



Manual for Building Permits, Building Codes, and Building Inspections

City of Holden, Missouri

Building Inspector: Jim Coldsnow (816) 506-0218

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PERMIT APPLICATION OVERVIEW

WHAT YOU ARE GIVEN:

1. Letter to Applicants	
2. Fee Schedule	
3. Permit File Log	
4. Site Plan Checklist	
5. Residential Plan Requirements	
6. Required Building Inspections	
7. Building Permit Application – FORM	
8. Electrical Permit Application – FORM	
9. Street Excavation Permit Application – FORM	
10. Business License Application Packet-(separate packet)	

Received By: _____

Date Received: _____

WHAT YOU MUST RETURN FOR REVIEW COMPLETED AND SIGNED:

1. All Applicable Fees	
2. Permit File Log	
3. Site Plan Checklist	
4. Residential Plan Review Checklist	
5. All Required Building Inspections	
6. Building Permit Application	
7. Electrical Permit Application	
8. <i>If applicable:</i> Business License Application and/or Street Excavation Permit Application	
9. Plot Plan (2)	
10. Complete Building Plans with Engineer Stamp (2)	
11. One Digital Copy of Plot Plan & Building Plans	
12. Proof of a Valid Business License in City of Holden, Missouri	

Returned By: _____

Date Received: _____

TO: All Applicants:

FROM: Building Inspector

Applicants:

The purpose of this document is to give an applicant for a building permit the required information necessary to complete a project in compliance with all regulations.

The City Code and its regulations are in place to protect and preserve the appearance, character, and quality of the City of Holden's commercial and residential buildings.

It is a violation of the City Code to begin construction, residential or commercial, without having obtained all required permits. Failure to obtain a permit may result in a penalty of double the permit fee and requiring the removal of any construction for which inspections are required and have not been obtained. No inspections will be made until the required permits have been approved, obtained, and posted correctly.

The City of Holden Has adopted the International Building Codes below:

- The 2015 International Building Code
- The 2015 International Residential Code
- The 2015 International Plumbing Code
- The 2015 International Mechanical Code
- The 2015 International Fire Code
- The 2014 International Electric Code

Zoning Requirements: All construction must comply with current City zoning requirements as contained in Chapter 42 of the Municipal Codes of the City of Holden, Missouri. Copies of the zoning ordinances can be obtained from City Hall. If you have questions concerning the specific zoning, building code, or project requirements for your project please contact the City at 816-732-4811 before beginning any construction.

Applications: Building permit applications must be submitted on forms provided by the City. These forms are included in this packet.

All applications must be complete. Incomplete applications will not be reviewed. Applications must include two complete sets of building and site plans and building plans must show the building as it will actually be constructed. If you are building two buildings which are identical, you may ask to submit only one copy for yourself, along with two copies which the City will retain (one for each file).

Review Time: After a complete application has been submitted, the Plan Review Team will review the application. Review for single family and duplex construction normally takes three business days. Review of applications for commercial building may take two to three weeks, depending on the building complexity.

After the plans have been reviewed, either the plans will be approved and a permit issued, or revisions will be requested to be noted on the submitted site or building plans in order to meet code requirements.

If revisions have been requested, additional review time may be required. If you have questions, please contact the Building Inspector to discuss your concerns. The Building Inspector will be able to assist you in working with the appropriate Plan Review member to resolve the item at issue.

Building Permits

Minimum Permit Fee - including demolition, electrical, plumbing, mechanical, or for any other permit	\$25
Residential Permit: Estimated Value of Work is between \$1-\$999	\$50
Residential Permit: Estimated Value of Work is between \$1,000-\$50,000	\$250
Residential Permit: Estimated Value of Work is between \$50,001-\$150,000	\$250 + \$2.00 per \$1000 value over \$50,000
Residential Permit: Estimated Value of Work is between \$150,001-\$250,000	\$500 + \$2.00 per \$1000 value over \$150,000
Residential Permit: Estimated Value of Work is \$250,001 or higher	\$750 + \$2.00 per \$1000 value over \$250,000
<i>Residential Value will be based on the most recent 5 year average cost per square foot of the US Census Bureau's Cost of New Residential Construction in the Midwest. Current Average cost is shown to the Right.</i>	\$149.62
Residential Permit: Accessory Buildings under 500 sq. ft.	\$50
Commercial Permit- <i>estimated project cost is to be provided by certified architect and engineer.</i>	.0040 of estimated project cost
Unusually Complex Construction where outside consultants are needed	Actual cost of outside consultants over 50% of permit fee
Mobile Home Permit Fee Minimum	\$35
Temporary certificate of use and occupancy - Refundable if work is completed prior to expiration of temporary certificate	50% of permit fee (refundable)
Initial Inspection	\$25
First Re-Inspection	\$50
Second and Subsequent Re-Inspections	\$100

