



# Building Permit Application

Permit #: \_\_\_\_\_ Date Permit Expires: \_\_\_\_\_

Address of Construction: \_\_\_\_\_

Address of Applicant: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Home/ Land Owner Name: \_\_\_\_\_

Contractor: \_\_\_\_\_ Business License #: \_\_\_\_\_

Electrician: \_\_\_\_\_ Business License #: \_\_\_\_\_

Plumber: \_\_\_\_\_ Business License #: \_\_\_\_\_

### Section A-Buildings:

Street= No Charge       Sign= \$30.00       Driveway= \$30.00

Culvert= \$30.00       Commercial Electrical Work= \$20.00       Combination=\$50.00

Commercial Electrical Work & Sign= \$50.00

**Total Cost of Section A = \$ \_\_\_\_\_**

### Section B Miscellaneous:

Main Floor \_\_\_\_\_ by \_\_\_\_\_ = total sq.ft. \_\_\_\_\_ x .05= \$ \_\_\_\_\_

Basement (Finished) \_\_\_\_\_ by \_\_\_\_\_ = total sq.ft. \_\_\_\_\_ x .05= \$ \_\_\_\_\_

Basement (Unfinished) \_\_\_\_\_ by \_\_\_\_\_ = total sq.ft. \_\_\_\_\_ x .04= \$ \_\_\_\_\_

**New Construction Fee= \$50.00**

**Total Cost of Section B = \$ \_\_\_\_\_**

### Section C-Carports, Garage, Sheds, Decks:

Garage or Carport \_\_\_\_\_ by \_\_\_\_\_ = total sq.ft. \_\_\_\_\_ x .04= \$ \_\_\_\_\_

Deck or Shed \_\_\_\_\_ by \_\_\_\_\_ = total sq.ft. \_\_\_\_\_ x .04= \$ \_\_\_\_\_

**Minimum for Section C Permit Fee (unless new residence)=**

**Total Cost of Section C = \$ \_\_\_\_\_**

### Section D- Sewer Connection/Inspections-

Multi Family= \$400 x # units      Mobile Home= \$400 x # of pads      Residence= \$600      Commercial= \$1200

**+ Inspection Fee= \$50.00**

**Total Cost of Section D= \$ \_\_\_\_\_**

### Charges and Payments-

**Total of all Sections= \$ \_\_\_\_\_**

Amount Paid= \$ \_\_\_\_\_

Date Paid= \$ \_\_\_\_/\_\_\_\_/\_\_\_\_

Check# \_\_\_\_\_

Receipt # \_\_\_\_\_

**All sub contractors must have a business license obtained by the City of Holts Summit.**

The purchaser of this permit is required and will be held accountable to notify the contractor and any subcontractor of the following conditions;

1. Prior to the start of any construction, sewer hookups or road cuts, the builder must have the proper permit (s), business license and post sewer and/or road cut bonds required by the City.
2. All contractors and subcontractors must have a business license issued by the City of Holts Summit. License fee is \$35.00 for any new applicants or any applicants submitting their application during the time of renewal. Any applications turned in after the renewal date will be charged \$60.00.
3. **NO BULIDING PERMIT WILL BE ISSUED UNTIL ALL SUBCONTRACTORS HAVE A BUSINESS LICENSE.**
4. Inspection request received by 8:15am are scheduled for that day. Requests received after 8:15am will be scheduled for the following business day. For footing and sewer connections only, the building inspector must be contacted to set up an inspection appointment. Do not open any sewer lateral line without the inspector present on the job site.
5. To ensure safe flow of traffic, all vehicles at the hob site will use driveways at the job site and not on street parking.
6. Because the sewer bill account is established based on the name on the permit, the person that took out the permit is responsible for calling in the inspection and paying the sewer bill.
7. The following inspections are required:

- Set backs**
- Footings**
- Foundation**
- Sewer**
- Floor**
- Framing**
- Insulation**
- Drywall**
- Final Inspection**
- Driveway**

*\*FINAL\* The Certificate of Occupancy must be issued by the Building Inspector prior to any person(s) inhabiting the building. The Certificate of Occupancy is available once the plumbing and electrical contractors have completed their work and have signed the completion paperwork at City Hall and once all inspections have been completed.*

I HAVE READ AND ACCEPTED THE ABOVE INSTRUCTIONS AND CONDITIONS AND AGREE TO COMPLIANCE TO AVOID VIOLATIONS WHICH WILL CAUSE DELAYS AND ADDITIONAL COSTS FOR THE PERMIT HOLDER.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_  
Date