date the permit is issued or 180 days from last inspection.