PERMIT FILE LOG

Date Submitted _____

Permit No. _____

Project Address/Lot/Locality _____

Applicant _____

Owner _____

Address _____

Address _____

City/State/ZIP _____

City/State/ZIP _____

Phone _____

Phone _____

LIST OF CONTRACTORS/SUB-CONTRACTORS:

BUILDER

Name _____

Phone _____

Address _____

City/State/ZIP _____

FOOTING/FOUNDATION

Name _____

Phone _____

Address _____

City/State/ZIP _____

GROUND ROUGH

Name _____

Phone _____

Address _____

City/State/ZIP _____

FLOOR/FLATWORK

Name _____

Phone _____

Address _____

City/State/ZIP _____

FRAMER

Name _____

Phone _____

Address _____

City/State/ZIP _____

ELECTRICIAN

Name _____

Phone _____

Address _____

City/State/ZIP _____

PLUMBER

Name _____

Phone _____

Address _____

City/State/ZIP _____

MECHANICAL

Name _____

Phone _____

Address _____

City/State/ZIP _____

TRENCH DIGGER

Name _____ Phone _____
Address _____ City/State/ZIP _____

SHEETROCK/DRYWALL

Name _____ Phone _____
Address _____ City/State/ZIP _____

EXTERIOR FLATWORK

Name _____ Phone _____
Address _____ City/State/ZIP _____

PORCH/DECKS/PATIOS

Name _____ Phone _____
Address _____ City/State/ZIP _____

PAINTER

Name _____ Phone _____
Address _____ City/State/ZIP _____

CARPET/TILE/ETC.

Name _____ Phone _____
Address _____ City/State/ZIP _____

ROOFING

Name _____ Phone _____
Address _____ City/State/ZIP _____

EXTERIOR SIDING

Name _____ Phone _____
Address _____ City/State/ZIP _____

LANDSCAPING

Name _____ Phone _____
Address _____ City/State/ZIP _____

OTHER

Name _____ Phone _____
Address _____ City/State/ZIP _____

SITE PLAN REQUIREMENT CHECKLIST

- Legal Description**
 - Must be by a surveyor.
- Site Plan Drawn to Scale**
 - Must not be less than 1:60 and must contain a North arrow.
- Location And Dimensions of All Property Lines**
- All Retaining Structures**
 - i.e., retaining walls, retaining ponds, etc.
- Grade and Elevation**
 - Any existing and/or proposed grade elevation contours (if phased, must show).
- All Sidewalks, Driveways, Paved Areas, Streets, Curbs, and Gutters**
- All Existing and Proposed Fire Hydrants**
 - Including any Siamese connections.
- All Dimensions of Buildings and Distances to Other Buildings**
 - Include distances from other improvements, property lines, driveways, and proposed parking. Must include the elevation of such structures.
- Site Utilities and Storm Drainage**
 - Must indicate routing of all utilities to the point of connection to public facilities.
- Drainage Study**
 - Must address storm water management for the project including construction and post-construction measures.
 - Must be prepared in accordance with APWA 5600 and the BMP Manual.
 - Must be prepared and sealed by a Professional Engineer licensed in the State of Missouri.
- Location of All Public Right-of-Ways Adjacent to Property**
- Location of All Easements on the Property**
- Layout and Design of the Parking Areas**
 - Must include spaces for the disabled, required screening, off-street loading/unloading areas, maneuvering areas, and pavement construction details.
 - Must include parking area lighting.
- Landscaping Plan**
 - Must comply with ordinance requirements where applicable.
- Erosion and Sedimentation Control Measures**
 - Must reference all American Public Works Association (APWA) erosion and sediment control details on plan.
 - **IF** disturbed land area is one acre or more, then a *Land Disturbance Permit* is required.

Floodplain Information

- **REQUIRED IF** the regulatory 100-year floodplain is located anywhere on the parcel per current Federal Emergency Management Agency (FEMA) maps – North American Vertical Datum (NAVD) datum will be used.
- Must include:
 - The location and elevation of the boundary of the 100-year Regulatory Floodplain based on current FEMA maps.
 - **IF** required for “critical facilities” in accordance with the FEMA Regulatory Floodplain provide the location and elevation of the 500-year Regulatory Floodplain based on current FEMA maps.
 - The location and elevation of the boundary of the “one foot freeboard” based on current FEMA maps.
 - The elevation of the lowest grade adjacent to the structure.
 - **IF** the structure is located within the area of the current regulatory floodplain plus one foot freeboard, then a *Floodplain Analysis* is required to show no-rise and no adverse impacts.

All Site Plans and Documents MUST Be Prepared and Sealed by a Professional Engineer Licensed in the State of Missouri.

RESIDENTIAL REQUIREMENTS

RESIDENTIAL ZONE DISTRICT – R-1

Minimum Lot Size – 14,000 sq. ft.
Minimum Lot Width – 80 ft. measured at front yard line
Minimum Yard Requirements:
 Front – 35 ft.
 Side – 10 ft.
 Side (Exterior) – 10 ft.
 Rear – 25 ft.
Minimum Square Footage of Structure – 900 sq. ft.
Off Street Parking Requirement – One (1)

RESIDENTIAL ZONE DISTRICT – R-2

Minimum Lot Size – 7,000 sq. ft.
 1,800 sq. ft. for each additional unit per structure
Minimum Lot Width – 50 ft. measured at front yard line
Minimum Yard Requirements:
 Front – 25 ft.
 Side – 7 ft.
 Side (Exterior) – 10 ft.
 Rear – 25 ft.
Minimum Square Footage of Structure – 900 sq. ft. for single family
 1,800 sq. ft. for duplex
 900 sq. ft. per dwelling for multi-family
 900 sq. ft. for modular
Off Street Parking Requirement – One (1) for each dwelling unit

RESIDENTIAL ZONE DISTRICT – R-3

Minimum Lot Size – 7,000 sq. ft.
 1,800 sq. ft. for each additional unit per structure
Minimum Lot Width – 50 ft. measured at front yard line
Minimum Yard Requirements:
 Front – 25 ft.
 Side – 7 ft.
 Side (Exterior) – 10 ft.
 Rear – 25 ft.
Minimum Square Footage of Structure – 900 sq. ft. for single family
 1,800 sq. ft. for duplex
 900 sq. ft. per dwelling for multi-family
 900 sq. ft. for modular
Off Street Parking Requirement – One (1) for each dwelling unit

Commercial Requirements

The C-1 retail business district is intended for retail and service uses that provide adequate off-street parking and unloading facilities.

Permitted uses:

- Retail establishments which sell such items as groceries, pharmaceuticals, variety merchandise, dry goods, automotive parts, hardware, feed and poultry supplies, home building supplies, farm equipment, marine equipment (boats, trailers etc.).
- Service establishments including banks, savings and loan associations/offices, title companies, barber shops, motion picture theaters, new and used cars, utility offices and various public buildings.
- Eating establishments (cafes, restaurants).
- Offices for professional and service people, including doctors, dentists, lawyers, realtors, radio and television service and repair.
- Dry cleaning and laundry establishments.
- Automotive service stations.
- Automotive repairs and sales (new and used).
- Warehousing, commercial.
- Commercial recreation, as bowling alleys, golf driving ranges, drive-in theaters, skating rinks, etc.
- Automatic laundries (unattended).
- Motels and motor hotels.
- Places of public assembly.
- Printing offices and plants.

Commercial Area Requirements

Minimum yard requirements.

Front: 25 ft.

Side (no side yard required, except for the street side of a corner lot): 10 ft.

Rear (from property line or center of alley, if one exists): 15 ft.

On-lot parking:

Motels, hotels (parking space per sleeping unit):

Places of public assembly (space per seating capacity: 1 per 5 seats).

Maximum height.

Stories: 2

Not to exceed: 36 feet

Parking-Required Spaces

On-lot parking spaces shall be provided for each employee and one space per 500 square feet of floor area.

Special rule -adjoining residential district.

When a commercial zoning district abuts a residential zoning district, a minimum side yard and rear yard of 25 feet and a front yard of one-half the distance required for the residential district shall be required.

Industrial Requirements

The I-1, Industrial District is intended for general manufacturing and industrial activities normally associated with industrial operations. The district is intended to provide a location for industries involved in the general manufacturing, wholesaling, warehousing, and/or fabrication of goods and materials.

Permitted uses:

All uses permitted in the zoning district described in this zoning ordinance.

All other uses not otherwise prohibited by law.

Double-Wide manufactured/mobile homes are allowed in areas zoned I-1 by special permit of the City Council. Double wide manufactured/mobile homes in I-1 shall have the tongue and axels removed and have a height from lot grade level to base plate of no more than 20 inches.

Modular homes (by special permit of the City Council)

Single-Family dwellings (only as replacement of an existing Single-Family dwelling)

Double-Wide manufactured/mobile homes, modular homes, and single-family dwellings in I-1 shall have the following yard sizes.

Front: 25 feet

Rear: 25 feet

Side: 7 feet

Exterior Side: 10 feet

Prohibited uses:

All uses of land, building and structures or industrial processes that may be noxious or injurious by reason of the production or emission of dust, smoke, refuse matter, odor, gas, fumes, noise, vibrations or similar substances or conditions; provided, however, that any such use may be permitted if approved by the City Council and subject to the securing of a special permit which specified such restrictions, conditions and safeguards as may be deemed necessary by said City Council for the purpose of protecting the health, safety, morals or the general welfare of the community.

Area requirements.

Lot coverage: The entire lot may be covered, except as hereinafter specified.

Yards:

Front: 20 feet

Rear: 20 feet

Side: 5 feet

On-lot parking: adequate on-lot parking space shall be provided for all employees and visitors.

On-lot parking, loading, and unloading facilities: Each structure or use shall provide on-lot loading and unloading facilities which shall not block a street, alley, or other public way.

REQUIRED BUILDING INSPECTIONS

All inspections are required before receiving a Certificate of Occupancy.

You cannot use or occupy the premises until a Certificate of Occupancy has been issued.

SCHEDULING INSPECTIONS:

Please contact the City Clerk at 816-732-4811 to schedule the required inspections. If a required inspection is not requested when needed, you will be required to make any structural changes to allow the inspection to be completed at your expense. There are five inspections required before an Occupancy Permit can be issued.

1. First Inspection – Footings

- This inspection is made prior to placement of concrete after all excavations are completed and footing forms and reinforcing steel is in place.

2. Second Inspection – Basement and Foundation Wall Forms

- This inspection is made prior to placement of concrete after forms are set and reinforcing steel is tied in place. In some cases, a concrete slab will serve as the foundation. In this instance, this inspection step will be eliminated.

3. Third Inspection – Ground Work Plumbing

- This inspection is made prior to placement of the concrete floor. Footing drains, damp proofing, under-slab plumbing is checked.

4. Fourth Inspection – Includes the following:

- *Framing*
 - This inspection is made after the structure is completely enclosed and rough-in carpentry is complete.
- *Electrical Rough-in*
 - This inspection is made after the electrical rough-in is complete.
- *Plumbing Rough-in*
 - This inspection is made after the plumbing rough-in is complete.
- *Mechanical Rough-in*
 - This inspection is made after the furnace, water heater and air conditioning units are installed, and all associated piping, ductwork and venting is in place. Solid fuel venting will also be inspected.

5. Fifth Inspection – Insulation and Final

- This inspection is to be requested after all finish work has been completed and before the building is occupied. This inspection shall be made after insulation has been installed. Attic insulation will be inspected at the time of the final inspection. For this inspection, all life safety items shall be completed but cosmetics need not be done. E.g., paint, carpet, wallpaper etc. is considered cosmetic.

RE-INSPECTIONS:

If, during the initial inspection, deficiencies are found, a correction notice will be left either on the job site or with the contractor if they are present. All items on the corrections notice will be required to be corrected before you request a re-inspection unless a specific item or items will not be concealed and can be re-inspected on the final inspection.

If, for any reason, you are in doubt concerning any of the items which have been found to be deficient, you should contact the inspector for clarification. If you are still in doubt or disagree with the inspector's judgement, you should contact the Code Administration Office to receive an official code interpretation on all items in dispute. The complete procedure for appealing decisions and interpretations of the Codes Administration Office are outlined later in this document.

Re-inspection requests will be responded to on the day following the request being received by the inspector. If it is found that all items noted on the original corrections notice have not been corrected, and additional corrections are required, you will be assessed a re-inspection fee of \$100.00 per re-inspection after the first re-inspection. You may not proceed with your project or conceal any items remaining on the corrections notice until approval is received. Inspectors will only inspect items noted on the original inspection correction notice when performing re-inspections except as follows:

1. Additional work has been done which does not comply with code requirements.
2. A major deficiency is found that may a
3. Adversely affect the integrity of the structure or the safety of its occupants.



BUILDING PERMIT APPLICATION

Date Submitted _____ Permit No. _____

Project Address _____

Locality _____

Lot _____ Block _____ Plat _____ Section _____ Township _____ Range _____

Applicant _____ Owner _____

Address _____ Address _____

City/State/ZIP _____ City/State/ZIP _____

Phone _____ Phone _____

DESCRIPTION OF WORK:

Single Family New Addition Alteration Repair _____ Other _____

Multi Family New Addition Alteration Repair _____ Other _____

Commercial New Addition Alteration Repair _____ Other _____

Out Building New Addition Alteration Repair _____ Other _____

Other _____

Approximate Date Construction is to Begin: _____

MATERIALS:

Foundation _____

Exterior _____

Roofing _____

SQUARE FOOTAGE:

Primary Floor Area _____

Accessory Floor Area _____

Total Floor Area _____

Number of Rooms _____

Number of Floors _____

Height of Structure _____

Estimated Cost _____

SETBACK LINES:

Front Yard _____

Side Yards _____

Rear Yard _____

Tract Dimensions _____

Area of Ground _____

Type of Sewage Facilities _____

Total Value of Project _____

The applicant and or agent hereby agrees to abide by and comply with the conditions of all building and health laws of the City, State, and any other applicable law, and understands that any variance from the ordinances shall constitute cause for the retraction of any City granted permit and subject to penalties associated with violations of such City ordinances and laws. I certify that the information furnished on this application is true to the best of my knowledge and belief.

Occupancy prior to final inspection is prohibited by law, and applicant in violation thereof shall be subject to prosecution.

Signature of Owner _____

Signature of Agent _____

Building Permit Fee _____

Electrical Permit Fee _____

Business License Fee _____

Sewer Fee _____

Permit Total _____

Permit Approved By: _____

Inspector's Signature _____

Date Approved _____



Electrical Permit Application

101 W. 3rd St. Holden, MO 64040 | (816)732-4811 | Fax (816)732-6550

*Application/Permit Number: _____

**Application Number will become the PERMIT NUMBER when the building permit is issued.*

Project Location and Description

Site Address: _____ Zoning: _____

- Scope: Service Type:** New Remodel Addition Repair Upgrade
Size: 200-amp single phase Other: _____ Amp _____ Sub Panel
 All wiring for new building erected at this site Add circuits or fixtures.
 Repair or restoration
Type of Structure Wired: Single Family Dwelling Two Family Dwelling
 Garage Storage Shed
 Multifamily Units: _____ Swimming Pool Commercial Other _____

Property Owner:	Contractor, and Contact Name:
Address:	Address:
City, State, Zip Code:	City, State, Zip Code:
Phone #:	Phone #:
Email:	Email:
Agent For: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor	
Name:	Craftsman License #:
Address:	Business License #:
City, State, Zip Code:	Phone #:
Email:	

Permit Applicant: I am the Contractor Property Owner Agent

Value of project: \$ _____

Permit Applicant's signature: _____ Date: _____

All entries made by me on this application are true and accurate to the best of my knowledge.

FOR OFFICE USE ONLY

Permit Approved: _____ Date: _____ Cost of Permit: \$ _____
 Building Official _____



Street Excavation Permit Application

Date Submitted _____ Permit No. _____

Project Address: _____

Contractor: _____

Purpose of Digging: _____

Location of Excavation: _____

Type of Road Surface: Oil _____ Dirt _____ Pavement _____ Other _____

Length of Cut: _____ Depth of Cut: _____

Relation to Road: Across _____ Parallel _____ Partially Across _____

Start Date: _____ Completion Date: _____ Asphalt Completion Date _____

THE CONTRACTOR SHALL INITIAL THE FOLLOWING:

_____ Any cost to the City related to the restoration of the street or alley due to settlement shall be paid for by the Contractor or forfeit their Deposit.

_____ Any cut performed on an existing paved street shall be only made by sawing through the street's surface by using square cuts or forfeit their deposit.

_____ When using a backhoe on pavement, outriggers must be padded.

_____ After excavation, the person causing the excavation shall fill the hole, in thin layers, with properly compacted crusher-run rock.

_____ No Trench shall remain open for more than 24 hours and shall be barricaded to prevent any accident.

_____ Adequate traffic control shall be provided, and the Contractor assumes all responsibility.

_____ The Contractor shall arrange for paving of the street cut on all paved streets and alleys with four-inch hot mix within 48 hours. If the City does the paving repair a pavement fee shall be assessed based upon the length of the street cut.

SIGNATURES:

Contractor: _____ Street Superintendent: _____

Date: _____ Approved _____ Denied _____